

# ADMISSIONS POLICY



“TOGETHER WE ARE STRONGER”

Approved by the Chair of Governors

Signature \_\_\_\_\_

Date \_\_\_\_\_

This Policy will be reviewed October 2021

## Admission Policy

In Birmingham your child can go to school in the September after their fourth birthday if you so choose. If your child was born between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017, he/she will be able to start school in September 2021.

By law, parents/carers must ensure that their children are receiving suitable full-time education at the beginning of the term after their fifth birthday. However, if your child's fifth birthday is during the Summer Term 2022 he/she must start school or be receiving other suitable education at the beginning of the Summer Term.

The Local Authority is the admission authority for Dorrington Academy. Children are admitted to Dorrington in accordance with parental preference as far as possible. However, where there are more applications than there are places available, places will be offered based on the following order of priority:

- I. Looked after children (in public care). This includes any child/young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 20 of the Children Act 1989, is remanded or detained into Local Authority accommodation under Criminal Law or who has been placed for adoption.
- II. Children (siblings) with an older brother or sister already at the school who will still be in attendance at the time the sibling enters the school.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- have one or both natural parents in common;
- are related by a parent's marriage;
- Are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parents' marriage or with one natural parent in common, who are brought together as a family by the same sex civil partnership and who are living at the same address, are also considered to be siblings.

III. Children who live nearest the school.

### **Pupils with a Statement of Special Educational Needs**

Pupils with a Statement of Special Educational Needs issued by the Local Authority naming a specific school where a pupil should receive his/her education, will be admitted to that school before preferences are considered for admission in September.

### **Home addresses**

A pupil's home address is considered to be a residential property that is the child's only or main residence and is either;

- i. Owned by the child's parent(s), or the person with parental responsibility for the child;
- ii. Leased to or rented by the child's parent(s) or the person with parental responsibility under lease or written rental agreement of not less than six months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

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 satisfy the authority that the child lives at the address put forward by the parents.

## Nursery Admissions

- A child's name may be added to the waiting list, the academic year they are two.
- Children start nursery at the start of the academic year that they are four.
- Part-time provision: AM 8.45am - 11.45am - (26 places)  
PM 12.30pm - 3.30pm. - (26 places)
- Waiting list closes in March
- Letters are sent out in April (date given by LA).
- Parents can state a preference when offered a place, but we may not be able to accommodate.

### Criteria

1. Referrals from Health Visitor, Speech Therapist etc.
2. Children with siblings in school.
3. Children who live closest to the school.

### Transfer from Nursery to Reception

Parents should be aware that transfer to the Reception year at Dorrington Academy is not an automatic process. Parents must complete and submit a Preference Form and submit it to the Local Authority. Applications for places in the Reception year from parents with children already attending Dorrington Nursery will be considered at the same time as applications from parents whose children are not attending Dorrington Nursery. If there are more applications than places available places will be allocated in accordance with the priorities set out in 1 - 3 above. Children currently attending Dorrington Nursery class do not receive priority when applications are considered.

## **Mid-term Transfers**

If an enquiry is made to admit a child from another school at any time other than the start of Academic year, an Admission Enquiry Form (see Appendix 1) will be completed by the school. This is then passed on to the Senior Management Team, who will ascertain if we have a place available and the relevant arrangements for enrolling the child at Dorrington Academy.

Ratified by the Governing Body

Signature \_\_\_\_\_  
(Chair of the Governors)

Date: \_\_\_\_\_

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