

This policy is to be read and implemented by the Leadership Team and governors of Chivenor Primary School. Parents may view this policy on request. The number of new children we can accept in to Reception each year is 60. We do not operate a selective system.

The maximum number of pupils in any class in Reception or KS1 will not exceed 30. If the number of applications received exceeds the number of places available, the following criteria will be used to determine whether the child can be admitted:

Priority:

1. Looked after or previously looked after children.
2. Siblings (brother or sister who will still be in attendance when the other child starts).
3. Distance (children who live nearest the school using a straight-line measurement).

Where any of the above criteria are oversubscribed, then priority will be given to 'Looked After' children and children with Statements of SEN.

All admissions for a place at school will be handled by the Admissions + Appeals department of Birmingham City Council.

Appeals

Parents who wish to appeal against the schools decision not to offer a place to their child, must do so by writing to the Local Governing Body, stating their case. The Appeals committee will consider the appeal and notify parents of their decision. Admissions into years other than reception will be on a waiting list basis and the allocation of places will be in line with the above order of priority.

Admissions Process

How to apply for a place at Chivenor

For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

If you are a Birmingham resident, look here:

<https://www.birmingham.gov.uk/schooladmissions>

You will receive an offer for a school place directly from your local authority if you make an application.

In Year Applications

Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time by clicking the link on our website (see the link in the blue bar on the right hand side of our home page) or by collecting an admissions application form from our main office. On receipt of an in-year application, the academy 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 places in Birmingham.

Safeguarding Statement

Chivenor Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Reviewed: September 2018
Next review: September 2019