



Coppice Junior School

# Admissions Policy

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Headteacher                      Mark Knowles

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Date

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Chair of Governors              Jo Bromige

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Date

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## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils attending Damson Wood will not transfer automatically into Coppice. A separate application must be made for a place.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 60 pupils for entry in year 3.

### 6.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out in appendix 1, in order until all places are filled.

## 7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in the appendix of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

## 8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[admissions@solihull.gov.uk](mailto:admissions@solihull.gov.uk)

You can find details of the school's appeals timetable on the *Solihull school admissions website*

## 9. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

## Appendix 1

### Admission arrangements for Solihull community and voluntary-controlled schools 2022-2023

#### 1. Background

1.1 Solihull Council is the admissions authority for Solihull community and voluntary controlled schools. These admission arrangements, including the oversubscription criteria, explain how places will be offered.

1.2 All other academies, schools (including all secondary schools and voluntary aided schools) and the 14-19 university technical college in Solihull are their own admissions authority and responsible for determining their own admission arrangements, including oversubscription criteria. They all take part in the local authority coordinated scheme, subject to their funding agreement, and must comply with the School Admissions Code.

#### 2. Normal points of intake

##### 2.3 Junior

2.3.1 Children attending an infant school transfer to junior school in the September after their 7th birthday.

##### 2.4 Reception

2.4.1. Children start in a reception class in a primary or an infant school in the September after their 4th birthday.

#### 3. Oversubscription criteria

3.1 If a community or voluntary-controlled school receives more on-time applications than there are places available, places will be offered in priority order according to the oversubscription criteria as follows:

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##### 3.2 Junior schools

3.2.1 Priority 1 Looked after children and all previously looked after children who are now adopted or subject to a child arrangement order or special guardianship order. Including those children who have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority 2 Children whose exceptional social or medical reasons can only be met by that particular school

Priority 3 Children at the linked infant school

Priority 4 Children living in the catchment area of the linked infant school(s) and would have a brother or sister at the school or the linked school at the time they start school

Priority 5 Children living in the catchment area of the linked infant school(s).

Priority 6 Children living outside the catchment area of the linked infant school(s)

and would have a brother or sister at the school or the linked school at

the time they start school

Priority 7 Other children, measured in a straight line from the child's home

3.2.2 Children on the roll of an infant school listed below will be guaranteed a place at the specified linked junior school, provided the application is submitted by the published closing date.

Infant schools Linked junior schools

Blossomfield Infant\* Shirley Heath Junior or Sharmans Cross Junior

Burman Infant Haslucks Green Junior

Castle Bromwich Infant Castle Bromwich Junior

Cranmore Infant Widney Junior

Damson Wood Infant Coppice Junior

Marston Green Infant Marston Green Junior

Streetsbrook Infant Sharmans Cross Junior

## Woodlands Infant Shirley Heath Junior

3.2.3 \*Blossomfield Infant & Nursery School has a joint link to both Sharmans Cross Junior School and Shirley Heath Junior School. Parents are guaranteed a place at one of the schools. If there are more applications for Sharmans Cross Junior School or Shirley Heath Junior School than places available, priority will be given to children attending Streetsbrook Infant School and Woodlands Infant School respectively.

4. Section 4 is relevant to all applications:

4.1 Catchment area maps can be viewed online at [www.solihull.gov.uk/onlinemaps](http://www.solihull.gov.uk/onlinemaps).

4.2 Definition of a brother or sister

A brother or sister must live at the same address and could be:

- A brother or sister sharing the same parents;
- a half-brother or half-sister, where two children share one parent;
- a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership;
- the separate children of couples who live together; or
- an adopted or fostered brother or sister.

Priority is not given if the brother or sister attends the nursery unit as this is nonstatutory education.

4.3 If possible, places will be offered at the same school to twins, triplets and children from other multiple births, as long as we comply with infant class size legislation.

4.4 Distances are measured in a straight line from home to school by our admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.

4.6 If two or more applications in the same priority have the same distance, but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority.

4.7 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group.

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Requests should be made to Solihull Council and may be supported by professional evidence such as a speech and language therapist or it may simply be the parent's statement as to why they are making their request. The following is the process to be followed when applying for a reception, junior or secondary intake place:

- apply for a place for the child's normal age group at the usual time
- parents submit their request to school admissions for admission out of the normal age group at the same time and by the closing date
- request and evidence will be considered by Solihull Council taking into consideration the views of the head teacher
- a response to the request will be sent before national offer day
- if the request is agreed parents should withdraw their application for the normal age group and make a new application as part of the main admissions round the following year, or proceed with their application for the normal age group and start in September
- if the request is refused the application will proceed in the normal age group or the parent can make an in-year application for admission to year 1 for the September following the child's fifth birthday
- There is no right of appeal against the decision to decline the request. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

5. Application procedure for the normal intake

5.1 Parents will have the opportunity to express a minimum of three preferences, rank them in order and give a reason for that preference.

5.2 A Primary Education and Secondary Education booklet is available for parents and comprehensive information is published on the Council's website.

5.3 Applications should be submitted by the published closing date.

5.4 Applications with exceptional social or medical grounds must be supported by independent professional evidence. The Advisory Group for Admissions will consider applications and evidence and make recommendations to Cabinet Portfolio Holder, who will grant priority 2 to applications deemed to have exceptional social or medical reasons.

5.5 All children whose education, health and care plan names a school must be admitted. This will reduce the number of places at that school. The StART Team process these applications.

5.6 The home address is the place where the child is permanently resident with his or her parents. If care is shared between two parents, parents will need to provide a copy of the court order defining the arrangement. In the absence of a court order, we will use the address of the parent who is in receipt of the child benefit. Parents will need to send a copy of your child benefit award for the last two years.

5.7 All applications are subject to address checks. Admission arrangements 2022-2023 5

5.8 All offers of school places, for children resident in Solihull who applied by the closing date, will be made by us on the published offer date.

5.9 We will tell parents which school can be offered. If a place cannot be offered a reason for refusal will be given. Parents will have the right of appeal.

5.10 Any preference ranked lower than the school offered will be withdrawn.

5.11 Parents are asked to accept or decline the offer within two weeks.

5.12 The places that are offered are provisional and are dependent upon the circumstances of the application remaining unchanged until the child has started the school. It is important that parents provide us with any information relating to changes in circumstances, as soon as they occur. If a house move or fraudulent information means that the child is no longer entitled to the place it will be withdrawn.

6. Late applications and changes to applications for normal intake

6.1 Applications, received after the closing date, are late and will be processed after the offer day.

6.2 Changes to on-time applications received before the allocation will be considered if possible. Changes received after the allocation will be processed after offer day.

7. Application procedure for in-year admission (admission at any time other than the normal intake)

7.1 An in-year admission is at any time other than the normal point of intake.

7.2 Parents will have the opportunity to express up to three preferences, rank them in order and give a reason for that preference.

7.3 A leaflet is available for parents and comprehensive information is published on the Council's website.

7.4 Applications with exceptional social or medical grounds must be supported by independent professional evidence. Cabinet Portfolio Holder will consider applications and evidence and grant priority 2 to applications with exceptional social or medical reasons.

7.5 All applications are subject to address checks.

7.6 Parents will receive an outcome to their application. If a place can be offered the child is expected to start within 6 school weeks. If a place cannot be offered at a preferred school parents will be given a reason for refusal and offered the right of appeal.

7.7 If a place cannot be offered at a preferred school applications will be prioritised for the waiting list using the oversubscription criteria for the normal intake to that school.

8. Waiting lists for normal intake and in-year admissions

8.1 Parents can request that their child's name be added to the waiting list for any Solihull school that is ranked higher than the school that has been offered.

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8.1 Waiting lists are made in strict priority order against the published admission criteria for the school.

8.2 If a vacancy arises in a school, the place will be offered to the child with the highest priority.

8.3 Applicants will be put on the waiting list for the remainder of the half a term. Parents must contact School Admissions during the week before every school holiday if they want their child's name to stay on the waiting list. Those who do not make contact will be removed from the list.

## 9. Post-16 provision

9.1 The following schools in Solihull have post-16 provision. Each school is required to publish the minimum entry requirements for entry into Year 12:

Alderbrook School

Park Hall Academy

Arden

St Peter's Catholic School

Grace Academy

Tudor Grange Academy Kingshurst

John Henry Newman Catholic College

Tudor Grange Academy Solihull

Heart of England School

WMG Academy Solihull