



# **Admission Policy**

## **September 2026 - 2027**

*As a Christian school our vision is to promote 'Life in All its Fullness.' Our ethos is based on our 12 Christian values of hope, honesty, patience, joy, forgiveness, tolerance, thankfulness, respect, kindness, friendship, gentleness and love. It is within the vision and the ethos that this policy is written and will be implemented.*

Date Issued: July 2024  
Review Date: July 2025

Agreed at FGB on 15<sup>th</sup> July 2024

Signed: ..... (Chair of Governors)

**Determined** Birmingham School Admission Criteria September 2026 - 2027

School name	<b>Holly Hill Methodist/Church of England Voluntary Aided Infant and Nursery School</b>		
School address	New Street, Rubery, Rednal, Birmingham B45 0EU		
Executive Headteacher	Miss C Taylor	Tel no:	0121 675 8700
Headteacher	Mr M Carr		
Admission Number:	60		

Admissions policy statement	<p>The aim of this policy is to help parents understand the admission process for Holly Hill School. Certain aspects of the policy are written in line with the advice given to all schools by the Department of Education. Our admissions process for September is part of the Local Authority coordinated scheme. Applications must be made online to the Local Authority in the autumn before each year of admission.</p> <p>We are able to admit 60 pupils to each year group. Children are normally admitted at the beginning of the school year before their fifth birthday.</p> <p>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 received by the Local Authority's designated closing date for receipt of applications will be considered, together and one at a time by the Governing Body's Admissions Committee.</p> <p>This is a Christian school, supported by the Methodist Church and the Church of England, that sets out to serve the whole community. We welcome children from all sections of the community, including those whose families attend a Christian church alongside those of other faith communities or none. If admissions have to be restricted by the number of places available, the governors will admit children in the following order of priority:</p>
Criteria	<ol style="list-style-type: none"> <li>1. Children looked after by a Local Authority (in line 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 arrangement</li> </ol>

	order or special guardianship order immediately following having been looked after. From September 2021, 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
	2. Children who have siblings in Holly Hill School or Reaside Academy who will still be in attendance when the applicant enters school, defining sibling as in the notes below.
	3. Nearness of the child's home to the School.
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.	<p>A Looked After Child is a child who is in the care of a local authority or is being provided with accommodation by a local authority as set out in s22(1) of the Children Act 1989. A Previously Looked After Child is a child who immediately after being looked after became subject to an adoption, special guardianship or child arrangements order.</p> <p>In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements 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.</p>
Siblings	<p>Siblings (brothers or sisters) are considered to be those children who live at the same address and either:</p> <ul style="list-style-type: none"> <li>• have one or both natural parents in common; or</li> <li>• are related by a parent's marriage; or</li> <li>• are adopted or fostered by a common parent.</li> </ul> <p>Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.</p> <p>Children not adopted or fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.</p>
Parents	For the purposes of education law, the Department for Education considers a 'parent' to include:

	<ul style="list-style-type: none"> <li>• all biological parents, whether they are married or not;</li> <li>• 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;</li> <li>• 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.</li> </ul>
Transfer from nursery	There is no guarantee of transfer from nursery to reception class; a further application must be made in the following year.
Nearness to school	<p>If offering places with any one of the criteria would cause the school's admissions number to be exceeded, then children living nearest will be offered first. 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 there are multiple births – in this case, all the siblings will be admitted). Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the main gate of the school. Birmingham Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.</p> <p>A child's home address is the place where the child is permanently resident with his or her parents. 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 week (Monday to Friday). If care is split equally, parents can choose which address will be used. Parents may be requested to supply documentary evidence to support the address used.</p>
Tie Breaker	If it is not possible to decide between applications of those children who are the final qualifiers for a place when applying the published admissions criteria, the Local Authority will use a computerised system to randomly select the child to be offered the final place.
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.
Waiting list	A pupil's position on the waiting list will be consistent with the admissions criteria and not the length of time a prospective pupil has been placed on the list. If an application is received after the

	<p>published deadline date and places have been allocated, an offer will not be withdrawn to accommodate the latecomer. A waiting list will be held in strict oversubscription criteria order until at least the first term of the academic year. Each child added to the waiting list will require the list to be ranked again in line with the oversubscription criteria.</p>
In Year Applications	<p>Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parent/carers can apply for a place for their child at any time and to any school.</p> <p>On receipt of an in-year application, the school will notify the 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 Birmingham.</p> <p>The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for a pupil who needs a school place because they have missed, or are at risk of missing, education.</p>
Appeals	<p>If the Governors' decision is that a place is not available, parents will be notified by letter, stating the reasons why a place cannot be given to their child. Information about the appeals procedure will also be provided in such cases. Should parents be unhappy with the decision of the Governors they should first discuss the matter with the Chair of Governors. If parents still do not wish to accept the decision, they must notify the Chair in writing that they wish their case to be heard by an Independent Appeals Panel. The Chair will then make arrangements with the Methodist Church and Diocesan Director of Education for an Independent Appeals Panel to be convened.</p>
Deferred Entry	<p>A child is entitled to a full-time place at school in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which application was made. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.</p> <p>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 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</p>

	<p>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).</p>
Admission of children outside their normal age group	<p>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, 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.</p> <p>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 school at this stage, as the year group may well already be full.</p> <p>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 <b>apply</b> the next year to be admitted to the Reception Class in the September following the child's 5<sup>th</sup> birthday instead. The request should be made in writing to the Chair of Governors, 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.</p> <p>If the Governing Board <u>agrees</u> to the parent's request, the existing application for a Reception place may be withdrawn and the parent must then make a <b>new</b> application for a place in Reception <b>as part of the main admissions round the following year</b>, 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).</p> <p>If the Governing Board does <u>not agree</u> 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).</p> <p>There is no right of appeal if a child is offered a place at a school but it is not in the age group preferred by the parents.</p>

	<p>For Voluntary Aided Schools, the admission authority is the Board of Governors and applications can be made by letter to the Chair of Governors.</p> <p>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.</p> <p>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.</p> <p><i>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 found at: <a href="https://www.gov.uk/government/publications/summer-born-children-school-admission">https://www.gov.uk/government/publications/summer-born-children-school-admission</a></i></p>
	<p>Parents considering applying for a place at Holly Hill School are very welcome to telephone or visit the school office and make an appointment with the head teacher.</p>

\*No Supplementary Information Form is used by Holly Hill Methodist/Church of England Primary School