Castle Bromwich Junior School

Where together we can learn, work and succeed.

Admissions Arrangements and Procedures

Date – July 2026

Reviewed by – Board of Trustees

Review date – July 2027

Admissions Arrangements and Procedures

2026-27

1. Introduction

1.1 Prosper Together Multi Academy Trust is the admissions authority for:

- **Castle Bromwich Infant and Nursery School**, Green Lane, Castle Bromwich, B36 0BX
- **Castle Bromwich Junior School**, Hurst Lane North, Castle Bromwich, B36 0HD
- **Fordbridge Community Primary School**, Crabtree Drive, Chelmsley Wood, B37 5BU
- **Kingshurst Primary Schools,** School Lane, Kingshurst, B37 6BN
- **Windy Arbor Primary School**, Woodlands Way, Chelmsley Wood, B37 6RN

1.2 The Board of Trustees for Prosper Together Multi Academy Trust (the 'Trust') delegates some of its functions and day-to-day administration to the Admissions Committee of each individual schools' local advisory board and the headteacher. These functions are carried out in compliance with the School Admissions Code 2021 (Admissions Code) and the School Admission Appeals Code 2022 (Appeals Code), along with other relevant law relating to equality, human rights and special educational needs.

1.3 Our admissions process is part of the Solihull Metropolitan Borough Council Local Authority co-ordinated scheme. Applicants must apply to their home Local Authority by the published closing date. Application forms are available from the Local Authority in the autumn before admission. Further information can be found at: https://www.solihull.gov.uk/Schools-andlearning/School-admissions.

1.4 These admission arrangements, including the oversubscription criteria, explain how places will be offered.

2. Normal points of intake

2.1 **Reception:** Children can start in a reception class in a primary or an infant school in the September after their 4th birthday.

2.2 **Junior:** Children attending an infant school transfer to junior school in the September after their 7th birthday (Year 3).

2.3 Children with an Education Health and Care Plan (EHCP**):** Children with an EHCP are **not** admitted under this policy, they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25. Any child with an EHCP is required to be admitted to the school that is named in the Plan. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

3. Published Admission Number (PAN)

3.1.1 Where the number of applications is lower than the school's admission number, all applicants will be admitted.

3.1.2 The Published Admission Numbers for the individual schools are:

School	Normal Point of Intake	PAN
Castle Bromwich Infant and Nursery School	Reception	**120**
Castle Bromwich Junior School	Year 3	**120**
Fordbridge Community Primary School	Reception	**60**
Kingshurst Primary School	Reception	**60**
Windy Arbor Primary School	Reception	**60**

4. Oversubscription criteria

4.1 If a school receives more on-time applications than there are places available, places will be offered in priority order according to the oversubscription criteria. If a school is not oversubscribed, all applicants will be offered.

4.2 **Infant and Primary Schools**

4.2.1 **Priority 1** Looked after children and all previously looked after children who are now adopted or subject to a child arrangement order or special guardianship order. Including those children who 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 by that particular school.

Priority 3 Children who normally live in the catchment area of the school and who would have a brother or sister at the school or the linked Junior 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 brother or sister at the school or the linked Junior school at the time they start school.

Priority 6 Other children, measured in a straight line from the child's home.

4.2.2 In September 2001 it became a legal requirement that all children in infant classes are taught in groups of no more than 30 with one qualified teacher. Children living within a school's catchment area will receive a higher priority for a place than children living outside the catchment area. However, a guarantee of a place cannot be given because to do so may breach infant class size legislation.

4.2.3 Children offered a reception place at a school are entitled to a full-time place in the September after their 4th birthday. 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 it was made; and where parents wish, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

4.3 **Castle Bromwich Junior School**

4.3.1 **Priority 1** Looked after children and all previously looked after children who are now adopted or subject to a child arrangement order or special guardianship order. Including those children who 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 by that particular school.

Priority 3 Children at the linked Castle Bromwich Infant and Nursery School.

Priority 4 Children living in the catchment area of the linked Castle Bromwich Infant and Nursery School and would have a brother or sister at the school or the linked school at the time they start school.

Priority 5 Children living in the catchment area of the linked Castle Bromwich Infant and Nursery School.

Priority 6 Children living outside the catchment area of the linked Castle Bromwich Infant and Nursery School and would have a brother or sister at the school or the linked school at the time they start school.

Priority 7 Other children, measured in a straight line from the child's home.

4.3.2 Children on the roll of Castle Bromwich Infant and Nursery School will be guaranteed a place at Castle Bromwich Junior school, provided the application is submitted by the published closing date.

5. Notes to the Arrangements (relevant to all applications)

5.1 Children with an EHCP that names a Prosper Together Multi Academy Trust School at the point of normal intake will be offered a place first. This will reduce the number of places available.

5.2 All references to previously looked after children means such children who were adopted or subject to child arrangement orders or special guardianship orders immediately following having been looked after or those who appeal to have been in state care outside of England and ceased to be in state care as a result of being adopted. Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

5.3 Catchment area maps can be viewed online at www.solihull.gov.uk/onlinemaps.

5.4 Applications should be submitted by the published closing date.

5.5 There is no guarantee of transfer from Nursery to Reception class; an application must be made for admission to the Reception class.

5.6 Definition of a brother or sister. 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 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;
- the separate children of couples who live together; or • an adopted or fostered brother or sister.
- Priority is not given if the brother or sister attends the nursery unit as this is nonstatutory education.

5.7 If possible, places will be offered at the same school to twins, triplets and children from other multiple births.

5.8 Distances are measured in a straight line from home to school by our 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. The grid reference for the school will be the main pedestrian gate if there are more than one.

5.9 If two or more applications in the same priority have the same distance, but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority.

5.10 The home address is the place where the child is permanently resident with his or her parents. If care is shared between two parents, parents will need to provide a copy of the court order defining the arrangement. In the absence of a court order or where care is shared equally, we will use the address of the parent who is in receipt of the child benefit. Parents will need to send a copy of your child benefit award for the last two years.

5.11 All applications are subject to address checks.

5.12 Applications with 'exceptional social or medical grounds' must be supported by independent professional evidence. Applications and evidence under this criterion will be reviewed by a panel appointed by Solihull MBC Local Authority. Requests for 'exceptional social or medical grounds' can only be submitted once per academic year.

5.13 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group. Requests should be made to the school office in writing, clearly marked for the attention of the Admissions Committee, and may be supported by professional evidence such as a speech and language therapist or it may simply be the parent's statement as to why they are making their request. The following is the process to be followed when applying for a reception, or junior intake place:

- apply for a place for the child's normal age group at the usual time.
- parents submit their request to school admissions for admission out of the normal age group at the same time and by the closing date.
- request and evidence will be considered by request and evidence will be considered by the Admissions Committee taking into consideration the views of the head teacher.

- a response to the request will be sent before national offer day.
- if the request is agreed parents should withdraw their application for the normal age group and make a new application as part of the main admissions round the following year, or proceed with their application for the normal age group and start in September (there is no guarantee of a place being available at the preferred school).
- if the request is refused the application will proceed in the normal age group or the parent can make an in-year application for admission to year 1 for the September following the child's fifth birthday.
- 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 a school may not be accepted out of their normal age group when moving to a different school or from primary to secondary school.
- There is no right of appeal against the decision to decline the request. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

5.14 Trustees reserve the right to withdraw an offer of a place if the place has been offered in error, the applicant has not responded with a reasonable period of time, or it has been established that the offer was made using fraudulent or intentionally misleading information. A place obtained fraudulently can be withdrawn after a child has started at the school.

6. Late applications and changes to applications for normal intake

6.1 Applications, received after the closing date, are late and will be processed after those that are received on time.

6.2 Changes to on-time applications received before the allocation will be considered if possible.

6.3 Changes received after the allocation will be processed after offer day.

7. In-Year Admissions

7.1 Applications for a school place at any time other than the normal time for admission (inyear admission) should be made to the Admissions Team of the Local Authority in which you live. The application will be processed by the Local Authority. If there is a vacancy in the relevant year group a place will be offered. Further information regarding Solihull MBC in-year admission is available at www.solihull.gov.uk/admissions.

7.2 If the year group is full the school Admissions Committee will apply the admission criteria to the application so that your child can be placed appropriately on the waiting list.

7.3 Parents will receive an outcome to their application within 15 school days of submitting a completed application.

7.4 If a place can be offered the child is expected to start within 6 school weeks. If a place cannot be offered parents will be given a reason for refusal and offered the right of appeal.

8. Waiting lists for normal intake and in-year admissions

8.1 For normal points of intake, the child will be added to the waiting list for the school that is ranked higher than the school that has been offered. Waiting lists are kept until the end of the autumn term. After this a Local Authority change of school application form will need to be completed.

8.2 Waiting lists are made in strict priority order against the published admission criteria for the school.

8.3 An addition of a child's name to the list will require the list to be reranked.

8.3 If a vacancy arises in a school, the place will be offered to the child with the highest priority.

8.3 For in-year applications, the child will be put on the waiting list for the remainder of the half a term. Parents must contact Solihull School Admissions during the week before every school holiday if they want their child's name to stay on the waiting list. Those who do not make contact will be removed from the list.

9. Fair Access

9.1 In accordance with the School Admissions Code, aach local authority must have a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place inyear, are allocated a school place as quickly as possible.

9.2 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.

10. Appeals

10.1 If you have not been offered a place at your preferred school(s) you have the right of appeal. Accepting the place you have been offered does not affect your right of appeal.

10.2 Further information regarding the appeals process, including deadlines, and an appeal form is available from **https://www.solihull.gov.uk/Schools-and-learning/Admission-appeals**

10.2 Appeals will be heard by an independent panel.

These Admission Arrangements were Determined by the Board of Trustees on 09 December 2024