



SCHOOL POLICIES

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Review Frequency	Annually
Relevant Legislation	Bulleated List
Linked Policies	
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1 POLICY AND NUMBERS

Pupils will be admitted at age 11 without reference to ability or aptitude. The number of intended pupil admissions for the year commencing 2nd September 2023 will be 240.

2 OVER-SUBSCRIPTION POLICY

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:-

1. Looked after or previously looked after children, including 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. Where the child has a sibling *who will be attending the school in September 2023 and who lives** within three miles of the school.
3. Where the child lives within three miles of the school.
4. Where the child has a sibling who will be attending the school in September 2023 but lives over three miles from the school.
5. Where the child lives over three miles from the school.

In each category priority will be given to those living nearest the school, the distances* **being measured in a straight line from the school to home. The school is defined as the location of the front school gate situated in Belton Grove.

*The Local Authority's 'Sibling' definition has been adopted.

**The Local Authority's 'Shared Responsibility' definition has been adopted.

***The Local Authority's 'Distance' definition has been adopted.

Children with a statement of special educational needs/EHC Plan

Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the school that is named in the statement/plan. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.

Looked after or previously looked after children

Children who are looked after or immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. This includes any child/young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 22(1) of the Children Act 1989, is remanded or detained into Local Authority accommodation under Criminal Law or who has been placed for adoption. 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.

Separating "final qualifier" applications (twins, blocks of flats etc)

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. 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, the local authority will use a computerised system to randomly select the child to be offered the final place. There is no tie breaker.

Deferred entry and Admission of children outside their normal year group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented or has experienced problems such as ill health, that they had deferred entry agreed for when their child started Reception class or that they have been taught out of the normal year group during the primary phase of their education and have not been reintegrated back into their normal chronological year group

Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child's normal age group at the usual time. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents will be advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Year 7 in September 2023, then the original application is withdrawn and the parents must submit a fresh application for Year 7 in 2023 when applications open in the autumn term of 2022. Please note that parents only have the right to re-apply for a place.

Where the Governing Body agrees to consider an application for Year 7 for the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

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 also read the DFE guidance which can be found at:

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

Fair Access Protocol

The Governing body of Colmers School & Sixth Form is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Governing body is able to give priority to a child where admission is requested under any locally agreed protocol. The Governing body has this power, even when admitting the child would mean exceeding the published admission number subject.

Waiting List

A waiting list will be kept until at least the end of the Autumn term. The waiting list will be kept in strict oversubscription criteria order. Each added child will require the list to be ranked again in line with the oversubscription criteria.

Appeals

Parents have the right to appeal against the Governors decision to refuse their child a place in the school. Parents should do this in writing to the Chair of Governors. Appeals will be heard by an Independent Appeal Panel.

In Year Applications

Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time.

Upon receipt of an in-year application, the school will aim to notify parents or carers within 10 school days and will confirm in writing within a maximum of 15 days.

On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, as soon as reasonably practicable, but will aim to be within two school days to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

Sixth Form

In time Colmers will admit a maximum of 150 students to the Sixth Form.

Sixth Form Entry requirements

- Students will need to meet the entry requirements for courses as identified in the Sixth Form prospectus.

Oversubscription criteria

Where applications for the Sixth Form are oversubscribed (assuming entry requirements above have been met) the following criteria will apply:

1. The potential of the student to benefit from the curriculum and facilities offered by the school will be assessed.
2. Preference will be given to existing pupils, and then those who live closest to the school.

*No supplementary information form is used by Colmers School and Sixth Form College

3 GENERAL

The school will agree any changes to its admission arrangements with the Secretary of State for Education. It will establish arrangements for appeals against non-admission, which will include an independent element. Details of admissions and appeals arrangements will be published each year.