



Little Sutton Primary School ADMISSIONS POLICY 2020

Adopted at a meeting of the Governing Body on 24th November 2020

The school can admit up to sixty children in any year group. This figure is reviewed annually by the governors.

Reception Intake - If a child is four years old on or before 31st August, then they may start school in the September of the same year. The allocation of places is made in accordance with the Local Education Authority's published criteria for admissions which can be found at Appendix A. The timetable for Reception applications is set by the LEA and varies from year to year. Full details of this and how to apply can be found at

<https://www.birmingham.gov.uk/schooladmissions>

In-Year Admissions – Applications for in-year school transfers can be made by visiting

https://www.birmingham.gov.uk/info/20119/school_admissions/587/in-year_school

Offers of places are made to children as places become available in accordance with the criteria in Appendix A. In the event of a year group being full (60 children), the school is unable to allocate further places. Parents may, however, add their child's name to a waiting list for future vacancies. In accordance with the school's admission arrangements (Appendix A), this waiting list is maintained for the current school year, after which parents must re-apply if they still wish to remain on the list. Parents may appeal against the refusal of a place by contacting the School Admissions and Fair Access Service on 0121 303 1888 or online at

https://www.birmingham.gov.uk/info/20119/school_admissions/207/appeal_against_a_decision_to_refuse_your_child_a_school_place

Birmingham City Council's School Admissions and Fair Access Service is available on 0121 303 1888 to answer any questions that parents may have.

The arrangements for children who transfer from another school to Little Sutton are as follows:

1. Parents and child(ren) have an opportunity to view the school at work by making an appointment with the head teacher.
2. Once the decision to transfer to Little Sutton has been made, a start date for the child(ren) will be established. Details of the previous school will be taken so that records can be passed on.
3. To assist with a child's transfer, a small group of children in the same year group will be nominated to help them in their new school.

ADMISSION ARRANGEMENTS FOR PUPILS WITH DISABILITIES

Children with disabilities are admitted following an assessment of their needs.

All children should have access to the curriculum to the maximum degree ensuring that the risk of any child being treated less favourably is minimised.

Determined Admission Arrangements September 2021/2022

School name	Little Sutton Primary School		
School address	Worcester Lane, Sutton Coldfield, B75 5NL		
Headteacher	Mrs R Davis	Tel no:	0121 464 4494
Admission Number	60		

Criteria	1. Looked after or previously looked after children.
	2. Children with a brother or a sister already at the school who will still be in attendance in September 2021.
	3. Children who live nearest to the school.
	Within each of these categories, priority is given to those who live nearest to the school, calculated on the basis of a straight-line measurement between home and school.
Children with a statement of special educational needs/EHC Plan	Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the school that is named in the statement/plan. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.
Looked after or previously looked after children	A looked after child is a child who is in the care of a local authority or is being provided with accommodation by a local authority as set out in s22(1) of the Children Act 1989. A previously looked after child is a child who, immediately after being looked after, became subject to an adoption, special guardianship or child arrangements order. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that they were looked after immediately prior to that order being made.
Sibling	Siblings (brothers or sisters) are considered to be those children who live at the same address and either: <ul style="list-style-type: none"> - have one or both natural parents in common; or - are related by a parent's marriage; or - are adopted or fostered by a common parent. <p>Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.</p> <p>Children not adopted or fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.</p>

Distance	Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school, usually the main gate or centre point of the school (unless stated otherwise). The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address and the address of the school.
Shared Responsibility	Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.
Final Qualifier	<p>In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.</p> <p>For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the published admission number for the child's year group to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.</p> <p>In the event of this occurring with twins or other multiple birth applicants, the school will be asked to admit over their published admission number to accommodate the pupils.</p>
Waiting Lists	Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any applicants will be added to the school's list in accordance with the order of priority for offering places. Waiting lists will be maintained until the end of each academic year.
Appeals	Appeals are administered by the local authority for this school. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Fair Access Service on 0121 303 1888 to request an appeal form. Appeals will be heard by an independent panel.
In-Year Applications	Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.