

**Please see the Birmingham City Councils Website for information regarding our consultation and determined admission arrangements for 2018/2019’.**

ADMISSIONS TO CITY ACADEMY BIRMINGHAM 2017-2018

## SECONDARY SCHOOL TRANSFER

In Year 5 your child’s primary school will receive a small supply of the “Opportunities for your child in Birmingham –

Secondary Education” booklet, which contains all the necessary information regarding the transfer process into Secondary Education. Each child will also be provided with a ‘Secondary Schools Open Sessions’ which contains the dates and times of Birmingham School’s individual Open Days and Open Evenings. Both the booklet and open sessions leaflet are also available to view in libraries or on the Birmingham Local Education Authority website:

**[www.birmingham.gov.uk/school\\_admissions](http://www.birmingham.gov.uk/school_admissions)**

Although we are now a Free School, the school still follows the admission procedures of Birmingham Local Education Authority.

You can apply online for your child’s secondary school place at

**[www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)** to complete the Birmingham Local Authority Preference form.

All offers of Secondary School places are made on 1 March (or the next working day) each year. If places become available throughout the Summer Term offers will be made from the waiting list. The admissions limit for City Academy Birmingham is 100 students in each year group.

Any child with a statement of special educational needs is required to be admitted to the Free School that is named in the statement. This gives such children overall priority for admission to the named Free School. This is not an oversubscription criterion.

City Academy Birmingham will use the following criteria to allocate school places in all year groups:

1. Looked after children (in Public Care) or previously looked after children.
2. Children with a brother or sister already at the school who will still be in attendance at the time the sibling enters the school.
3. Children of staff at the school  
Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of 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.
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### 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.

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the main school 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 school.

Parents should, however, bear in mind that it is important that the school preference form is completed even if there are older siblings at the school.

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.

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 proposed 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.

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

Birmingham Local Authority will only consider applications received after 31<sup>st</sup> October 2017 (the final closing date) for Year 7 September 2018 in exceptional circumstances. Once Birmingham Local Authority has exchanged provisional offers with other admitting authorities (in December 2017) it will not be able to consider any late applications for an oversubscribed school until after the offer of places (1<sup>st</sup> March 2018).

Parents whose children have not been offered their preferred school will be informed of their right of appeal. Appeals will be considered by an Independent Appeal Panel. Children will also be added to the school's waiting list in accordance to the oversubscription criteria. The waiting list will be kept until 31<sup>st</sup> December 2018.

If you live outside Birmingham but wish to apply for a Birmingham School or Academy, you must apply to your own Local Authority (your home Authority). Your Local Authority will then

send your details to Birmingham Local Authority on your behalf, who in turn will forward it onto the school.

### In Year Admissions

Applications made outside the normal admissions round (in-year admissions) should be made directly to the Free School. Parents/Carers can apply for a place for their child at any time and to any Free School. On receipt of an in year application, the Free 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 Free School places in Birmingham.

Information regarding Birmingham Local Authority In Year Admissions and the application form can be found here: [www.birmingham.gov.uk/school admissions](http://www.birmingham.gov.uk/school%20admissions)

Please do not hesitate to contact us **on 0121 647 2760** and speak to Natalie Styles, **Admissions**, if you have a particular enquiry.

**Our admission arrangements will remain unchanged and will follow all Birmingham City Council Admission regulations. However if you are still unclear please contact Birmingham City Council via their website [www.birmingham.gov.uk/school admission](http://www.birmingham.gov.uk/school%20admission)**