

Inspire Education Community Trust



Inspire Education Community Trust  
*Learning together and inspiring success*

## **Admissions Policy for City Road Primary School**

|                              |                   |
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| <b>Approved by the Trust</b> | <b>30/09/2024</b> |
| <b>Version No.</b>           | <b>5</b>          |
| <b>Review Date</b>           | <b>30/09/2025</b> |
| <b>Statutory</b>             | <b>YES</b>        |

# Inspire Education Community Trust

## Admissions Policy for City Road Primary School

### Aims

This policy aims to:

- explain how to apply for a place at the school;
- set out the school's arrangements for allocating places to the pupils who apply; and
- explain how to appeal against a decision not to offer your child a place.

### Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

### How to apply

For applications in the normal admissions\* round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

*Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.*

\* The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

### Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- parents' views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- the Head of School's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

# Current Admission Arrangements

## Determined: School Admission Criteria September 2024

|   |  |         |               |
|---|--|---------|---------------|
| School name                               | City Road Primary School   |         |               |
| School address                            | City Road Primary School, Cavendish Road, Birmingham, B16 0HL  |         |               |
| Head Teacher                              | Mr S Islam   | Tel no: | 0121 464 3348 |
| Admission No.                             | 60   |         |               |
| Criteria                                  | <p>1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).</p> <p>*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).</p> |         |               |
|   | 2. Children with a brother or a sister already at the school who will still be in attendance in September 2024   |         |               |
|   | 3. Children who live nearest the school.   |         |               |
|   | Within each of these categories, priority is given to those who live nearest the school, calculated on the basis of a straight-line measurement between home and school.   |         |               |
| Children with a statement of SEN/EHC Plan | Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the academy 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.   |         |               |
| Sibling                                   | <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>i. have one or both natural parents in common;</li> <li>or ii. are related by a parent's marriage;</li> <li>or iii. 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>   |         |               |

|                       |  |
|-----------------------|--|
|                       | 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.  |
| Distance              | Distance will be measured in a straight line from the child's home address to the school's front door. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.  |
| 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 the majority of the week. Parents may be requested to supply documentary evidence to support the address used.   |
| Final Qualifier       | <p>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.</p> <p>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 academy is exactly 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 of the children would cause the Published Admission Number for the child's year group to be exceeded, the Academy will randomly select the child to be offered the final place. An independent person will oversee this.</p> <p>In the event of this occurring with twins or other multiple birth applicants, schools will be asked to admit over their Published Admission Number to accommodate the pupils.</p>   |
| Waiting Lists         | 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 list in accordance with the order of priority for offering places. Waiting lists will be maintained until the end of each academic year.  |
| Appeals               | Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Fair Access Service on 0121 303 1888 to request an appeal form. Appeals will be heard by an independent panel.  |
| In Year Applications  | <p>You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.</p> <p>On receipt of an application form for an in-year admission, the school aims to notify parents/carers of the outcome of their in-year application within 10 school days, and the school will notify parents/carers in writing within 15 school days.</p> <p>If there are spaces available in the year group you are applying for, your child will always be offered a place. You child will be able to start within 5 school days.</p> <p>If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed earlier in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.</p> <p>Parents/carers will be given 10 school days to respond to an offer of a school place. If a parent/carer fails to respond, a second notification will be issued to explain that failure</p> |

to respond to the offer within a further 5 school days will result in the placement offer being withdrawn.

For more details and an application form, please contact the main school office.

\* No supplementary information form is used at City Road Primary School

## Determined: School Admission Criteria September 2025

|   |  |         |               |
|---|--|---------|---------------|
| School name                               | <b>City Road Primary School</b>  |         |               |
| School address                            | <b>City Road Primary School</b> , Cavendish Road, Birmingham, B16 0HL  |         |               |
| Head Teacher                              | Mr S Islam   | Tel no: | 0121 464 3348 |
| Admission No.                             | 60   |         |               |
| Criteria                                  | <p>2. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).</p> <p>*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).</p> |         |               |
|   | 3. Children with a brother or a sister already at the school who will still be in attendance in September 2025   |         |               |
|   | 4. Children who live nearest the school.   |         |               |
|   | Within each of these categories, priority is given to those who live nearest the school, calculated on the basis of a straight-line measurement between home and school.   |         |               |
| Children with a statement of SEN/EHC Plan | Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the academy 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.   |         |               |
| Sibling                                   | Siblings (brothers or sisters) are considered to be those children who live at the same address and either: <ul style="list-style-type: none"> <li>i. have one or both natural parents in common;</li> </ul>   |         |               |

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|                       | <p>or ii. are related by a parent's marriage;</p> <p>or iii. are adopted or fostered by a common parent.</p> <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>  |
| Distance              | Distance will be measured in a straight line from the child's home address to the school's front door. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.  |
| 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 the majority of the week. Parents may be requested to supply documentary evidence to support the address used.   |
| Final Qualifier       | <p>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.</p> <p>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 academy is exactly 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 of the children would cause the Published Admission Number for the child's year group to be exceeded, the Academy will randomly select the child to be offered the final place. An independent person will oversee this.</p> <p>In the event of this occurring with twins or other multiple birth applicants, schools will be asked to admit over their Published Admission Number to accommodate the pupils.</p> |
| Waiting Lists         | 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 list in accordance with the order of priority for offering places. Waiting lists will be maintained until the end of each academic year.  |
| Appeals               | Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Fair Access Service on 0121 303 1888 to request an appeal form. Appeals will be heard by an independent panel.  |
| In Year Applications  | <p>You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.</p> <p>On receipt of an application form for an in-year admission, the school aims to notify parents/carers of the outcome of their in-year application within 10 school days, and the school will notify parents/carers in writing within 15 school days.</p> <p>If there are spaces available in the year group you are applying for, your child will always be offered a place. Your child will be able to start within 5 school days.</p> <p>If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it</p>   |

will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed earlier in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents/carers will be given 10 school days to respond to an offer of a school place. If a parent/carer fails to respond, a second notification will be issued to explain that failure to respond to the offer within a further 5 school days will result in the placement offer being withdrawn.

For more details and an application form, please contact the main school office.

\* No supplementary information form is used at City Road Primary School

### Determined: School Admission Criteria September 2026/2027

|                  |                                    |
|------------------|------------------------------------|
| School name      | <b>City Road Primary School</b>    |
| School address   | Cavendish Road, Birmingham B16 0HL |
| Headteacher      | Mr Shaukat Islam                   |
| Tel no:          | 0121 464 3348                      |
| Admission Number | 60                                 |

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|---|---|
| Criteria  | 1. Looked after children or children who were previously looked after (including previously looked after children from outside of England).   |
|   | 2. Children with a brother or a sister already at the school who will still be in attendance in September 2026.   |
|   | 3. Children who live nearest the school.  |
|   | Within each of these categories, priority is given to those who live nearest the School, calculated on the basis of a straight-line measurement between home and 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 school. This is not an oversubscription criterion.  |
| Looked after or previously looked after children                | Looked after and previously looked after children<br><br>Children who are looked after or immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. This includes any child / young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 22(1) of the Children Act 1989, is remanded or |

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|                       | <p>detained into Local Authority accommodation under Criminal Law or who has been placed for adoption.</p> <p>Evidence may be requested from carer's whose children are looked after or were previously looked after by another Local Authority.</p> <p>Children adopted from state care outside of England<br/>Children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted will be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). These children are referred to as internationally adopted previously looked after children – "IAPLAC".</p> <p>Evidence will be required from the carer confirming that their child meets the above criteria in accordance with the DfE's non-statutory guidance on the admission of IAPLAC.</p> |
| Sibling               | <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>i. have one or both natural parents in common;</li> <li>or ii. are related by a parent's marriage;</li> <li>or iii. 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>   |
| Distance              | <p>Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the school's front door.</p> <p>The 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 and the address of the school.</p>   |
| Shared Responsibility | <p>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 the majority of the week. Parents may be requested to supply documentary evidence to support the address used.</p>   |
| Final Qualifier       | <p>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.</p>  |



|  |   |
|--|---|
|  | <p>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 exactly 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 of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.</p> <p>In the event of this occurring with twins or other multiple birth applicants, schools will be asked to admit over their Published Admission Number to accommodate the pupils.</p>  |
| Waiting Lists  | <p>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 list in accordance with the order of priority for offering places. Waiting lists will be maintained until the end of each academic year.</p>  |
| Appeals  | <p>Appeals are administered by the Local Authority for City Road Primary School Primary. Parents who wish to appeal against the decision to refuse their child admission should visit <a href="http://www.birmingham.gov.uk/schooladmissions">www.birmingham.gov.uk/schooladmissions</a></p>  |
| In Year Applications   | <p>Applications made outside the normal admissions round (in-year admissions) should be made directly to the School. Parents/carers can apply for a place for their child at any time and to any School. On receipt of an in-year application, the School 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>   |
| Deferred entry and Admission of children outside their normal year group | <p>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.</p> <p>Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Trust for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons</p> |

|                      |  |
|----------------------|--|
|                      | <p>why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.</p> <p>The Trust will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.</p> <p>If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Trust and the parents advised of the outcome.</p> <p>If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Trust and the parents advised of the outcome.</p> <p>If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2026, then the original application is withdrawn and the parents must submit a fresh application for Reception 2026 when applications open in the autumn term of 2025. Please note that parents only have the right to re-apply for a place. Where the Trust agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.</p> <p>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 also read the DFE guidance which can be 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></p> |
| Fair Access Protocol | <p>The Trust of City Road Primary School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Trust is able to give priority to a child where admission is requested under any locally agreed protocol. The Trust has this power, even when admitting the child would mean exceeding the published admission number subject.</p>   |

\* No supplementary information form is used at City Road Primary School

## City Road Primary School Nursery

In Nursery our classes we are able to offer a number of part-time places with children being entitled to 15 hours per week.

Part-time places will be allocated on a morning or afternoon basis.

Part-time places are offered on a basis of need, based on the following criteria:

- Social Services referral;
- Special Educational Needs;
- where a sibling is already attending the school.

Within each of these categories, priority is given to those who live nearest to the school, by straight line measurement to the school's front door.

Where the local authority has agreed a catchment area for the school, children living within that area have priority over those children living outside it.

If vacancies occur because of pupils not taking up places or leaving school, places continue to allocate according to the above criteria.

### **Admitting children in to the Nursery in the term following their third birthday**

The school can use its discretion to determine if it is in a position to admit pupils that reach the age of three following the start of the academic year. In the event that we are oversubscribed, the same admissions criteria for nursery places would be applied.

### **30 hours funded place**

All Nursery children are entitled to a 15 hour funded place. Children of parents who meet additional criteria may be entitled to a 30 hour funded place (upon completion of application through [www.gov.uk](http://www.gov.uk) and presentation of an eligibility code to the school). It is the parent's sole responsibility to complete the application and submit the eligibility code and date of birth to the school by the deadline stipulated.

All parents that are interested in a 30 hour funded nursery placement are required to indicate to the school that they will be submitting an application to [www.gov.uk](http://www.gov.uk) as they meet the criteria for 30 hours free childcare. This must be done by completing the school's Nursery Full-Time Place Application Form and submitting it to the school before the deadline date specified. Full-time places cannot be guaranteed if applications are received after the deadline date.

Parents are still eligible for 15 hours free childcare even if they do not meet the criteria for 30 hours. The following website provides further information: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>.

### **Nursery full-time place**

If capacity exists, parents will have the option to top up their 15 funded hours to 30 hours by paying a fee to the school. This must be done by completing the school's Nursery Full-Time Place Application Form and submitting it to the school before the deadline date specified. Priority will be given in accordance with the nursery admissions criteria.