



# **Admissions Policy 2023/2024**

**Approved: October 2023  
To be reviewed: October 2024**

## **PRIMARY SCHOOL ADMISSIONS ARRANGEMENTS 2023/24**

Closing date for admissions: 15 January 2024

Parents can apply for a place in the Autumn of the year before their child turns 4 years of age. It is important that you apply for a place as soon as possible:

It is not possible to predict cut-off distances for 2024.

There is no guarantee that the same pattern will repeat in 2023/24, but all parents and carers should please consider all the information below carefully before expressing preferences for Reception class and Year 2-3 transfers

### Reception

- You must apply for a Reception place even if your child is attending a nursery at that school.
- Your child attending a nursery at a school does not give them priority for a place in reception class unless stated it is stated in their admissions arrangements, please see details below.
- Children attending a nursery are not classed as siblings for reception class unless stated it is stated in their admissions arrangements, please see details below.
- If you live in Birmingham you can still apply for a place in another Local Authority but this must be via the Birmingham online application. Ensure you check the admissions arrangements for non-Birmingham schools with that Local Authority just in case there are additional forms you are required to complete and return to the school in addition to completing your online application to Birmingham Local Authority.

### Year 2-3

- You only need to apply for place in Year 3 if your child attends Year 2 at the linked Infant school, please see details below for all Birmingham schools.
- With a linked junior school if your child does not attend the linked infant school though you are welcome to apply, as children attending the infants have overall priority you are very unlikely to gain a place in the juniors.
- If you live in Birmingham and your child attends a non-Birmingham Infant school that is linked to separate (linked) junior school, you must make an online application to Birmingham for a place in Year 3. Ensure you check the admissions arrangements for non-Birmingham schools with that Local Authority just in case there are additional forms you are required to complete and return to the school in addition to completing your online application to Birmingham Local Authority.

### General

- 1mile=1609metres

**Raddlebarn Primary School:**

URN: 103246  
Telephone: 01214720062  
Web address: <http://www.raddlebarn.co.uk>  
Governing Type: Community School  
Approx. number of roll: 450  
Dfe number: 330/2157  
Ward: Selly Oak Age range: 3-11  
Publish Admission Number: 60  
Gender: Mixed  
Head Teacher: Miss Angela Lowry, Head Teacher

### **Making a school application**

How to apply for reception class

An application must be made online at <https://www.birmingham.gov.uk/schooladmissions>.

### **How to make an in-year application**

Applications made outside the normal admission round (in-year admissions) must be made directly to the school(s) concerned. The local authority will provide an in-year application form for parents to complete. You may also be required to complete an additional information form provided by the school.

### **Admissions, Oversubscription and Selection**

Where the number of applications is greater than the published admission number, all applications will be ranked using the over-subscription criteria. If there is oversubscription within a category, priority is given to those children living closest to the school determined by the shortest distance.

### **Special Education Needs & Disabilities (SEND)**

Any child with an Education, Health and Care Plan (EHCP) that names the school in their plan must be admitted. This will reduce the number of places available to other applicants. This gives such children overall priority for admission, this is not an oversubscription criteria.

### **Admission criteria**

1. Children who are in the care of the Local Authority or provided with accommodation by them, and children who were previously looked after.
2. Children who at the time of the admission have a sibling who attends the school.
3. Children who live nearest to the school.

### **Admission Criteria Notes**

#### **Care**

A looked after child is a child/young person who is a) in the care of a local authority, or b) any child/young person who is subject to a Full Care Order, an interim Care Order, (in line with Section 22 of the Children's Act 1989) 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).

## **Siblings**

A brother or sister (under sibling criteria), the child must be living in the same family unit at the same address or 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 couple the same legal status as married couples)
- The separate children of couples who live together
- An adopted or fostered brother or sister

The children must be living permanently in the same house.

- Siblings in the school nursery do not qualify

## **Distance from School**

- Distances are calculated based on a straight-line measurement from the applicant's home address and the front gate of the school. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system. Proof of address will be required by the school.
- A child's home will be the address at which the child normally resides and which has been notified to the school and other relevant agencies as being the child's normal place of residence.

## **Admission Information Appeals**

Appeals are administered by the Local Authority for this School. Parent/carers who wish to appeal against the decision to refuse their child admission should visit [www.birmingham.gov.uk/schooladmissionstosubmittheir](http://www.birmingham.gov.uk/schooladmissionstosubmittheir) appeal form. Appeals will be heard by an independent panel that is independent of the School and the Local Authority.

## **Waiting lists**

- If the School is oversubscribed in any year group, names of all unsuccessful applicants will be placed on a waiting list. The list will operate in accordance with the oversubscription criteria 555 defined above and will operate until the end of the school year. This will be maintained by the school and following an unsuccessful application, the applicant will be informed if they have been placed on the waiting list.
- Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any applicants will be added to the school's/academy's list in accordance with the order of priority for offering places. Waiting lists will be maintained until the end of each academic year.

## **Shared Responsibility**

- Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives most of the week. Parents may be requested to supply documentary evidence to support the address used.

## **Final Qualifier**

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 if the distance between the home and school is 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 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.

#### **Nursery Places Sept 2024**

Applications for Nursery for Sept 2023 should be made directly to the school, you can request an application from the office or download one from our website:

<https://www.raddlebarn.co.uk/home/joining/admissions/>

Places will be offered w/c Mid February 2024