



Erdington Hall Primary School  
SUMMIT LEARNING TRUST

# Erdington Hall Primary School Admissions Arrangements 2025 - 2026

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## 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). This policy complies with our funding agreement and articles of association.

## 3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common online application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority
- Being provided with accommodation by a local authority in the exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and

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Children Act 2002, or

- Became subject to a child arrangements order, or became subject to a special guardianship order

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

#### 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

***Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.***

To apply for a Nursery place, parents must complete a Nursery Admissions form. These are available from the school's main office. The application form must be accompanied by the child's original birth certificate and proof of address (a bill within the last 3 months). At present, we offer part time places. Morning places are for the hours of 8.30am – 11.30am and the afternoon places are for the hours of 12.20pm – 3.20pm. We will try to accommodate your preferences but cannot guarantee this.

You can apply for 30 hours of free childcare per week for 38 weeks of the year (during school term time).

Your eligibility depends on:

- if you are working
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave
- your income (and your partner's income, if you have one)
- your immigration status

If you think you qualify please log into your government gate way

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account at <https://www.gov.uk/30-hours-free-childcare>

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

At Erdington Hall Primary School, we use the Local Authority Admissions arrangements, so an application would need to be made through Birmingham Schools Admissions.

On very rare occasions, you may feel it is in your child's best interests for them to be admitted to school outside of their normal age group. **For example**, you may feel it is better for your child to start in Reception Class when other children their age are starting in Year 1. This may be due to your child's:

- ill health
- premature birth

You can apply for your child to start school outside of their normal age group, but you cannot insist that your child is admitted to a particular age group.

Any applications you make will be reviewed by the admission authority (in this instance, Birmingham City Council) of each relevant school. The admission authority will look at the:

- circumstances of your case
- best interests of your child
- views of the head teacher at the relevant school

To apply for admission outside of the normal age group for your child, you'll need to send each relevant admission authority:

- your application
- any supporting evidence

The admission authority must make sure that you receive a response to your

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application before the primary national offer day – the date when parents are told which school their children will be going to.

You should still apply for a school place for your child's normal age group at the usual time: you can withdraw your application later if you need to. If your application for a place outside of your child's normal age group is **approved**, you must apply for a Reception Class place as part of the main admissions round the following year.

If your application is **refused**, you must decide whether to:

- accept the offer of a place for your child's normal age group
- refuse the offer of a place and instead make an in-year application for admission to Year 1 for the September following your child's 5th birthday

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

#### Parents' 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
  - Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

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## **6. Allocation of places**

### **6.1 Admission number**

The school has an agreed admission number of 30 pupils for entry in Reception to Year 5 and 60 in Year 6.

### **6.2 Oversubscription criteria**

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school requires written supporting evidence if you are making an application on the basis of social or medical need. This should be from a doctor, social worker, educational welfare officer or other appropriate person. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered.
3. Priority will next be given to children of staff at the school, in either of the following circumstances:
  - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with

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siblings who are former pupils of the school.

#### **6.4 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Ryland Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

[enquiry@erdingtonhall.org.uk](mailto:enquiry@erdingtonhall.org.uk)

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## 8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following website and completing the online form:

<https://www.birmingham.gov.uk/inyearappeals>

You can find details of Birmingham City Councils appeals timetable on the following webpage:

[https://www.birmingham.gov.uk/info/20119/school\\_admissions/207/appeal\\_against\\_a\\_decision\\_to\\_refuse\\_your\\_child\\_a\\_school\\_place](https://www.birmingham.gov.uk/info/20119/school_admissions/207/appeal_against_a_decision_to_refuse_your_child_a_school_place)

**9. Monitoring arrangements. This policy will be reviewed and approved by the Local Governing Body Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.**

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