

'With God nothing is impossible'  
'You are the light of the world'



## **ADMISSIONS POLICY: 2024 - 25**

**ST. MATTHEW'S C.E PRIMARY**  
**Duddeston Manor Road, Birmingham B7 4JR**  
**Tel: 0121 359 1602**  
[www.st-matthews.bham.sch.uk](http://www.st-matthews.bham.sch.uk)

Type: Voluntary Controlled  
Age Range: 4-11  
Published Admission Number: 30  
DfE No: 330 3016

Our admissions process for September admissions is part of the Local Authority co-ordinated scheme. Applicants must apply to their home Local Authority by the closing date. **Birmingham City Council is the Admission Authority. The closing date for applications is 15 January 2024.**

The St Matthew's admission number for year **2024** is **30**. Where the number of applications is lower than the school admission number, all applicants will be admitted.

**Our Determined admission arrangements for 2024 - 25 are set out on the BCC website:**

### **How to apply for Reception Class in September 2024**

An application must be made online at:

[School age - when can your child start school? | Apply for reception class or primary school | Birmingham City Council](#)

### **How to make an In-Year application: In-Year Admissions –**

An application must be made online at:

[In-year school admissions | In-year school admissions | Birmingham City Council](#)

### **Children with an Education Health and Care Plan**

Any child with an Education Health and Care Plan/statement of special educational needs is required to be admitted to the school that is named in the statement. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

### **Oversubscription criteria**

If the number of applications for a particular year group exceeds the number of places available, each application will be given a priority and places will be allocated in the following order:

**Priority 1:**

Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) at the time of making an application to the school and children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately following having been looked after. This includes 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:**

Siblings brother or sister who will still be in attendance in September 2022.

**Priority 3:**

(a) Anybody whose parent/guardian regularly attends any Church of England Church. We define regular as meaning once a month for a twelve month period, twelve months prior to the date of the application and this will be confirmed by a letter from the local minister.

(b) Anybody whose parent/guardian regularly attends any other Christian denomination (defined as a Church who are members of Churches together in England or the Evangelical Alliance). We define regular as meaning once a month for a twelve-month period, twelve months prior to the date of the application. Applicants will be required to have a letter from their church/faith centre as evidence of regular attendance.

**Notes**

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**Priority 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 the applicant's home address and the centre point of the school.

**Notes**

Distances will be calculated on the basis of a straight-line measurement between the applicant's home address and the centre point of the school.

[Calculating distances from schools | Birmingham City Council](#)

**Additional Notes:**

1. Children with an Education and Health Care Plan that names St Matthew's C.E. Primary School will be offered a place first. This may reduce the number of places available.
2. **Under Priority 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 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 a couple who live together; or
  - An adopted or fostered brother or sister.
3. For the purposes of education law, the Department for Education considers a 'parent' to include:
- all biological parents, whether they are married or not;
  - any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
  - any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.
4. A child's home address is the place where the child is permanently resident with his or her Parent(s). When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, the parents can choose which address will be used.
- [In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts.]
5. If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority using a computerised system based on Ordnance Survey coordinates. The calculation of distance is on the basis of a straight-line measurement between the applicant's home address and the centre of the school. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).
6. Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after applications with the same priority that were received on time.
7. **Waiting lists** are produced in strict order of priority, against the over-subscription criteria. Parents of children who have not been offered a place will be informed of their right of appeal and added to the waiting list. This waiting list is not fixed following the main round of offers; it is subject to change. This means that a child's waiting list position during the year could go up or down. Any late applications accepted are added to the waiting list in accordance with the admission criteria.
8. Waiting lists are kept until the end of the autumn term in the year of admission.
9. **In-Year applications:** Applications made outside the normal admissions round should be made:

- directly to the St Matthew's. **Please contact the school office.** If there is a place in the requested year group, applicants will be asked to complete an application form and a SIF (if relevant) and return it to the school office. On receipt, applicants will be invited in to school to meet the Headteacher or DHT. Following that meeting, a decision will be made. If there are no places, applicants will be added to the waiting list and contacted only if a place becomes available.
- The school will notify parents of the decision by phone (or in writing), within 15 school days and 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 their area.

10. **Appeals:** Birmingham City Council manages St Matthew's C.E. School appeals process. Please follow the website link below, for how to apply.

[The school appeals process | Appeal against a decision to refuse your child a school place | Birmingham City Council](#)

11. **Fair Access Protocol:** Birmingham City Council recognises its duty to participate in the Local Authority Fair Access Protocol.

**12. Admission of children below compulsory school age and deferred entry:**

A child is entitled to a full-time place at school in the September following their fourth birthday. The child's 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 application was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Compulsory school age is the prescribed day on or following the child's fifth birthday. The prescribed days are **31 December, 31 March and 31 August:** ie: A child born between 01 September and 31 December must be in compulsory education by the 31 December. A child born between 01 January and 31 March must be in compulsory education by 31 March. A child born between 01 April and 31 August must be in compulsory education by the beginning of the final term of the school year (unless the provisions relating to summer-born children below are applied).

**13. Admission of children outside their normal age group**

Parents may seek a place for a child outside of their normal age group in special circumstances, for instance if the child is gifted and talented or has experienced problems such as ill health. Such applications should be made in writing to the Chair of the Governing Board of the school, via the school office, setting out the reasons for the request. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

**Summer-born Children (those born between 01 April and 31 August)**

Parents of a summer born child may choose not to send their child to school until the September following the child's fifth birthday, when they will apply for the child to enter Year 1. There is no guarantee that a place will be available at *the school at this stage*, as the year group may well already be full.

(a) Parents of a summer born child may, *at the same time as making an application to the Local Authority for a Reception place in the child's normal age group*, make a request of the school's Governing Board that the child may **apply** the next year to be admitted to the Reception Class in the September following the child's 5th birthday instead. The request should be made in writing to the Chair of the Governing Board of *the school, via the school office*, setting out the reasons for the request. The Governing Board will make its decision on the basis of the individual circumstances of each case and in the best interests of the child concerned and will set out clearly the reasons for the decision.

(b) If the Governing Board agrees to the parent's request, the existing application for a Reception place may be withdrawn and the parent must then make a **new** application for a place in Reception **as part of the main admissions round the following year**, which will be considered against the normal oversubscription criteria (and there is no guarantee of a place being offered at *this school at that stage*).

(c) If the Governing Board does not agree to the parent's request, the parent must decide whether to accept any offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday (when, again, there is no guarantee of a place being available at this school).

12.3 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 this school may not be accepted out of their normal age group when moving to a different school or from primary to secondary school.*

12.4 Parents' statutory right of appeal against a decision to refuse admission does not apply if the child is offered a place at the school but it is not in the parent's preferred age group.

*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 read the DFE guidance to be found at:*

[Guidance on handling admission requests for summer born children - GOV.UK](https://www.gov.uk/guidance/guidance-on-handling-admission-requests-for-summer-born-children)  
([www.gov.uk](https://www.gov.uk))

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