



Admissions Policy

2026 - 2027

St Thomas CofE Primary School

Great Colmore Street Birmingham B15 2AT Tel: 0121 622 2151 www.stthomas.school DFE No: 330 3314	Age Range: 3-11 Approx. Number on Roll:236 Ward: Ladywood Type: Academy Trust: Fioretti Published Admission Number: 30
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Approved by:

STT LGB

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This policy supersedes all previous Admission Policies.

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God's Love in Action

Our children are at the heart of everything we do through *Christian values and relationships*. *Living and learning together* we celebrate the uniqueness and diversity of everyone in our family. We nurture a sense of *self-belief, mutual respect and belonging* through Social Emotional Learning and academic excellence. We are dedicated to building the foundations for *happy and successful life-long learning*.



1. Introduction

Our admissions process is part of the Local Authority co-ordinated scheme. Applicants must apply to the Local Authority where they live by the closing date.

The St Thomas CE Primary School admission number is 30. Where the number of applications is lower than the St Thomas CE Primary School's admission number, all applicants will be admitted.

2. How to apply for a reception place

An application must be made online at www.birmingham.gov.uk/schooladmissions or by using the local authority preference form.

If you do not live in the Birmingham Local Authority area, please contact your own local authority to apply.

3. Oversubscription priorities

Oversubscription Priorities

If the number of applications for a particular year group exceeds the number of places available, each application will be given a priority, and places will be allocated in the following order:

Priority 1:

Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) at the time of making an application to the school and children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately following having been looked after. 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.

Priority 2:

Children with sibling(s) at St Thomas Church of England Primary School at time of admission.

Priority 3:

Children who live nearest the school.

4. Notes

- i. **EHC Plan** - Children with an EHC Plan that names St Thomas CE Primary School will be offered a place first. This may reduce the number of places available.
- ii. **Siblings** - 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 sister, where two children share one parents; 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.

- iii. **Parents/Carers/Family members** – For the purpose 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 stepparent, 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.
- iv. **Home address and distance from school** - A 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.

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 using a computerised system based on ordnance survey coordinates. The calculation of distance is based on a straight-line measurement between the applicant's home address and the centre point of the school. 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).

- v. **Waiting lists** - Waiting lists are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of December in the year of admission. Addition of a child to the waiting list will require the list to be re-ranked.
- vi. **In year admissions** - Applications made outside the normal admissions round should be made directly to the school.-The school will notify parents of the decision in writing within 15 school days and 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 their area.
- vii. **Appeals** - Parents who wish to appeal against a decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of the Local Governing Board. An application form is available from the school website. Appeals will be heard by an Independent Panel.
- viii. **Fair Access Protocol** - The Governing Board recognises its duty to participate in the Local Authority Fair Access Protocol.
- ix. **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. For a child born between 01 September and 31 December, their prescribed day will be 31 December and therefore the child must be in compulsory education by the 31 December. For a child born between 01 January and 31 March, the child must be in compulsory education by 31 March. For a child born between 01 April and 31 August, the child 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).

- x. **Admission of children outside of 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 Local Governing Board of the school setting out the reasons for the request. A decision will be made based on 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 LA for Reception in the child's normal age group*, make a request of the school's Local Governing Board that the child may **reapply** to be admitted instead to the Reception Class in the September following the child's 5th birthday. The request should be made in writing to the Chair of the Local Governing Board of the school, setting out the reasons for the request. The Local Governing Board will make its decision based on 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 Board 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 which will be considered against the normal oversubscription criteria **as part of the main admissions round the following year**, (and there is no guarantee of a place being offered at this school at that stage). 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).

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-school/Academy-admission>