MANSFIELD GREEN E-ACT PRIMARY ACADEMY

Admission Procedures 2021 – 2022

Reviewed and approved by the Board of Trustees | By 28th February 2021
Admission Arrangements 2021 – 2022

MANSFIELD GREEN E-ACT PRIMARY ACADEMY

E-ACT (the “Academy Trust”) is the admissions authority for Mansfield Green E-ACT Primary Academy. The Academy Trust will comply with the requirements of the Funding Agreement, the School Admissions Code and the Admission Appeals Code, and recognises that its ‘relevant area’ is Birmingham since this is the local authority area within which the Academy is located.

Date of Approval: September 2021
Date of Review: September 2022

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually as per the Admissions Code. Should no substantive changes be required at that point, the policy will move to the next review cycle. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

Academy context

Mansfield Green E-ACT Primary Academy is based in Aston in the authority of Birmingham. Our Published Admission Number (PAN) is 60 for Reception.

The maximum PAN for each year group is 60 in Reception – Year 6, with a total PAN of 420 + 78 part-time nursery places. (498 PAN in total.)

How to apply for a school place

In Birmingham, parents/carers can apply for a school place in the Autumn of the year before their child turns 4 years of age. It is important that you apply for a place as soon as possible:

- Do not wait until your child is five years old, or your preferred school may already be full.
- Attendance at a nursery class/school does not give a child automatic priority for a school place.

How to apply for a nursery place

At Mansfield Green E-ACT Primary Academy, we have a 78 part-time place nursery. (39 am and 39 pm places.) Our nursery takes children in the term after their third birthday. Parents/carers can apply for a nursery place directly through the school office, in the term before their child is three.
Admissions Criteria

Applications for children with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Need are made by the Local Authority SEND team (SENAR). The placement of such children is made after a process of consultation between parents, the Academy and the Local Authority. Children with an EHCP (or a Statement of Special Educational Need) receive priority over others for admission to the school named on their Plan (or Statement).

Oversubscription Criteria

If there are fewer applicants than there are places available for Nursery/Reception entry in September 2022, everyone who applies will be offered a place.

Sometimes, however, there are more applications for our Academy than there are places available. This is described as oversubscription. If there are more applicants than there are places available after the admission of pupil with an Education, Health and Care Plan or statement of special educational needs naming the school, the following criteria will be followed, in order, to determine who will be offered a place:

1. Looked after or previously looked after children.
2. Siblings - Children with a brother or a sister already at the academy who will still be in attendance in September 2022.
3. Distance - Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the school’s front gates. 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 academy.

Tie-breaker/Final qualifiers

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.

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 Local Authority will use a computerised system to randomly select the child to be offered the final place.

In the event of this occurring with twins or other multiple birth applicants, academies will be asked to admit over their Published Admission Number to accommodate the pupils.

Twins, Triplets and other children of multiple births

Birmingham LA will endeavour to place twins, triplets and multiple birth pupils. Academies may be asked to admit over their Published Admission Number to accommodate the pupils.
Split residence/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.

Admission to the Nursery

The timeline and oversubscription criteria for a place in a nursery class are the same as for a reception place. The council does not co-ordinate applications for nursery places. Applications for a nursery place must be made in the term prior to the pupils third birthday. At Mansfield Green, we have three intakes – September, January and April. If the nursery is oversubscribed, the Academy’s Oversubscription Criteria will be applied.

Deferred Entry for Reception

Compulsory school age

By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday.

However, in Birmingham, children are admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.

Parents may, however, defer their child’s admission to primary or infant school until later in the school year, but not beyond the beginning of the first academic term after the child’s fifth birthday (the time when the child reaches compulsory school age), and not beyond the beginning of the final term of the school year of which the offer was made.

Alternatively, a parent has the right for their child to be admitted on a part-time basis during the Reception Class year, but not beyond the point that they reach compulsory school age.

In both cases above a school place is held for the child until they take it up.

Parents must notify the school in writing of their intention to delay their child’s start date.

A child who reaches the age of five during the 2021/2022 summer term would reach compulsory school age in September 2022.

However, it is not possible to accept a place in the Reception Class for September 2021, but defer the child’s admission until the beginning of the 2022/2023 academic year, and if a child did not take up their place in a Reception Class in 2021/2022, a separate in-year application would need to be made for the child to enter the school in Year 1.

If you are considering deferring your child’s admission to primary or infant school until the beginning of the 2022/2023 academic year, it is important that you read Birmingham guidance to deferred entry.

https://www.birmingham.gov.uk/deferred_school_entry
Late Applications

Application forms must be received by 15th January 2021. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. However, in very exceptional circumstances applications received after the closing date may be considered as on time. Applicants who consider they have exceptional circumstances that prevented them applying between applications opening in September and published closing date should provide independent written evidence explaining why the application was late no later than 5pm, 10 working days after the closing date. Additionally, any changes to the application (e.g. order of school preference or change of preferences) received after the closing date will be treated in the same way as late applications.

Changes of Address after the closing date

Changes of address will only be considered after applicants are resident at the new address and evidence to demonstrate this has been supplied. Applications will not be processed from an intended future address except in the case of Crown servants and UK service personnel. Evidence must be received by no later than 5pm, 10 working days after the closing date for the new address to be used when processing the application and calculating home to Academy distances. Any change of address evidenced after no later than 5pm, 10 working days after the closing date will not be included until after national offer day.

Notification and acceptance of places

This is the timeline of notification and acceptance and the onus is on the person making the application to a notify Birmingham Local Authority if they wish to decline the offer:

National Offer Day: 16th April 2021

Declining the offer of a school place

Waiting Lists

Waiting lists will be created 3 weeks following the offer of school places.

Your child’s name will be automatically added to the waiting list for any higher preference schools than the one offered.

Being on a waiting list does not mean that a place will become available.

More information about waiting lists will be available from the LA after National Offer Day.

In-year applications

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria. A place will be offered at the Academy provided there is a vacancy in the appropriate year group. The address used to process the application will be the address where the parent and child normally live and they must be living there at the
time of application. Admission of one child to the Academy does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

Applications can be made by applying directly to the Academy. Once the application is made, the Academy will allocate a place as per our oversubscription criteria when a place becomes available. Please note that you will need to accept the place within 10 days or you will lose the offer of a place and considered to have declined the place.

Please note that you may be asked for further proof if applying under medical/social needs etc. You will be placed on the waiting list and places will be allocated as they become available and prioritised according to our over subscription criteria.

**Appeals Procedure**

Parents can choose to appeal against the decision of the Academy Trust not to offer their child a place at the school. Birmingham administer any admissions appeals on behalf of the Academy Trust. To appeal against the decision not to offer their child a place, parents must complete the appeal forms that are available on Birmingham LA website:

[School Admission Appeals](#)

Or from Birmingham Admissions Team (0121 303 1888). To be considered in the first round of appeals, the notice of appeal must be received by the Council by their specified date. The appeal will be heard by an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

**Fair Access Protocol**

The Academy complies with Birmingham’s Fair Access Protocol (FAP). The purpose of the FAP is to ensure that, outside the normal admissions round, unplaced children who fall into the specified categories are offered a place quickly, so that the amount of time any child, especially the most vulnerable, who remains out of education is kept to a minimum. The FAP will only be used once the in-year admissions process has been exhausted.

**Admission contact details**

Academy contact: Mrs N Sohal/Mrs G Chilton

LA contact: admissions@Birmingham.gov.uk
Appendix 1

Definitions:

Distance

Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the school’s front gates. 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 academy.

Home Address

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

- Owned by the child’s parent(s), or the person with parental responsibility for the child; or
- 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 twelve months’ duration. Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Parents who are unable to provide proof of permanent residence should contact a member of School Admissions and Fair Access Service to discuss providing other acceptable proof of address. 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.

Children who are looked after or were previously looked after

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). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. 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).

Medical or social needs of the child

LA contact: admissions@Birmingham.gov.uk
Please check Birmingham Fair Access Protocol.

**Medical reasons relevant to parent(s)**

LA contact: admissions@Birmingham.gov.uk

Please check Birmingham Fair Access Protocol.

**Sibling**

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

i. have one or both natural parents in common;

or

ii. are related by a parent’s marriage;

or

iii. 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 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.

**Parent**

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child’s guardians) but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.