

# St Laurence Church Infant School

## Admissions Policy: Academic Year 2024-2025



Approved by: Full Governing Board  
Last revised on: December 2022  
Next review due by: December 2023

## **St Laurence Church Infant School**

Bunbury Road,  
Northfield,  
Birmingham,  
B31 2DJ

### **Admissions Policy for academic year 2024-25**

The Governing board is the Admission Authority for the school. Our admissions process is part of the Local Authority co-ordinated scheme. Applicants must apply to their home Local Authority by the closing date.

Applications for admission to Reception at the start of the academic year September 2024 are made online via the Local Authority website from 1<sup>st</sup> October 2023 until 15<sup>th</sup> January 2024.

Applications made outside the normal admissions round (in-year admissions) should be made directly to the school (see note 6)

The school's published admission number for 2024 is 90.

Children with an Education, Health and Care Plan, which names St Laurence Church Infant School, will be offered a place first. This will reduce the number of places available to other applicants. This is not an oversubscription criterion.

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 each application will be given a priority and places will be allocated in the following order:

#### **Priority 1:**

A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. (See explanation of oversubscription criteria)

**Priority 2:**

Children who have a brother or sister who will still be attending either St Laurence Church Infant School or St Laurence Church Junior School at the date of admission. (See explanation of oversubscription criteria)

**Priority 3:**

Children who attend a Church of England church with their parent(s) for Worship. (See explanation of oversubscription criteria)

**Priority 4:**

Children who attend another Christian Church with their parent(s) for Worship, and who normally live with a parent whose home is within the Parish of St Laurence Church, Northfield. (See explanation of oversubscription criteria)

**Priority 5:**

Children who normally live with a parent whose home is within the Parish of St Laurence Church, Northfield. (See explanation of oversubscription criteria)

**Priority 6:**

Other children.

**Explanation of Oversubscription Criteria****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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangement order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

**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 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 3:** [A Supplementary Information Form is required under this category.]

For admission to Reception at the start of the academic year 2024-25, attendance at a Church of England church between 1st January 2023 and 31st December 2023.

For in-year admissions to the academic year 2024-25, Church of England church attendance in the 12 complete calendar months prior to the date of application.

A total of at least 26 attendances made from a combination of no less than 20 attendances by a parent and child and up to 6 attendances by a parent without child at a Church of England service (public worship).

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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

Church attendance will be measured by review of register of attendance held in church and evidenced through completion of the Supplementary Information Form, including number of attendances, with relevant section signed by the incumbent.

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.

**Priority 4:** [A Supplementary Information Form is required under this category.]

For admission to Reception at the start of the academic year 2024-25, attendance for worship between 1st January 2023 and 31st December 2023.

For in-year admissions to the academic year 2024-25, attendance for worship in the 12 complete calendar months prior to the date of application.

A total of at least 26 attendances made from a combination of no less than 20 attendances by a parent and child and up to 6 attendances by a parent without child at a Christian church service (public worship).

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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

For the purposes of these admission arrangements 'another 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/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf)

Church Attendance will be evidenced through completion of the Supplementary Information Form, including number of attendances with relevant section signed by the incumbent.

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.

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.

The home address will be checked to ensure it is within the parish of St Laurence Church, Northfield as identified by the Church of England parish location tool at <https://www.achurchnearyou.com/>

#### **Priority 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.

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.

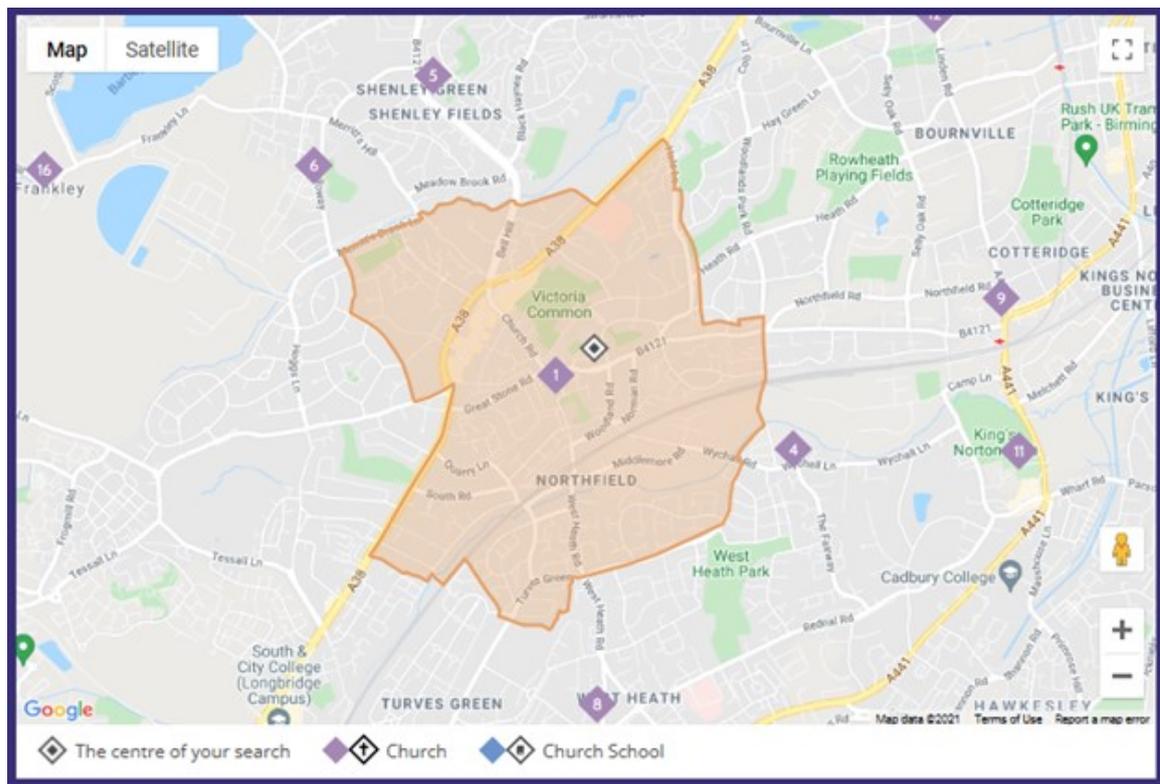
The home address will be checked to ensure it is within the parish of St Laurence Church, Northfield as identified by the Church of England parish location tool at <https://www.achurchnearyou.com/>

### **Notes**

1. If offering places within any one of the criteria would cause the admission number for the school to be exceeded, then children living nearest to St Laurence Church, Northfield will be offered a place first. Distances are measured by the Local Authority admissions system from the child's home address point to the porch door of St Laurence Church, Northfield using ADDRESS-POINT®.

ADDRESS-POINT provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. If two or more applicants share the same distance to the church and a 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).

2. **Supplementary Information Forms:** Supplementary Information Forms for admission to academic year 2024-25 are available from the School Office, the Local Authority and St Laurence Church, Northfield.
3. **Parish Boundary:** Details of the Parish of St Laurence Church, Northfield are available from the School Office or using the Church of England parish location tool at <https://www.achurchnearyou.com/>



The Parish Boundary - image from <https://www.achurchnearyou.com/>

4. **Late Applications:** Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after applications with the same priority that were received on time.
5. **Waiting Lists:** Waiting lists are produced, in strict order of priority, against the oversubscription criteria. Waiting lists are kept until the end of the Autumn Term in the year of admission. Addition of a child to the waiting list will require the list to be re-ranked.
6. **In Year Applications:** Applications made outside the normal admissions round should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. To do this, parents should contact the school office in person or by post at the address above, by phone on 0121 464 2888 or by email to [enquiry@stlnci.bham.sch.uk](mailto:enquiry@stlnci.bham.sch.uk). A Supplementary Information Form will be required if application is to be considered under priority 3 or 4 (see oversubscription criteria)

The school will notify parents of the decision in writing within 15 school days of receipt of application 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.

7. **Fair Access Protocol:** 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.
8. **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 Governing Board, via the school office. Appeals will be heard by an independent Panel.

*"Everyone to learn and grow with God."*

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

- 9.1. 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.
- 9.2. 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.
- 9.3. 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**: ie: A child born between 01 September and 31 December must be in compulsory education by the 31 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).

## 10. Admission of children outside their normal age group:

- 10.1. 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 Board 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.

### 10.2. **Summer-born Children** (those born between 01 April and 31 August)

- 10.2.1. 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.
- 10.2.2. 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 5th 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.
- 10.2.3. If the Governing Board agrees to the parent's 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).

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).

10.2.4. 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.

10.2.5. 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.

10.3. 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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/921255/Guidance\\_for\\_parents\\_September\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf)