BDMAT
Birmingham Diocesan Multi-Academy Trust

COLESHILL C of E PRIMARY SCHOOL AND NURSERY

ADMISSIONS POLICY

Proposal

School Academic Year:	2028/29
Policy Developed By:	Mrs A Currin
Approved By:	Local Academy Board
Date of Approval:	
Chair LAB Signature:	Father Barrie Scott
Frequency of Reviews:	Annual
Next Review:	Autumn Term 2028

BDMAT ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2028 - 2029

Coleshill Church of England Primary School is run by the Birmingham Diocesan Multi-Academy Trust ('BDMAT'). The board of directors of BDMAT are the Trust's admissions body but the day-to-day administration of school admissions is delegated to our headteachers and local academy boards. The board of directors sets a standard policy for our schools to use (this policy) but the individual criteria for over subscriptions are established by the local academy board. Proposed changes to a school's over subscription criteria or amendments to this policy need approval from the BDMAT board of directors.

NAME Coleshill Church of England Primary School
ADDRESS Wingfield Road
Coleshill
Birmingham
B46 3LL

Our School Vision

With God's love, we grow and flourish together

We are a vibrant, connected and inclusive school. Rooted in God's love, creativity and nature inspire learning. We nurture joy and perseverance so that everyone flourishes as unique individuals.

Love shapes the way we live and learn together. We know we are loved. We know we belong. With compassion, confidence and hope, we grow thoughtful, responsible citizens who are ready to make a difference in our world.

'Above all, clothe yourselves with love, which binds us all together in perfect harmony.'
Colossians 3:14

The School Vision seen through this policy:

At Coleshill Church of England Primary School, we want to outline a clear and fair process for applying to our school, to allow as many children as possible who want to come to our school to be able to do so.

Admissions Procedures:

Proposal

The school will follow the timetable of the Warwickshire County Council Primary Coordinated Admissions Scheme, for children due to start school in Reception. All applications should be made online at *www.warwickshire.gov.uk/admissions*.

The school's published admission number (PAN) is 30. Where the number of applications is lower than the school's admission number, all applicants will be admitted.

Priority area:

- The parish of Coleshill.

Link to Church of England parish map:
https://www.arcgis.com/home/webmap/viewer.html?webmap=67bce0ed36dd4ee0af7a16bc079aa09a&extent=-0.4317,51.313,0.1986,51.5945

Link to details on how to navigate the Church of England parish map:
https://www.churchofengland.org/sites/default/files/201801/ParishMapsArcGIS_Userguide_Jan2018_1.pdf

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available, each application will be given a priority and places will be allocated in the following order:

Priority 1: Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order. 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.

Priority 2: Children living in the priority area who have a brother or sister at the school at the time of admission.

Priority 3: Other children living in the priority area.

Priority 4: Children living outside the priority area who have a brother or sister at the school at the time of admission.

Priority 5: Children living outside the priority area who have attended the school nursery for a minimum of one year at ten hours per week, immediately prior to applying for a Reception class place.

Proposal

~~Priority 6: Children living outside the priority area with at least one parent who is involved in regular worship at Coleshill Parish Church. Regular worship means attendance at public worship at least once a month during the 12 month period immediately prior to the Local Authority's closing date for admission applications. A supporting Reference Form(*1) completed and signed by the Vicar should be submitted direct to the school office.~~

~~Priority 7: Children living outside the priority area with at least one parent who is involved in regular worship at other Christian churches(*2). Regular worship means attendance at public worship at least once a month during the 12 month period immediately prior to the Local Authority's closing date for admission applications. A supporting Reference Form(*1) completed and signed by a Christian Minister / Lay Reader should be submitted direct to the school office.~~

Priority 8: All other children.

~~(*1) To be considered under the faith criteria detailed within priority numbers 6 and 7 all applications must be supported by a completed and signed Christian Minister's / Lay Reader's Reference Form. The form is attached as Appendix 1 to this policy.~~

~~(*2) For the purposes of these admission arrangements "other Christian church" means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at:~~
~~https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf~~

Notes:

1. Children with an EHC Plan that names Coleshill Church of England Primary School will be offered a place first. This may reduce the number of places available.

2. Under priority numbers 2 & 4, a brother or sister must live at the same address and could be:
- A brother or sister sharing the same parents;
- A half-brother or sister, where two children share one common 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 couples the same legal status as married couples);
- The child of the parents' partner where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling; or
- An adopted or fostered brother or sister.

Proposal

3. For the purposes of education law, the Department for Education considers a 'parent' to include:

- All biological parents, whether they are married or not;
- 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;
- 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.

4. A child's home address is the place where the child is permanently resident with his or her Parent(s). When a child lives between two addresses, the address used for offering a school place will be where the child lives (i.e. sleeps) for most of the school week (Monday to Friday). If care is split equally, the parents can choose which address will be used. [In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts.]

5. If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. The distance will be calculated by the Local Authority using a straight-line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data). 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 this involves multiple births, in which case, all the siblings will be admitted).

6. 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.

7. Waiting lists are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of the autumn term in the year of admission.

8. Applications made outside the normal admissions round (for in-year admissions) should be made directly to the Local Authority at *www.warwickshire.gov.uk/admissions*.

9. Appeals: A form is available for Parents who wish to appeal against a decision to refuse their child a place in the school. Further details are available on the school website or via the school office. Appeals will be organised by the Church of England Birmingham and will be heard by an independent Panel.

Proposal

10. Fair Access Protocol: The Local Academy Board recognises its duty to participate in the Local Authority Fair Access Protocol.

11. Admission of children below compulsory school age and deferred entry:

11.1 A child is entitled to a full-time place at school in the September following their fourth birthday. The child's parents can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which application was made.

11.2 Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

11.3 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; e.g.: A child born between 01 September and 31 December must be in compulsory education by 31st 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 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).

12. Admission of children outside their normal age group

12.1 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 Local Academy Board of the school, 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.

12.2 Summer-born Children (those born between 01 April and 31 August)

12.2.1 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 the school at this stage, as the year group may well already be full.

12.2.2 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 to the school's Local Academy Board that the child may re-apply the following year to be admitted to the

Proposal

Reception class in the September following the child's 5th birthday instead. The request should be made in writing to the Chair of the Local Academy Board of the school, via the school office, setting out the reasons for the request. The Local Academy 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.

If the Local Academy Board agrees to the parent's request, the existing application for the Reception place may be withdrawn and the parent must then make a new application for a place in Reception as part of the main admissions round the following year 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).

If the Local Academy Board does not agree to the parent's request, the parent must decide whether to accept any offer of a place for Reception 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).

12.3 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.

12.4 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.

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 to be found at: https://www.gov.uk/government/publications/summer-born-children-school/Academy-admission

Proposal

Appendix 1

Coleshill Church of England Primary School

Supplementary Information Form

2028/29 Application (or in-year application for 2027/28)

Part 1: to be completed by parents who wish to be considered under the faith criteria detailed within priority numbers 6 and 7

Name of Child:
Date of Birth:
Address including post code:

Mother's Full Name:
Address including post code:
(if different from child)

Telephone No.:

Father's Full Name:
Address including post code:
(if different from child)

Telephone No.:

Please ensure that all relevant questions are completed.

I confirm that to the best of my knowledge the information I have supplied is complete and correct.

Signature of parent(s):_____

Print name: _____

Date:_____

~~Part 2: If you wish to be considered for a place under the faith criteria given in priority numbers 6 and 7, please have the following section completed by your Vicar / Church Minister / Lay Reader.~~

Proposal

I confirm that at least one parent of the child named in Part 1 above has attended:

_____ Church / Faith Centre
For public worship at least once a month during the 12 month period immediately prior to the Local Authority's closing date for admission applications.

Signature of Minister: _____

Name of Minister: _____

Date:
_____

Telephone
No.: _____

Notes:

A. For the definition of brother or sister, refer to Note 2 within the main Admission Policy document.
B. For the definition of parent, refer to Note 3 within the main Admission Policy document.
C. For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at: https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf
D. Please note the School Office WILL NOT accept Supplementary Information Forms for Nursery or Reception 2026/27 applications before 1st September 2025.

OFFICE USE ONLY

Date application received:	
Received by:	

Proposal