

**Tudor Grange Primary Academy St James**  
Halifax Road, Shirley, Solihull B90 2BT

*A variation to the determined arrangements was sought in July 2021 in response to a change to the Schools Admissions Code. The new code, [Schools Admissions Code \(2021\)](#) is in force from 1<sup>st</sup> September 2021. The variation is marked in yellow on this policy.*

**Admission arrangements for entry to Reception 2022**

Applications for children who are already 4 years old and will reach compulsory school age during 2022-23 are invited. Places will be offered as full time places, but parents may request a part-time place or deferred entry until the child reaches compulsory age. The admission arrangements are for pupil's entry into Reception year only.

The admission number has been set at 30, and our admissions process is part of the Solihull Metropolitan Borough Council (SMBC) co-ordinated scheme. Application forms are available from SMBC in the autumn before the year of admissions.

If there are fewer applications than places available all the applicants will be offered a place. If Tudor Grange Primary Academy St James is oversubscribed, after the admission of pupils with special needs where the academy is named in the education health and care plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:

**Oversubscription criteria**

**Priority 1:** All looked after children in the care of a local authority (e.g. foster care) or previously looked after children adopted immediately after being in care, or subject to a residence order or subject to a special guardianship order, or children whose exceptional social or medical reasons (see note 2) can only be met by Tudor Grange Primary Academy St James. This includes children who appear (to the admission authority) to have been in state care outside of England and have ceased to be in care as a result of being adopted, as well as children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after in England.

**Priority 2:** Children who have an older brother or sister at Tudor Grange Primary Academy St James at the same time.

**Priority 3:** Children who live closest to Tudor Grange Primary Academy St James measured in a straight-line from the child's home to the Academy.

**Notes:**

1. Children with an education health and care plan that names Tudor Grange Primary Academy St James will be offered a place first. This will reduce the number of places available.
2. Applications with exceptional social or medical grounds must be supported by independent professional evidence.

3. **Under Priority 2:** 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 (a formal arrangement that gives same-sex couples the same legal status as married couples);
  - the separate children of a couple who live together; or
  - an adopted or fostered brother or sister.

Priority 2 applications will be prioritised in distance. Distances are measured SMBC's computerised 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. **Under Priority 3:** Distances are measured by SMBC's computerised 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.
5. Waiting lists are produced in strict order of priority, against the oversubscription criteria SMBC, and are managed by the Academy. A child can remain on the waiting list until December after the year of entry. After this, parents can make a new application.
6. Applications received after the closing date are late. They will be processed after the offer date.
7. If possible, places will be offered at the Academy to twins, triplets and children from other multiple births. If a twin, triplet or multiple births is admitted at the 30<sup>th</sup> place then the siblings of the twin, triplet or multiple births will be admitted as excepted pupils.
8. The home address is the place where the child is permanently resident with his or her parents. If care is shared between two parents, you will need to provide a copy of the court order defining the arrangement to the council. In the absence of a court order, the council will use the address of the parent who is in receipt of the child benefit. You will need to send a copy of your child benefit award for the last two years.
9. **In-Year Admissions:** Applications for a place at the Academy at any time other than the normal time for admission (in-year admission) should be made to SMBC. If there is a vacancy in the relevant year group a place will be offered. If the year group is full SMBC will apply the admission criteria to the application so that it can be placed on the waiting list.
10. **Appeals:** Parents who wish to appeal against the decision to refuse their child a place in the Academy may appeal to SMBC. Appeals will be heard by an independent panel.

11. **Fair Access Protocol:** The Academy recognises its duty to comply with SMBC's Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
12. **Admission of children below compulsory school age and deferred entry**
  - 12.1. By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their fifth birthday (the time when the child reaches compulsory school age). However, SMBC offers places for children to be admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.
  - 12.2. Parents may defer their child's admission to primary or infant school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year of which the offer was made.
  - 12.3. A parent has the right for their child to be admitted on a part-time basis during the Reception year but not beyond the point that they reach compulsory school age.

In both cases above, a full-time school place is held for the child until they take it up.

13. **Admission of children outside their normal age group**

- 13.1. For some children in particular circumstances, for example summer born children (those born between 01 April – 31 August) or those with exceptional circumstances (e.g. medical conditions which have delayed development), the School Admissions Code paragraph 2.17 states that parents may seek, but cannot insist on, a place for their child outside of their normal age group and can request that their child is admitted to Reception a year later – therefore starting school in the September following their fifth birthday.
- 13.2. Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child's normal age group at the usual time to SMBC. At the same time the parent should submit the request, to the Chair of the LGB at the Academy, for their child to be admitted out of their normal age group, together with supporting evidence.
- 13.3. In accordance with the School Admissions Code 2014, the LGB will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking into account the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The LGB will also take into account the views of the Head of School. When informing a parent of their decision on the year group the child should be admitted to, the LGB will set out clearly the reasons for their decision. The LGB will ensure that the parent receives the response to their request before primary national offer day.

- 13.4. If the request is agreed, the application for the normal age group may be withdrawn and the parent must make a new application for a place in Reception Class as part of the main admissions round the following year, *(but there is no guarantee of a place being offered at the parent's preferred school(s) at this stage)*. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday *(when, again, there is no guarantee of a place being available at the parent's preferred school(s))*.
- 13.5. Requests for education out of normal year group for other years, (e.g. for gifted and talented children or children affected by ill-health) should be made to the LGB of the Academy. As outlined above, a decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.
- 13.6. There is no right of appeal if a child is offered a place at a school but it is not in the age group preferred by the parents.