



ADMISSION ARRANGEMENTS 2025-26

1 INTRODUCTION

- 1.1 This Admissions Policy outlines the admission arrangements for 2024-25 for
Heart of England School
Gipsy Lane
Balsall Common
Coventry
CV7 7FW.

2 ROLE OF TRUST BOARD AND COMMITTEES

- 2.1 The Full Trust Board is responsible for ensuring that this policy is managed with Solihull Council in accordance with the Local Authority's co-ordinated scheme for admission.

3 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM

- 3.1 The Principal and Senior Leadership Team is responsible for ensuring that this policy is applied fairly.

4 ADMISSIONS ARRANGEMENTS

- 4.1 The Trust's admission number is 215.
- 4.2 Where the number of applications is lower than the Trust's admission number, all applicants will be admitted.
- 4.3 If there are more applications than places available places will be offered in priority order.
- 4.4 Application received after the closing date are late and will not be processed until after the applications that were received on time. If the school is undersubscribed any applications received after the closing date must be admitted.



5 OVERSUBSCRIPTION CRITERIA

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| Priority 1 | Looked after children and all previously looked after children who are now adopted or subject to a residence order or special guardianship order, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. |
| Priority 2 | Children whose exceptional social or medical reasons can only be met at this school. |
| Priority 3 | Children who normally live in the school's catchment area and who would have a sibling at the school at the time they start school. |
| Priority 4 | Children who normally live in the catchment area of the school. |
| Priority 5 | Children who would have a sibling at school at the time they start school. |
| Priority 6 | Children of staff who are permanently employed at Heart of England School at the time of application. |
| Priority 7 | Children living closest to the school, measured in a straight line from the child's home |

5.2 Notes on Priority 2.

- 5.2.1 Children with an Education Health Care Plan (EHCP) that names Heart of England School will be offered a place first. This will reduce the number of places available.
- 5.2.2 Applications with exceptional social or medical reasons must be supported by independent professional evidence. The Advisory Group for Admissions will consider applications and evidence and make recommendations to the Cabinet Portfolio Holder, who will grant priority 2 to applications deemed to have exceptional social or medical reasons. Requests for 'exceptional social or medical grounds' can only be submitted once per academic year.

5.3 Notes on Priority 3, Priority 4, and Priority 5

A sibling must live at the same address and could be:

- A sibling sharing the same parents,
- A half-sibling, where two children share one parent,
- A stepsibling, where two children are related by a parent's marriage or civil partnership,
- The separate children of couples who live together;
or
- An adopted or fostered sibling.

5.4 Notes on Priority 6

Priority to staff will be given under the following circumstances:

- where the member of staff is permanently employed at the school, or
- the member of staff is recruited to permanently fill a vacant post for which there is a demonstrable skill shortage.



5.5 Notes on all Priorities

- 5.5.1 The catchment area can be seen on the Council's website: www.solihull.gov.uk/onlinemaps. If a priority group has more applicants than places available priority will first be given to those with a sibling attending followed by those living nearest the school (measured in a straight line from home to school).
- 5.5.2 The home address is the place where the child is permanently resident with their parents. If care is shared between two parents, you will need to provide a copy of the court order defining the arrangement to the council. In the absence of a court order, the council will use the address of the parent who is in receipt of the child benefit. You will need to send a copy of your child benefit award for the last two years. If neither parent qualifies for child benefit the address that is registered with the GP will be used.
- 5.5.3 The places that are offered are provisional offers and are dependent upon the circumstances of the application remaining unchanged at the date of admission to the school. It is important that parents provide the school or Solihull Council with any information relating to changes in circumstances, such as a change of address as soon as they occur. Offers based on fraudulent, incorrect, or misleading information will be withdrawn if the child is no longer entitled to the place because there are children on the waiting list with a higher priority. In these circumstances, the place will be withdrawn after the child has started the school, in line with the Admissions Code.
- 5.5.4 If two or more applicants are the same distance from the school but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority. The applicant with the lowest random number will have the highest priority.
This random process will be carried out independently of the admissions authority.
- 5.5.5 Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property. For Heart of England School this reference is for the main entrance gate leading to the car park/reception.
- 5.5.6 Waiting lists are produced in strict order of priority, against the oversubscription criteria and are managed by Solihull Council. As each child is added to the waiting list, the list is ranked again in priority order. Parents must phone the council every half term to keep their child's name on the list.
- 5.5.7 Applications received after the closing date are late and will not be processed until after the published offer day. Late applications will be considered when places are allocated from the waiting list. If the school is undersubscribed any application received after the closing date must be admitted.
- 5.5.8 If possible, places will be offered at the same school to twins, triplets, and children from other multiples births. If only one place can be offered the parent will choose which child should have the place.
- 5.5.9 Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to Solihull Council. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the application will be given a priority from the oversubscription criteria and placed on the waiting list.
- 5.5.10 The Trust Board 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.

- 5.5.11 Parents who wish to appeal against the decision of the Trustees to refuse their child a place in the school can request a form from Solihull Council. Appeals will be heard by an independent panel.
- 5.6 For students who will be out-of-year/normal age group.
- 5.6.1 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented and wishes an advance/early admission or perhaps has experienced problems such as ill-health and wishes a delay in admission. In addition, the parents of a summer born child (born between 1 April and 31 August) may have chosen to admit their child out of their normal age group.
- 5.6.2 Advance in admission/Early admission means your child will be younger than their year group.
Delay in admission means your child will be older than their year group.
- 5.6.3 Requests must be made to the admissions authority and may be supported by professional evidence (e.g., therapist reports) or simply be supported by parental statement justifying the request.
- 5.6.4 The following process is advised by the admissions authority,
- Submit an application for admission out of the normal age group, by the closing date,
 - When requesting a *delay* in entry, also apply for a place at the normal age group, at the usual time, using the usual process, by the closing date, (when delaying an entry two applications are required).
 - Requests and evidence will be considered by the Trust taking into consideration the views of the Principal. The Trust will relay their decision to Solihull Council
 - A response to the request will be sent before the national offer day,

| | Advance in admission/Early admission (child will be younger than their year group) | Delay in admission (child will be older than their year group) |
|---|--|---|
| Application Agreed and parents' wishes are unchanged | 1. Proceed with the application for advanced/early entry. | 1. Withdraw the second admission (for normal age group entry), 2. Make a new application as part of the main admissions round the following year(s). The agreement to a delay in admission does not constitute an offer of a place in a subsequent year. |
| Application Agreed and parents' wishes have changed | 1. Withdraw application for advanced/early entry, 2. Make a new application as part of the main admissions round in the appropriate year. | 1. Withdraw the first admission (for delayed age group entry) 2. Proceed with the second application for normal age group entry. |
| Application refused | There is no right of appeal against the decision to decline the request. The statutory right to appeal against the refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but not in their preferred age group. | |



6 AUTHOR

- 6.1 The author of this policy is the Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.

7 VERSION CONTROL

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