



## 1. Background information

- 1.1. St Andrew's First School is a Church of England School in the Birmingham Diocese providing high quality education for pupils between the ages of 4 and 9 years of age.
- 1.2. St Andrew's First School is a Voluntary Aided school
  - 1.2.1. Voluntary Aided schools are maintained by the Local Authority with a foundation (usually religious and in the case of St Andrew's, the Diocese) which appoints most of the Governing Body. The Governing body is the admissions authority. These schools have to follow the national curriculum, but they can choose what they teach in religious studies. In Voluntary Aided school the governing body employs staff and decides admission arrangements.
  - 1.2.2. The school, however, abides by the School Admission Code (2014), which includes requirements such as cooperating with the Local Admissions Forum, the co-ordinated admission scheme of the Local Authority (LA) and the provision of places for students who have Special Education Needs or who are Looked After
- 1.3. St. Andrew's C. of E. First School has a distinctly Christian ethos. This underpins the values of the school and reflects its nature. We ask all parents/guardians applying for a place here to recognise and support this ethos and its importance to the school. This does not affect the right of parents/guardians who are not of the Christian faith to apply and be considered for a place at the school.
- 1.4. The Governing Body are committed to offering a broad curriculum to develop skills and abilities of pupils in many ways including outside the classroom which will help them to become life-long learners. The school is proud of its traditions and, through its admissions policy, Governors wish to maintain the character of the school.
- 1.5. Usually, children living within our catchment area are able to obtain a place at the school, although this is not guaranteed. We are also usually able to offer places to some children from outside catchment.
  - 1.5.1. A copy of the catchment map is available in Appendix 2 and on the school website:  
<https://www.standrewsfirstschool.org.uk/>
  - 1.5.2. The local authority also have a school search facility on their website  
[http://www.worcestershire.gov.uk/info/20062/schools/2098/find\\_a\\_school](http://www.worcestershire.gov.uk/info/20062/schools/2098/find_a_school)
- 1.6. The school has no selection criteria which refer to ability or aptitude on entry and, as such, we are proud to be a truly comprehensive and inclusive school.
- 1.7. Our Published Admission Number (PAN) is currently 45. This means that we have spaces to admit 45 children in Reception.
- 1.8. The school adopts the Local Authority's **Fair Access Protocol**. The protocol can be found at:  
[http://www.worcestershire.gov.uk/info/20632/school\\_admissions\\_policies\\_and\\_appeals](http://www.worcestershire.gov.uk/info/20632/school_admissions_policies_and_appeals)



## 2. How does the Admissions Process work?

- 2.1. As the school participates in the LA admissions scheme, applications must be made by completing the Worcestershire on-line application form. Please see the Worcestershire County Council's website for details: [https://www.worcestershire.gov.uk/info/20099/school\\_admissions](https://www.worcestershire.gov.uk/info/20099/school_admissions)
- 2.2. Parents have the opportunity to nominate three schools, ranked in order of preference
- 2.3. It is very important to note that the application must be received by the LA by the deadline given each year. Please be aware that this application should not be sent to the school directly.
- 2.4. As the Governing Body are responsible for admission arrangements the school also has a supplementary information form (SIF). If applications are being made under specific criteria (see oversubscription criteria below) the **Supplementary Information Form** is also required. **This should be returned directly to the school.** (see school website or Appendix 1 below)
  - 2.4.1. The Governors encourage parents to check their completed application form for accuracy prior to submission, ensuring all appropriate categories are completed and any evidence required included.

## 3. Should I attend Open Day?

- 3.1. The school runs two open days each year – where possible one is midweek and one on a Saturday. All parents and children who have an interest in the school are warmly invited to join on one of these sessions. There will be opportunities to see all areas of the school and speak with leaders, teachers, support staff and pupils. Our Open Days are advertised in the local media and on our website.
- 3.2. The school will be pleased to provide information and answer questions by letter or telephone, or to meet parents/carers to discuss possible applications.

## 4. What happens following the January deadline for admissions?

- 4.1. The LA will forward to the school all applications which name the school, regardless of order of preference
  - 4.1.1. The school is not informed of the order of preference specified, or which other schools families have applied to.
- 4.2. The Governing Body will rank all applications against the school's published admissions criteria.
- 4.3. Applications will be sorted in descending order according to the oversubscription criteria (see below) and this ranking will be sent back to the LA to compare against lists of potential offers at other schools nominated on the application.



- 4.4. The LA will write to parents with a decision on places. Parents will only receive a single offer of a school place under the coordinated admissions process and this will be of their highest ranked school where a place is available.
- 4.5. Our experience is that the volume of applications we receive will outnumber the places we have available, although this is subject to demographic trends in our admissions area. The number of applicants from each oversubscription category who are allocated places varies each year.
- 4.6. Governors reserve the right to withdraw the offer of a place if that offer has been obtained through a fraudulent or deliberately misleading application (for example the use of an incorrect home address)

## **5. What is our policy regarding children with an Education Health and Care Plan?**

- 5.1. Children for whom St Andrew's C of E First School has been named as a school on their Education, Health and Care Plan (EHCP) will automatically be offered a place and this place will be deducted from the 45 places available.
- 5.2. If parents are considering whether St Andrew's C of E First School should be named on their child's EHCP then our SENCo / Headteacher should be involved in the review at that time.

## **6. What are the school's oversubscription criteria?**

- 6.1. The purpose of the oversubscription criteria is to allow everyone a fair opportunity to apply for a place in the school and to enable the school to be transparent about this process.
- 6.2. Where there are more applications than places available, pupils will be admitted in the following order of priority:

1) Looked After and Previously Looked After Children. (All those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being so looked after, became subject to an adoption, residence or special guardianship order.) Children who it appears to the admission authority were in state care outside of England but ceased to be in state care through adoption' (referred to as internationally adopted previously looked after children – "IAPLAC")

2) Children who live in the neighbourhood of the school (catchment area), as defined by the bold line on the map available from the school and whose families (at least one parent and the child attending) have attended public worship at one of the congregations of the parish of St Michael's Cofton Hackett and St Andrew's Barnt Green, at least monthly for at least the last year from the date of application, and who can provide a signature on the Supplementary Information Form (SIF) from the vicar to verify this.

3) Children who live in the neighbourhood of the school, as defined by the bold line on the map available from the school and who have a sibling attending the school at the time of the proposed admission (this includes all children living permanently in the household).



- 4) Children who live in the neighbourhood of the school, as defined by the bold line on the catchment map available from the school.
- 5) Children who do not live in the neighbourhood of the school, as defined by the bold line on the catchment map available from the school but who have a sibling attending the school at the time of the proposed admission (see definition below: this includes all children living permanently in the household).
- 6) Children who do not live in the neighbourhood of the school, as defined by the bold line on the map available from the school but whose families (at least one parent and the child) have attended public worship at one of the congregations of the parish of St Michael's Cofton Hackett and St Andrew's Barnt Green, at least monthly for at least the last year from the date of application, and who can provide a signature on the Supplementary Information Form (SIF) from the vicar to verify this.
- 7) Children who do not live in the neighbourhood of the school, as defined by the bold line on the map available from the school but whose families (at least one parent and the child) have attended public worship at another Church of England church, at least monthly for at least the last year from the date of application, and who can provide a signature on the Supplementary Information Form (SIF) from the vicar to verify this, provided there is no Church of England First, Infant or Junior and Infant School nearer to home.
- 8) Children who do not live in the neighbourhood of the school, as defined by the bold line on the map available from the school but whose families (at least one parent and the child) have attended public worship at another Christian church (see definitions below), at least monthly for at least the last year from the date of application, and who can provide a signature on the Supplementary Information Form (SIF) from the church leader to verify this, provided there is no Christian First, Infant or Junior and Infant School nearer to home.
- 9) Children who live nearest the school by the shortest straight line distance.

The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Governing Body will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. In the event of equi-distant applicants and 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 legal limit to be exceeded, any available place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process.

**6. What is the school's policy on Multiple Births?**

- 6.1. In the event that one or more but not all children from a multiple birth can be allocated place(s), all of the children from that multiple birth will be admitted, even if this takes the school over PAN.

**7. Will the school accept late applications?**

- 7.1. Applications made after the closing date will be processed within the coordinated admissions scheme, but will only be considered for places, after all those applications received (or deemed to be received) on time.



7.2. The Governing Body may consider a late application (those submitted after the LA closing dates for applications) as being 'on-time' in the following circumstances where:

- a family has moved home after the closing date for applications,
- it is agreed by Governors that individual circumstances (e.g. medical) apply and the delay was reasonable given the circumstances of the case.

In each case independent supporting documentary evidence will be required; for example evidence that you have permanently relinquished ownership or tenancy of your old home and that the new address will be relevant at the date of admission, or a letter from GP or consultant.

## **8. Does the school have a waiting list?**

8.1. If you are unsuccessful in your application for a place, you may request that your child's name be placed on a waiting list, irrespective of whether you make an appeal against the decision not to offer a place.

8.2. As a Voluntary Aided school the waiting list is maintained by the School, not by the LA and parents should contact the school directly to be included in this list.

8.3. If a place becomes available it will be allocated according to the oversubscription criteria. There is no priority for children whose name has been on the list longer than others.

8.4. The waiting list is closed on 31<sup>st</sup> December and parents wishing to keep their child's name on the list must communicate this to the school in writing at the start of the Spring and Summer terms.

8.5. As part of our agreement with the LA regarding admissions, the school can be required to admit a student allocated as determined through the Worcestershire Fair Access Protocol arrangements. Such students take precedence over those on the waiting list (and may increase the number admitted over PAN)

8.6. The same principle applies in the very rare situation where the school is directed by the Secretary of State to admit a student.

## **9. Does the School accept in-year admissions?**

9.1. Applications other than the normal intake to reception class (in-year admissions to all year groups) should be made to school admissions at LA, who will co-ordinate applications. More information can be found by using the following link:

[https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated\\_schemes\\_for\\_all\\_worcestershire\\_schools](https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_schools)

9.2. If there are no spaces available in the requested year group, the child's name can be added to the waiting list for this year group.



**10. Does the school accept admissions outside of chronological age group?**

10.1. Children must, by law, start school by the beginning of the term after their fifth birthday.

10.2. School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

10.2.1. Parents are also entitled to access part-time education until the child reaches compulsory school age if they wish.

10.3. Parents can defer the date their child is admitted 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 for which the application was made.

10.4. Parents/carers may request that their child be admitted outside of their normal age group – effectively in the year group below or above their chronological age group.

10.4.1. Where a parent requests their child is admitted out of their normal age group, the school admission authority (Governing Body) is responsible for making the decision on which year group a child should be admitted to. Applications should be made in writing to the Chair of the Governing Board, via the school office, setting out the reasons for the request. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

10.4.2. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

10.4.3. Please be aware that even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place.

10.4.4. The views of the headteacher will be taken into account.

10.5. The term 'summer born' is used to refer to children born from 1 April to 31 August. These children are not **required** to start school until a full school year after the point at which they could first have been admitted.

10.6. Parents may therefore choose not to send their child to school until the September following the child's fifth birthday; they will apply for the child to enter Year 1.

10.6.1. There is no guarantee that a place will be available at the school at this stage, as the year group may well already be full.



- 10.7. Parents of a summer born child may *at the same time as making an application to the Local Authority for a Reception place in the child's normal age group*, make a request of the school's Governing Board that the child may **apply** the next year to be admitted to the Reception Class in the September following the child's 5<sup>th</sup> birthday instead. The request should be made in writing to the Chair of the Governing Board of the school, via the school office, setting out the reasons for the request. The Governing Board will make its decision on the basis of the individual circumstances of each case and in the best interests of the child concerned and will set out clearly the reasons for the decision.
- 10.7.1. If the Governing Board **agrees** to the parents request, the existing application for a Reception place may be withdrawn and the parent must then make a **new** application for a place in Reception **as part of the main admissions round the following year**, which will be considered against the normal oversubscription criteria (and there is no guarantee of a place being offered at this school at that stage)
- 10.7.2. If the Governing Board does **not agree** to the parent's request, the parent must decide whether to accept any 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 this school)
- 10.7.3. The admission authority (Governing Board) will expect parents to provide information in support of their request – without it they are unlikely to be able to make a decision on the basis of the circumstances of the case. This can include professional evidence (e.g. from a speech and language therapist) but there is no requirement for professional evidence.
- 10.8. Once a child has been admitted to the school it is for the headteacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to the normal age group, but in other it will not. The headteacher will consult with the parents in making these decisions.
- 10.9. Where a child has been admitted to St Andrew's out of their normal age group the parent will need to apply again to request admission out of the normal age group when they transfer to middle (or other) school.
- 10.9.1. The decision made by our admission authority (Governing Board) is not binding on any other admission authority (future schools) and therefore it is not automatically guaranteed that the request for admission out of age group will be granted by the receiving school
- 10.9.2. St.Andrew's school will provide supporting evidence where appropriate but do not have the power to change any decisions made.
- 10.9.3. Parents statutory right of appeal against a decision to refuse admission does not apply if the child is offered a place at the school but it is not in the parent's preferred age group.

*If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance to be found at:*

<https://www.gov.uk/government/publications/summer-born-children-school-admission>



## 11. Appeals

- 11.1. Parents of children who are unsuccessful in gaining a place at St Andrews First School may appeal to an Independent Appeals panel.
- 11.2. If you wish to appeal please complete the appeals form available on the school website or from the school reception and return this to the school office.
- 11.3. You will receive at least 10 days notification of the appeal hearing and will usually be told of the outcome of the appeal within 5 days of the hearing.
- 11.4. Parents are invited to attend hearings and make their case to the Appeals Panel. If this invitation is declined the appeal will be heard on the basis of written evidence only. You may be represented or accompanied by a friend. Only one appeal is permitted in one academic year.

## 12. Definitions

**Children Looked After** – all those children currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after became subject to an adoption, a child arrangements order or special guardianship order. Children who it appears to the admission authority were in state care outside of England but ceased to be in state care through adoption' (referred to as internationally adopted previously looked after children – "IAPLAC")

**Home address** – Home is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term-time).

Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission.

**Siblings** – Siblings are brother, sister, half-brother, half-sister (children who share one birth-parents), adopted children, step-siblings (where two children are related by a parent's marriage or civil partnership) or a child of the parent/carer's partner, an adopted or fostered brother or sister. **They must be living at the same address.**

Parent – Includes:

- all biological parents, whether married or not;
- any person who has parental responsibility for a child – this could be an adoptive parent, step-parent, guardian or other relative;
- any person who, although not a biological parent and not having parental responsibility, has care of a child. A person typically has care of a child if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.





## St Andrew's C.of E. First School **Admissions Policy 2023/24**

Ratified on 08.12.2021

**Christian Church** – a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity.

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

**Deferred Entry** - There is flexibility for parents who do not feel their child is ready to start school before compulsory school age. They may defer the date their child is admitted to school until later in the school year following their fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year.

**Summer born children** – those born between 1<sup>st</sup> April and 31<sup>st</sup> August.



**APPENDIX 1 – Supplementary Information Form**

**SEPTEMBER 2023 TO JULY 2024**

**Child's Full Name:** .....

**Child's Date of Birth:** ..... **Male / Female\***

**Home Address (including postcode):**.....

.....

**Telephone No:** .....

**Email address:** ..... \*Please delete as appropriate

**Please answer the following questions accurately and truthfully.**

**EHCP** Does the child have an Educational Health and Care Plan that names St Andrew's C. of E. First School?

**YES/NO\***

1. Is the child a Looked After or Previously Looked After Child or Internationally Adopted Previously Looked After Child (as defined in the school's Admission Policy)?

**YES/NO\***

2. Do you live within the neighbourhood of the school, as defined by the bold line on the map available from the school **and** you are in regular attendance\*\* at St Andrew's Church or St Michael's Church in the Parish of Cofton Hackett and Barnt Green?

**YES/NO\***

3. Do you live within the neighbourhood of the school, as defined by the bold line on the map available from the school **and** the child has siblings (defined in the school admissions policy) who currently attend and who will be attending the school at the time of the proposed admission of this child?

**YES/NO\***

4. Do you live within the neighbourhood of the school, as defined by the bold line on the map available from the school office but have answered 'NO' to questions 1, 2 and 3?

**YES/NO\***

5. Do you live outside the neighbourhood of the school, as defined by the bold line on the map available from the school **but** the child has siblings (defined in the school admissions policy) who currently attend and who will be attending the school at the time of the proposed admission of this child?

**YES/NO\***

6. Do you live outside the neighbourhood of the school, as defined by the bold line on the map available from the school **but** you are in regular attendance\*\* at St Andrew's Church or St Michael's Church in the Parish of Cofton Hackett and Barnt Green?

**YES/NO\***

7. Do you live outside the neighbourhood of the school, as defined by the bold line on the map available from the school **but** you are in regular attendance\*\* at another Church of England Church **and** there is no Church of England First, Infant or Junior and Infant School nearer to home?

**YES/NO\***

8. Do you live outside the neighbourhood of the school, as defined by the bold line on the map available from the school **but** you are in regular attendance\*\* at another Christian Church **and** there is no Christian First, Infant or Junior and Infant School nearer to home?

**YES/NO\***

\*\*Church attendance will be calculated only for the period when churches were open for public worship.



If you have answered 'YES' to question 2, 6, 7 or 8 please answer the following questions and ask your Priest/Minister/Vicar to sign and complete the section below.

What Church do you attend? .....

How long have you been involved? .....

***(To be signed and completed by relevant Church Leader):***

I certify that the parents of the above child are involved in this Church and have attended at least monthly for at least the last year\*\*.

**Signature:** .....

**Date:** .....

**Name:** .....

**Address:** .....

.....

.....

**Phone:** .....

**Email:** .....

\*\*Church attendance will be calculated only for the period when churches were open for public worship.

The County Council wish us to emphasise that admission to this school from outside the 'catchment' area does not automatically confer right of admission to 'out of area' schools at subsequent stages of education. Similarly, 'out of catchment' pupils from St Andrew's may have to make their own arrangements for transport, or pay to use any coach that is provided.

If you are applying for your child's admission to this school as part of the normal Reception level intake in the September following the child's 4<sup>th</sup> birthday, please note that this application form is a supplementary form and you **must** also complete the required **on-line admission** form with your home local authority.

Please return this form when completed to:-

The Clerk to the Governors  
c/o St Andrew's C of E First School  
Hewell Road  
Barnt Green  
Birmingham  
B45 8NG



**APPENDIX 2 – Catchment map**

