

1. Relevant area

- 1.1 In accordance with The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999, Birmingham Local Authority has determined its relevant area as that contained within the administrative area of the City of Birmingham. It is proposed that this arrangement will continue for 2023/2024 academic year.

2. Background

- 2.1 This scheme applies to all primary and secondary maintained schools, academies, free schools, university technical colleges, foundation, voluntary aided (excluding special schools) in Birmingham for the academic year 2023/2024 and is made under the provisions of

3. Admission Auth

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did not take up their place in a Reception Class in 2023/2024 a separate in-year application would need to be made for the child to enter the school in Year 1.

5.7 Parents of children who reach the age of five during the summer term of the

5.12 Implications of deferred entry to school

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- x Your preferred school may not have space in the following year to accommodate your child.
- x As your child matures of the child.

- 5.15 If the request is agreed, the application for the normal age group may be withdrawn and the parent must make a new application for a place in Reception Class as part of the main admissions round the following year. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission
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- 5.16 One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents should therefore consider whether to request admission out of the normal year group at all their preferred schools, rather than just their first preference schools.
- 5.17 Parents have the right to appeal against the refusal of a place at a school for which they have applied but cannot appeal if they are offered a place but not in their preferred age group.
- 5.18 In October 2022, the local authority will write or make arrangements to inform parents/carers of children who are on roll at a community or private nursery via the nursery advising them of how to apply for a Reception Class place online and of where to view the primary prospectus.
- 5.19 The statutory closing date is 15 January 2023. Applications received after this date will be treated in accordance with the procedure for late applications. Proof of address may be required to be provided to the School Admissions and Fair Access Service.
- 5.20 Parents will be allowed to express up to three preferences for their child to be admitted to any maintained primary or infant school or academy or free school inside or outside the Birmingham Local Authority area.

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as detailed in Section 8.

- 5.35 Applications to sit any selective or assessment tests are to be made via separate forms, to be returned by dates specified by the admission authority for the school concerned (i.e., the governing body of a foundation or voluntary aided school or Academy Trust for academies and free schools). No other separate application form will be required by admission authorities in Birmingham; however, some voluntary controlled schools (particularly those

5.44 Parents may express up to three preferences for their child to be admitted to any 14 - 19 Academy inside or outside of the Birmingham Local Authority area.

5.45 Applications made online will receive an immediate email confirmation when the application is submitted as long as an email address provided.

5.46 Data will be exchanged with other admission authorities and other local authorities as detailed in Section 7.

5.47 The School Admissions and Fair Access Service will compare ranked parental preferences for each Academy. All ranked preferences will be given equal consideration for two or more 14 - 19 Academies and could therefore potentially be offered a place at either Academy, the Academy the parent ranked highest will be offered.

5.48 Children with three preferences will continue to have a place at their current school and they will be offered a place at the Academy ranked highest of their right of appeal.

6. **Determining the offer of school places**

6.1 In determining applications for school places admission authorities must usually comply with parental preference.

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7. **Timetable for primary and secondary normal admissions rounds for 2023/2024**

Admissions Round	Reception	Junior (Yr 2 3)	Secondary (Yr 6 7)	Year 10 (14-19 academies)
Birth range	01/09/18 ± 31/08/19	01/09/15 ± 31/08/16	01/09/11 ± 31/08/12	01/09/08 ± 31/08/09
Rounds open	1 October 2022	1 October 2022	1 September 2022	1 September 2022
Final closing date for receipt of applications	15 January 2023	15 January 2023	31 October 2022	31 October 2022
Rounds close (Applications will need to be made via the in-year process after this date)	31 July 2023	31 July 2023	31 July 2023	31 July 2023

Data exchange with other Local

Admissions Round	Reception	Junior (Yr 2 3)	Secondary (Yr 6 7)	Year 10 (14-19 academies)
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Refusal of any offer

8. Late applications

- 8.1 Applications received after the statutory closing dates (31 October 2022 for Secondary and 14-19 Transfers and 15 January 2023 for Reception and Year 2-3 Transfers) will only be considered after applications received on time.
- 8.2 Birmingham City Council is unable to consider any late applications with exceptional circumstances as on time after the 9 November 2022 for Secondary and 14-19 Transfers and after 23 January 2023 for Reception and Year 2-3 Transfers, as the council will be exchanging data with other admission authorities, including neighbouring councils, as part of the coordinated admissions scheme. Birmingham City Council will only consider applications received after the closing date as on time if there were exceptional reasons which prevented the parent/carer from applying by the closing date:
- x A child and the person with parental responsibility have moved home.
 - x Where the local authority has contacted that parent/carer regarding the information contained within their application, for example, an incomplete application or potentially misleading information requiring further investigation.
- 8.3 If you feel you meet the exceptional circumstances as above, you must submit your late application together with evidence/documentation supporting your exceptional circumstances to Birmingham Local Authority for Secondary and 14-19 Transfers between 1 November 2022 and 9 November 2022 and for Reception and Year 2-3 Transfers between 16 January 2023 and 23 January 2023.
- 8.4 Important your evidence must be marked Exceptional Circumstances along with your online application reference number e.g. 330-2023-09-E-001875 and you must explain your exceptional reasons and attach any relevant documents/evidence, if applicable. We can only consider applications submitted as late but with exceptional circumstances if the above process is fully adhered to. Evidence/documentation will not be requested by Birmingham Local Authority to support late applications (further to the above). Evidence/documentation must be sent in with the email as stated above by the parent/carer.
- 8.5 Parent/carers that fully adhere to 8.3 and 8.4 above will have their late applications considered by Birmingham Local Authority on a case by case basis. Those that we do consider as having exceptional circumstances preventing them applying on time will be processed as on time applications, those that are not considered exceptional will be treated as late applications. Parent/carers will be informed by email of our decision and that decision is final.
- 8.6 If parents/carers submit subsequent application(s) after their original application and after the final closing dates (see 8.3 above), they will be restricted to a maximum of six live preferences for secondary and a maximum of three live

Term of the 2022/2023 academic year for admission to these selective secondary schools in September 202

behaviour outside the normal admissions round, even though places are available, a referral will be made to the Local Authority for action under the Fair Access Protocol.

- 13.4 This provision will not apply to a looked after child or child with an Education Health and Care Plan naming the school in question, as these children must be admitted. Previously Looked after Children (including previously looked after children from outside of England) must be admitted promptly. If for any reason they are not admitted promptly they would be considered under the Fair Access Protocol.
- 13.5 All admission authorities must participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

14. Applications for a School Place from those living outside of England

14.1 Applications for a place in Reception Class, Year 2-3, Secondary Transfers and those 14-19 Academies for entry in September 2023 can all be made by parent/carers from their current address if it is outside of England in accordance to the relevant timescales and sections as outlined above.

14.2 If your child is unsuccessful in meeting the criteria for a place at one of your preferred schools in Reception Class, Year 2-3, Secondary Transfers and 14-19 Academies for entry in September 2023 you will have the right of appeal against that decision to refuse to admit your child.

14.3 If your child is offered a place at one of your preferred schools in Reception Class, Year 2-3, Secondary Transfers and 14-19 Academies for entry in September 2023, they will be expected to take up the place at the start of term in September 2023. If your child does not attend on the first day of term you risk the place eventually being withdrawn.

14.4 Applications for a place In-Year can be made by parent/carers from their current address outside of England. Please refer to the In-year section above for details on how to apply.

14.5 If your child is unsuccessful in meeting the criteria for an In-Year place at one of your preferred schools, you will have the right of appeal against that decision to refuse to admit your child.

14.6 Birmingham School Admissions and Fair Access Service will not place your child at an alternative school if your child was unsuccessful in meeting the criteria at one of your preferred schools until you have moved into Birmingham and can provide acceptable proof of address of this.

14.7 If your child is successful in gaining an In-Year place at one of your preferred

schools, they will be expected to start at the school within a reasonable time
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attendance processes which may result in the place eventually being
withdrawn.

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