BISHOP WILSON

Bishop Wilson C of E Primary School

Admissions Policy 2025-2026

Bishop Wilson C. of E. Primary School is a Church of England Voluntary Aided School. The Governing Board is the Admissions Authority and is responsible for taking all decisions regarding applications for admissions. This policy is reviewed annually.

Our admissions process is part of the Solihull Metropolitan Borough Council Local Authority co-ordinated scheme. Applicants must apply to their home Local Authority by the closing date. Application forms are available from the Local Authority in the autumn before admission

Parents who wish their application to be considered against the faith criterion 3 must also complete the school's supplementary information form.

Arrangements for admission have been agreed following consultation between the governing body, the Birmingham Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The school's admission number is **60**. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available then all applications will be considered, together and at one time by a committee of the Governing Body.

Oversubscription Criteria

If the number of applications for a particular year group exceeds the number of places available, the following criteria will be used to allocate places:

1. Children looked after by a Local Authority (in line with section 22 of the Children Act) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a Child Arrangements or Special Guardianship Order), this includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Siblings of children already attending Bishop Wilson C. of E. Primary School at the time of application.
3. Children whose families are involved in public worship at any Church of England church or another Christian Church *
4. Children whose families live within the Parish of St. Andrew's Church, Chelmsley Wood (see attached map and note 6).
5. Other children based on closest geographical proximity.

Nursery Admissions

The Governing Board is the Admissions Authority and is responsible for taking all decisions on applications for admissions.

Admissions to Nursery are managed by the school and applications or expressions of interest need to be made by contacting the school directly.

We offer both 15 and 30 hour places (depending on pupil numbers). 15 hours places are either 5 mornings, 5 afternoons or 2½ days. We accept children from the term after their 3rd birthday. For example, a child who is 3 in November could start Nursery in January.

Children who have already been attending Bishop Wilson Nursery will continue to attend in September 2025.

The school have three admission dates, although in year applications will be considered:
September 2025 – Deadline to apply 30th April 2025
January 2026 (if places are available) – Deadline to apply 30th November 2025
April 2026 (if places are available) – Deadline to apply 15th February 2026

Children who are 3 before September 2025, who apply for place within the academic year. For example, a child who was 3 in July 2025 would have priority over a child born in October 2025 even if they are on the waiting list to start in January 2026.

Oversubscription Criteria

If the number of applications for a particular year group exceeds the number of places available the following criteria will be used: -

1. Children looked after by a Local Authority (in line with section 22 of the Children Act) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), this includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted

2. Siblings of children already attending Bishop Wilson C. of E. School at the time of application.

3. Children and or parents/carers who are involved in public worship at any Church of England church or another Christian Church *

4. Children whose families live within the Parish of St. Andrew's Church, Chelmsley Wood (see attached map and note 6).

5. Other children based on closest geographical proximity.

Notes:

1. Children with a EHC plan that names Bishop Wilson C. of E. Primary School will be offered a place first. This will reduce the number of places available.

2. If you would like your application considered under priority 3 you will need to complete the school's Supplementary Information Form. The form should be signed by your Church Minister, to confirm that you have attended public worship at Church at least 12 times in the 12 months immediately prior to the Local Authority's deadline date for applications.

   * For the purposes of these admission arrangements 'other Christian church' means 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. The list of nationally Designated churches can be found at: https://www.churchofengland.org/sites/default/files/201904/list_of_designated_churches_3_oct_18.pdf

   In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

3. Under priority 2 a sibling 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.

4. The child's home address is the place where the child is permanently resident with his or her Parent(s). When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, the parents can choose which address will be used. In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts.

5. For the purposes of education law, the Department for Education considers a 'parent' to include:

   - All biological parents, whether they are married or not;
   - any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
   - any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a

   child or young person 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.

6. A more detailed electronic map of the Parish of St Andrew's Church is available at https://www.achurchnearyou.com. Please search using the postcode B37 7TR, the parish area is highlighted in orange.

7. There is no guarantee of transfer from Nursery to Reception class; an application must be made for admission to the Reception class.

8. If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority'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. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).

9. Waiting lists are produced in strict order of priority, against the over- subscription criteria and are managed by the Local Authority. Waiting lists are kept until the end of December. After this a Local Authority change of school application form will need to be completed. Addition of a child's name to the list will require the list to be reranked.

10. Applications received after the closing date are late and will not be processed until after the published offer day. Late applications will be considered when places are allocated from the waiting list.

11. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the Admissions Team of the Local Authority in which you live. The application will be processed by the Local Authority. If there is a vacancy in the relevant year group a place will be offered. Further information regarding Solihull MBC in-year admission is available at www.solihull.gov.uk/admissions. If the year group is full the governing body will apply the admission criteria to the application so that your child can be placed appropriately on the waiting list.

12. Admission of children below compulsory school age and deferred entry:

- A child is entitled to a full-time place at school in the September following their fourth birthday. The child's parents can defer the date their child is admitted to the 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 for which application was made.
- Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- Compulsory school age is the prescribed day on or following the child's fifth birthday. The prescribed days are 31 December, 31 March and 31 August; e.g.: A child born between 01 September and 31 December must be in compulsory education by 31st December. A child born between 01 January and 31 March must be in compulsory education by 31 March. A child born between 01 April and 31 August must be in compulsory education by the beginning of the final term of the school year (unless the provisions relating to summer-born children below are applied).

13. Admission of children outside their normal age group:

- Parents may seek a place for a child outside of their normal age group in special circumstances, for instance if the child is gifted and talented or has experienced problems such as ill health. Such applications should be made in writing to the Chair of the Governing Body of the school, via the school office, setting out the reasons for the request. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.
- Summer-born Children (those born between 01 April and 31 August)
  - Parents of a summer born child may choose not to send their child to school until the September following the child's fifth birthday, when they will apply for the child to enter Year 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.
  - 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 to the school's Governing Body that the child may reapply the following year to be admitted to the Reception class in the September following the child's 5th birthday instead. The request should be made in writing to the Chair of the Governing Body of the school, via the school office, setting out the reasons for the request. The Governing Body 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.
  - If the Governing Body agrees to the parent's request, the existing application for the 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).
  - If the Governing Body does not agree to the parent's request, the parent must decide whether to accept any offer of a place for Reception 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).
  - A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. Therefore, a child educated out of their normal age group at this school may not be accepted out of their normal age group when moving to a different school or from primary to secondary school.
  - 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-schooladmission

14. The Governing Body recognises its duty to comply with the Local Authority 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.

15. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors, via the school office. Appeals will be heard by an independent panel.

Date of Policy Review: 26th January 2024