



**Balsall Common Primary School**  
**Balsall Street East, Balsall Common, Coventry CV7 7FS**

**Admission Arrangements for 2024-2025**

Our admissions process forms part of Solihull Council's co-ordinated scheme.

The school's admission number is 90. The admission number for nursery is 92.

If the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available, then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

**Oversubscription criteria**

- Priority 1** Looked after children and all previously looked after children, including 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 whose exceptional social or medical reasons can only be met by Balsall Common Primary School
- Priority 3** Children who normally live in the catchment area of the school
- Priority 4** Children who have a brother or sister at the school at the same time
- Priority 5** Children of staff who are permanently employed at Balsall Common Primary School at the time of application
- Priority 6** Children attending Balsall Common Nursery (for Reception in-take applications only)
- Priority 7** Other children, measured in a straight line from the child's home

1. Children with an Education, Health and Care Plan that names Balsall Common Primary School will be offered a place first. This will reduce the number of places available.
2. Applications with exceptional social or medical reasons must be supported by independent professional evidence. The Cabinet Member Advisory Group for Admissions will consider applications and evidence and make recommendations to Cabinet Member, who will grant priority 2 to applications with exceptional social or medical reasons.
3. Under priority group 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 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 (a formal arrangement that gives same-sex couples the same legal status as married couples);
  - 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 non-statutory education.
4. There is no guarantee of transfer from nursery to reception class; a further application must be made the following year.

5. If possible, places will be offered at the same school to twins, triplets and children from other multiples births.
6. If a priority group has more applicants than places available priority will first be given to those with an older brother or sister at the school and then to those living nearest the school (measured in a straight line from home to school).
7. Priority to staff will be given under the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made (i.e. by closing date 15 January), or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Distances are measured by the Council's 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 and for this school it is the pedestrian gate on Asbury Road.
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.
10. Where a child lives with parents that have shared responsibility for the child, the 'residence' shall be considered as the home which the child resides for the majority of the school week, as demonstrated in a court order. Where the care is split equally throughout the school week and there is an absence of documentation determining the main address, then the 'residence' shall be defined as the home where child benefits are paid. If neither parent qualifies for child benefit, we will use the address that is registered with the GP.
11. Applications received after the closing date are late and will not be processed until after the applications that were received on time. If the school is undersubscribed, any application received after the closing date must be admitted.
12. Waiting lists are produced in strict order of priority, according to the oversubscription criteria and managed by Solihull Council. Parents must email the council every half term to keep their child's name on the list. As each child is added to the waiting list, lists are ranked again in priority order.
13. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to Solihull Council for processing. If there is a vacancy in the relevant year group, a place will be offered. If the year group is full, the governing body will apply the admission criteria to the application so that it can be placed on the waiting list.
14. The Governing Body 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.
15. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school should contact School Admissions at Solihull Council. Appeals will be heard by an independent panel.
16. Requests for pupils to be taught out of year  
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 admissions authority 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, junior or secondary 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 Solihull Council 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
- 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
- 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.