

PROPOSED ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR 2026 / 2027 ACADEMIC YEAR FOR THE YEAR OF ENTRY AND IN-YEAR ADMISSIONS

1. Birmingham Local Authority (community and voluntary controlled infant, primary and secondary schools)

- 1.1. Any child with an Education, Health and Care Plan is required to be admitted to the school that is named in the plan. This gives such children overall priority for admission to the named school. **This is not an oversubscription criterion and applies to all rounds of admission.**
- 1.2. Oversubscription criteria
The local authority is the admission authority for community and voluntary controlled schools. Children are admitted to schools in accordance with parental preference as far as possible. However, where there are more applications than there are places available, places at community and voluntary controlled schools will be offered based on the following order of priority (except those schools set out in paragraphs 2, 3, 4 and 5 below):
- 1.3. Looked after children or children who were previously looked after (including previously looked after children from outside England), irrespective of their faith.
- 1.4. Children with a brother or sister already at the school who will still be in attendance at the time the child enters the school, excluding those children attending nursery or a sixth form (and excludes those in year 6 at the time of the application), irrespective of their faith.
- 1.5. In the case of voluntary controlled primary schools, children whose parents have made applications on faith grounds. This will be confirmed by the parent/carer by filling in the supplementary information form and getting section B completed by the priest/minister/faith leader/imam of the relevant place of worship, or, in the case of Al-Furqan Primary School, by the parent/carer completing self-declarations for sections C and D. Details of all the schools that use faith as a criteria can be viewed in section 6 of this document.
- 1.6. Children who live nearest to the school.
- 1.7. Within each of the categories above, priority is given to those who live nearest to the school, measured in a straight line from the child's home address to a designated point on the school premises (see 11).
- 1.8. Admission to a nursery school or nursery class does not give the child any priority or additional right to transfer to the Reception year of the primary or infant school to which the nursery is linked or attached. A separate application must be made.

2. Oversubscription criteria for Year 2 to Year 3 Transfers

- 2.1. Looked after or previously looked after children (including previously looked after children from outside England).
- 2.2. Linked Schools: Children who will be attending the linked Infant School at the time of application and will still be in attendance at the end of Year 2. (A list of linked infant and junior schools is available in the primary prospectus and on the [School Admissions](#) webpage).
- 2.3. Children with a sibling already at the Infant or Junior School who will still be in attendance at the time the child enters the school.
- 2.4. Children who live nearest to the school.
- 2.5. Within each of the categories above, priority is given to those who live nearest to the school, measured in a straight line from the child's home address to a designated point on the school premises.

3. Chilcote Primary, Hall Green Infant and Hall Green Junior schools

- 3.1. Chilcote Primary, Hall Green Infant and Hall Green Junior schools each have catchment areas. At these schools, the order of priority for admission is as follows:
 - 3.1.1. Looked after or previously looked after children (including previously looked after children from outside England).
 - 3.1.2. Children living within the catchment area of the school who will have a sibling in attendance at the school at the time the child enters the school.
 - 3.1.3. Children living within the catchment area of the school who live nearest to the school.
 - 3.1.4. Children living outside the catchment area of the school who will have a sibling in attendance at the school at the time the child enters the school.
 - 3.1.5. Children living outside the catchment area who live nearest to the school.
 - 3.1.6. Within each of the categories above, priority is given to those who live nearest to the school.

4. Over-subscription criteria for Year 2 to Year 3 Transfer - Hall Green Junior

- 4.1. Looked after or previously looked after children (including previously looked after children from outside England).
- 4.2. Children attending Hall Green Infant School.
- 4.3. Children who are attending the school at the time of the application and will still be in attendance at the end of Year 2.

- 4.4. Children living within the catchment area of the school who will have a sibling in attendance at the Infant or Junior school at the time the child enters the school.
- 4.5. Children living within the catchment area of the school who live nearest to the school.
- 4.6. Children living outside the catchment area of the school who will have a sibling in attendance at the Infant or Junior school at the time the child enters the school.
- 4.7. Children living outside the catchment area who live nearest to the school.
- 4.8. Within each of the categories above, priority is given to those who live nearest to the school.

5. Sixth Form entry requirements for Community Schools

- 5.1. Mainstream sixth form places for year 12 and above are not coordinated by the Local Authority, and applications should be made directly to the school(s) concerned. Children with an Education, Health and Care Plan will have a SENAR Post 16 preference form sent to their current school for them to complete.
- 5.2. Each school that admits pupils into Year 12 is required to publish in the school prospectus the minimum academic criteria for entry into the sixth form. This is the same for both external and internal places. Details of the academic requirements for each course can be obtained by contacting the school.
- 5.3. Children and their parents applying for sixth form places may use the Local Authority Preference Form, although if they are already on roll at the school they are not required to do so in order to transfer into year 12. Internal applicants who meet the minimum academic entrance requirements will be offered a place automatically.
- 5.4. The following oversubscription criteria will be used for external applicants who meet the minimum academic entry criteria when there are more applications than places available:
 - a) Looked after or previously looked after child (including previously looked after children from outside England).
 - b) Proximity of the child's home to the school, with those living nearer accorded the higher priority.
- 5.5. Applicants refused a place in Year 12 are entitled to appeal to an independent appeal panel.
- 5.6. The secondary community schools listed below will admit the following number of children externally into Year 12:

Bordesley Green Girls' School: 10
Holte Visual and Performing Arts College: 20
Swanshurst School: 20

6. Voluntary controlled schools' faith criteria

6.1. **Al-Furqan Primary School**

Any child whose parent/carer regularly attends a mosque (where relevant). Regular is defined as once a month for the twelve-month period prior to the date of the application. This will be confirmed by the parent/carer filling in the supplementary information form and getting section B completed by the imam of the mosque with the address of the mosque. The parent/carer must be able to understand the 'Shahada' (Ashhadu alla ilaha illa Allah, wa ashhadu anna Muhammadun Rasulu'Llah). **The child is not required to adhere to the above. This only applies to the parent/carer making the application for their child.**

For parent/carers who do not attend a mosque but are practising Muslims, the parent/carer must be able to understand the 'Shahada' (Ashhadu alla ilaha illa Allah, wa ashhadu anna Muhammadun Rasulu'Llah). **The child is not required to adhere to the above. This only applies to the parent/carer making the application for their child.** A self-declaration that they are practicing Muslims must be stated and signed on section C of the supplementary information form.

Where there is a child who is a Muslim, but the parent(s) or carer(s) are not practicing Muslims, a declaration that the child is a Muslim must be completed and signed by the parent/carer as per section D of the supplementary information form.

The school will make the final decision on whether the parents/carers meet the relevant Islamic faith requirements and whether their child will be considered under this criterion, using their discretion where appropriate. Please note that the school's decision is final and will not be overturned.

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

A Supplementary Information Form is used at Al-Furqan Primary School. Please see section 6.6 below.

6.2. **Christ Church CE Primary School**

Any child whose parent/carer regularly attends the local Church of England Parish Church (Christ Church, Farm Road, B11). Regular is defined as meaning once a month for the twelve-month period prior to the date of the application. This will be confirmed by the parent/carer filling in the supplementary information form and getting section B completed by the local minister.

In the event that during the period specified for attendance the church has been closed for public worship and has not provided alternative premises, 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.

A Supplementary Information Form is used at Christ Church CE Primary School. Please see section 6.6 below.

6.3. St James CE Primary School

Any child whose parent/carer regularly attends St James' Church, Handsworth. Regular is defined as meaning once a month for the twelve-month period prior to the date of the application. This will be confirmed by the parent/carer filling in the supplementary information form and getting section B completed by the Parish Priest.

In the event that during the period specified for attendance the church has been closed for public worship and has not provided alternative premises, 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.

A Supplementary Information Form is used at St James CE Primary School. Please see section 6.6 below.

6.4. St Matthew's CE Primary School

Any child whose parent/carer regularly attends any Church of England church. Regular is defined as meaning once a month for the twelve-month period prior to the date of the application. This will be confirmed by the parent/carer filling in the supplementary information form and getting section B completed by the local minister.

Any child whose parent/carer regularly attends any other Christian church. 'Any other Christian church' is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at: [List of designated churches](#) Regular is defined as meaning once a month for the twelve-month period prior to the date of the application. This will be confirmed by the parent/carer filling in the supplementary information form and getting section B completed by the local minister.

In the event that during the period specified for attendance the church has been closed for public worship and has not provided alternative premises, 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.

A Supplementary Information Form is used at St Matthew's CE Primary School. Please see section 6.6 below.

6.5. St Saviour's CE Primary School

Any child whose parent/carer regularly attends the local Church of England Parish Church (St Saviour's, St Saviour's Road). Regular is defined as meaning once a month for the twelve-month period prior to the date of the application. This will be confirmed by the parent/carer filling in the supplementary information form and getting section B completed by the local minister.

Any child whose parent/carer regularly attends any other Church of England church. Regular is defined as meaning once a month for the twelve-month period prior to the date of the application. This will be confirmed by the parent/carer filling in the supplementary

information form and getting section B completed by the local minister.

Any child whose parent/carer regularly attends any other Christian church. 'Any other Christian church' is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at: [List of designated churches](#) Regular is defined as meaning once a month for the twelve-month period prior to the date of the application. This will be confirmed by the parent/carer filling in the supplementary information form and getting section B completed by the local minister.

In the event that during the period specified for attendance the church has been closed for public worship and has not provided alternative premises, 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.

A Supplementary Information Form is used at St Saviours' CE Primary School. Please see section 6.6 below.

6.6. Supplementary Information Form for Birmingham City Council's Voluntary Controlled Schools

This form is only to be completed if applying under faith grounds criteria for Al-Furqan Primary School, Christ Church CE Primary School, St James CE Primary School, St Matthew's CE Primary School and St Saviour's CE Primary School

Section A: Must be completed by the parent/carer.

Section B: Must be completed by the priest/minister/faith leader/imam from the relevant place of worship.

Section C: For parent/carers who do not attend a mosque but are practicing Muslims, a self-declaration must be completed signed.

Section D: For those parent(s) or carer(s) who are not Muslim, but their child is, complete the declaration below with your full-name and signature.

Notes for Parents:

1. Please make sure **both** section A and B (and C and D where applicable) are **completed and return the completed form directly to the school**. One form needs to be completed for each school.

For Reception entry applications for September 2026, this form must be returned directly to the relevant school by 15 January 2026.

2. This form is only a part of your application for a place at the school.

For September 2026 admissions, you **must** also complete your home Local Authority's Common Application form by 15 January 2026. For Birmingham residents, details of how to make your online application can be found at: www.birmingham.gov.uk/schooladmissions.

For in-year admissions, you **must** also submit an application directly to the schools. You can ask the school for a form, or you can use the Birmingham in-year application form, available at: [In-Year Application](#)

Section A

Name of School: _____

Child's Surname: _____

Child's First name(s): _____

Date of Birth: _____

Parent/carer's name(s): _____

Home Address: _____

Postcode: _____

Section B (To be completed by the priest/minister/faith leader/imam, or the parent/carer in the instance that they do not attend a mosque but are practicing Muslims.)

I confirm that the parent named above has attended:

_____ **church/faith centre/mosque**

For public worship, at least once a month for the twelve-month period prior to the date of application*

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

Signature of priest/minister/faith leader/imam: _____

Full address of place of worship: _____

Date: _____

Name of priest/minister/faith leader/imam: _____

Section C

For those parent/carers who do not attend a mosque, complete the self-declaration below with your full-name and signature.

I am a practicing Muslim who does not attend a mosque (please circle/delete as appropriate): Yes/No

Parent/Carer's full name: _____

Parent/Carer's signature: _____

Section D

For those parent(s) or carer(s) who are not Muslim, but their child is, complete the declaration below with your full-name and signature.

My child is a practicing Muslim (please circle/delete as appropriate): Yes/No

Parent/Carer's full name: _____

Parent/Carer's signature: _____

Please return this completed form directly to the relevant school(s) by email or post on the details below:

Al-Furqan Primary School

Email address: enquiries@al-furqan-pri.bham.sch.uk

School address: Reddings Lane, Tyseley, Birmingham, B11 3EY

Christ Church CE Primary School

Email address: enquiry@christch.com

School address: Claremont Road, Sparkbrook, Birmingham B11 1LF

St James CE Primary School

Email address: enquiry@stjamesce.bham.sch.uk

School address: Sandwell Road, Handsworth, Birmingham B21 8NH

St Matthew's CE Primary School

Email address: enquiry@st-matthews.bham.sch.uk

School address: Duddleston Manor Road, Nechells, Birmingham B7 4JR

St Saviour's CE Primary School

Email address: enquiry@stsav.bham.sch.uk

School address: Alum Rock Road, Salfley, Birmingham B8 1JB

Please note that as well as completing this Supplementary Application Form and returning it directly to the school, you must also complete your home Local Authority's Common Application Form for entry into Reception, or an In-Year Application Form if applying for an in-year place. If you fail to do this, your application will be deemed incomplete and therefore invalid.

7. Waiting lists

7.1. Parents whose children have not been offered a place at one or more of their higher preference schools will be informed of their right of appeal and will be added to their preferred schools' waiting lists. Parents will be advised that inclusion on a school's waiting list does not mean a place will eventually become available there.

7.2. Waiting lists will be created following the refusal of places and are subject to change. Any new applicants to whom it is not possible to offer a place will be added to each school's waiting list in accordance with the relevant oversubscription criteria. This

means that a child's waiting list position during the year could go up or down. Places will not normally be allocated from waiting lists until after the time for refusal of offers has expired and the number of places offered and accepted has been confirmed. This process will normally take approximately 3 weeks.

- 7.3. The School Admissions and Fair Access Service, on behalf of the Local Authority, will maintain waiting lists for community and voluntary controlled schools for the summer term of the academic year.
- 7.4. At the start of the autumn term each year, the School Admissions and Fair Access Service will give Community and Voluntary Controlled schools their waiting lists to maintain following the end of the normal round of admissions. Waiting lists will be maintained until the end of the academic year in July 2027. Waiting lists will be disbanded after the end of the academic year. Parent/carers that wish to remain on a school's waiting list will need to make an In-Year Application for a place at the school from start of term in September 2027.
- 7.5. Waiting lists for voluntary aided and foundation schools, academies and free schools in Birmingham will be maintained by the schools and Academies on behalf of their Governing Bodies. The Local Authority may require sight of the waiting lists at these schools, in order to determine that the co-ordinated scheme is operating effectively.

8. Appeals

- 8.1. Where parents are refused a place at a school that they have expressed a preference for/applied for, arrangements exist for appeals to be heard by an appeals panel that is independent of the admission authority for the school.
- 8.2. Parents can only appeal for schools for which they have expressed a preference for/applied for and where their application has been refused.
- 8.3. In the case of appeals for Reception, Year 1 and Year 2, because infant classes have a legal limit of 30, appeal panels are limited regarding the circumstances they can take into account. In this type of appeal, a panel can only uphold an appeal if it is satisfied that:
 - the admission of additional children would not breach the infant class size limit; or
 - the child would have been offered a place if the arrangements had been correctly and impartially applied; or
 - the child would have been offered a place if the arrangements had not been contrary to the School Admissions Code and legislation; or the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.
- 8.4. Appeals in respect of community, voluntary controlled schools and those academies who have delegated responsibility for the administration of appeals to Birmingham Local Authority should be sent to Birmingham's School Admissions and Fair Access Service. Appeals in respect of voluntary aided and foundation schools, the King Edward VI schools, Ninestiles and Holyhead School should be sent to the Governing Body of the

school(s) concerned. A comprehensive list of which schools administer their own appeals is available on the School Admissions webpages.

9. Definitions

9.1. Looked After and previously looked after children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school." This would include children accommodated under Section 20 of the Act and those provided with accommodation by virtue of being remanded or detained into local authority accommodation under Section 21 of the Act. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.

Birmingham Local Authority's School Admissions and Fair Access Service will obtain names of all children who are looked after, or will verify details for those applicants who indicate that their child was previously looked after, within the appropriate age range.

Places for these children will be considered in accordance with each school's admission criteria. **However, evidence may be requested from carers whose children are looked after or were previously looked after by another Local Authority.**

Children adopted from state care outside England

Children who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted will be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). These children are referred to as internationally adopted previously looked after children, "IAPLAC".

Evidence will be required from the carer confirming that their child meets the above criteria in accordance with the DfE's non-statutory guidance on the admission of IAPLAC. The School Admissions and Fair Access Service may be required to check with colleagues from the Birmingham Virtual School the acceptability of any evidence provided by the carer of an IAPLAC before considering their child's application under this criterion.

9.2. Siblings

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 parents' 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.

Children who attend either a linked infant or junior school and will still be in attendance at the time of admission are considered as sibling claims.

Children who attend a resource base at a school and will still be in attendance at the time of admission are considered as sibling claims, this includes children who attend a resource base at either a linked infant or junior school.

Separate boys' and girls' schools are not considered to be linked for the purposes of sibling claims. All siblings must still be attending the preferred school at the time the child enters the school. For example, for the September 2026 intake the sibling must still be attending in September 2026. **Therefore, for entry into Reception Class siblings currently attending nursery class or attending Year 6 are not classed as meeting the sibling criteria. For secondary transfers siblings in Year 11 or the Sixth Form are not classed as meeting the sibling criteria.**

9.3. Distance measurements to schools

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school (usually the front gates). The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address and the address of the school. The measuring point for each school is specified below in section 11.

9.4. Tie-Breaker

In a very small number of cases where a school is oversubscribed, 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 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, schools will be asked to admit over their Published Admission Number to accommodate the pupils.

9.5. Home Address

A pupil's home address is a residential property that is the child's only or main residence.

Evidence of ownership may be required, plus proof of residence at the property concerned.

Parents who are unable to provide proof of permanent residence should contact a member of School Admissions and Fair Access Service to discuss providing other acceptable proof of address.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the main residence will be determined as the address where the child lives the majority of the school week. Parents may be requested to supply documentary evidence to satisfy the authority that the child lives at the address put forward. If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place may be withdrawn.

If parents are separated, the application should be made by the parent the child normally lives with. Where a child spends equal time during the school week with each parent, the exact arrangements must be made clear by email with a copy of any child arrangements order/court order (where applicable), this must be submitted by email to admissions@birmingham.gov.uk and the application reference number must be provided for applications made for the normal admissions rounds. For In-Year Admissions this information and any supporting documents must be sent directly to the preferred school(s).

It is the parents' responsibility to agree between themselves and make clear which address will be used and to provide supporting evidence in respect of that address. An application can only be processed from one address. The final decision about which address is to be used rests with the local authority for applications made for the normal round of admissions and the school for In-Year Admissions.

10. Deferred Entry and requests to be taught out of the normal age group

By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday. However, in Birmingham, children are admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.

Parents may, however, defer their child's admission to primary or infant school until later in the school year, but not beyond the beginning of the first academic term after the child's fifth birthday (the time when the child reaches compulsory school age) and not beyond the beginning of the final term of the school year of which the offer was made. Alternatively, a parent has the right for their child to be admitted on a part-time basis during Reception year but not beyond the point when they reach compulsory school age. In both cases above a school place is held for the child until they take it up.

A child who reaches the age of five during the 2026/2027 summer term would reach compulsory school age in September 2027. However, it is not possible to accept a place in Reception for September 2026 but defer the child's admission until the beginning of the 2027/2028 academic year, and if a child did not take up their place in a Reception class in 2026/2027, a separate in-year application would need to be made for the child to enter the school in Year 1.

Parents of children who reach the age of five during the summer term of the 2026/2027 academic year who are considering requesting a place for their child to be taught outside of their normal age group for their child's admission to primary or infant school until the beginning of the 2027/2028 academic year should note that, as the overwhelming majority of children in Birmingham start school at the start of the academic year in which they reach the age of five, it is likely that some or all of the parents' preferred schools will not have vacancies in their child's year group if they apply for a place in Year 1 (these places having been allocated to children who started school the previous year).

For children born in the summer, parent/carers may believe it to be in their child's best interests to be admitted to Reception in September 2027, rather than year 1, outside their child's normal age group. These requests will be considered by the admission authority of the school(s) and a decision made on the basis of the circumstances of each case and also in the best interests of the child concerned. **Parents do not have the right to insist that their child is admitted to a particular age group, including Reception.**

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. Parents that are seeking for their child to be taught outside the normal admissions round will need to contact the school(s) directly in writing and seek written agreement from the Head Teacher/Principal that they have accepted their request for their child to be taught outside their normal year group.

Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child's normal age group at the usual time. At the same time, the parent should submit their request for their child to be admitted out of their normal age group to the relevant admission authority, (for all community and voluntary controlled schools this is Birmingham City Council), together with supporting evidence.

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking into account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if they had not been born prematurely. They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. The admission authority must ensure that the parent receives the response to their request before primary national offer day.

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 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 to Year 1 for the September following the child's fifth birthday.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preferred schools, rather than just their first preference schools.

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.

Requests to be taught out of the normal year group for entry to Year 7

The below process only applies to children who had it agreed for their child to be taught out of their normal year group at the point they were due to start Reception in September 2018 and started Reception in September 2019 instead.

Parent/carers whose children are due to transfer to Secondary School in September 2026 as they were born between 01/09/2014-31/08/2015, but who wish to request their child is taught out of their normal year group until September 2027, **are required to make an application for their child’s transfer to secondary school in September 2026 by 31 October 2025.**

Parent/carers must contact the relevant admission authority directly to request their child is taught out of their normal year group, for schools where Birmingham Local Authority is not the admission authority (non-Community/Voluntary Controlled Schools). Parents will be required to provide evidence that they have requested their child to be taught out of their normal year group and had agreement to their request approved by the admission authority for that school. Parents do not have the right to insist that their child is admitted to a particular age group including Year 7.

If the admission authority refuses to agree to the child being taught outside their normal year group until September 2027, then the parent/carer will need to make an in-year application for a place in Year 8 in September 2027, and then request via the school for their child to be taught outside their normal chronological year group.

Implications children of being taught out of their normal year group

Placement outside a child’s chronological year group must be considered to be in the best interests of the child. The decision could potentially have long-term effects and it is therefore important to establish the reasons for the request to delay starting school. It is also important to anticipate what will happen when your child is old enough to transfer to secondary school, to leave statutory education, and the timing of any consequent examinations. Some points to consider:

- Your preferred school may not have space in the following year to accommodate your child.
- As your child matures they may realise that the rest of their class are of a different age, causing adverse emotional impact.
- Admission authorities (e.g., academies) will be the decision makers and, as they are independent of the local authority, may choose to decline a deferral request.
- As the law currently stands, a child who starts Reception a year behind cohort will need to request a for their child to be taught out of their normal year group to progress through each phase of education with their adopted cohort (for example they will need to request their child is taught out of their normal year group for the secondary phase of their education when their child is in year 5).
- A child applying for a selective school (e.g., grammar school) may be subject to a weighting in their selective test due to being older than other children in their cohort.
- If your child reaches school-leaving age before they have completed their Key Stage 4 curriculum, they may decide to leave school without completing formal examinations.

11. Measuring Points

Establishment Name	Measuring point
Adderley Primary School	Main entrance on Arden Road
Al-Furqan Primary School	School gates on Formans Road
Allens Croft Primary School	Main entrance to the school building
Anderton Park Primary School	Main entrance to the school building

Establishment Name	Measuring point
Anglesey Primary School	Main entrance to the school building
Arden Primary School	Main entrance to the school building
Barford Primary School	Centre point of the school building
Beeches Infant School	Main gate of the Perry Beeches site
Beeches Junior School	Main gate of the Perry Beeches site
Bellfield Infant School (NC)	Main entrance to the school building
Bellfield Junior School	Main entrance to the school building
Bells Farm Primary School	Main entrance to the school building
Benson Community School	Main entrance to the school building
Blakesley Hall Primary School	Main entrance to the school building
Boldmere Infant School and Nursery	School gate on Cofield Road
Boldmere Junior School	School gate on Cofield Road
Bordesley Green Girls' School & Sixth Form	School gate on Bordesley Green Road
Bordesley Green Primary School	School gate on Drummond Road
Broadmeadow Infant School	Main entrance to the school building
Broadmeadow Junior School	Main entrance to the school building
Calshot Primary School	Main entrance to the school building
Chad Vale Primary School	Main entrance to the school building
Cherry Orchard Primary School	Main entrance to the school building
Chilcote Primary School	Centre point of the school site
Christ Church CofE Controlled Primary School and Nursery	School gate on Claremont Road
Clifton Primary School	Main entrance to the school building
Colebourne Primary School	School gate on Stechford Road
Colmore Infant and Nursery School	Entrance to the school building
Colmore Junior School	Entrance to the main school building
Cotteridge Primary School	School gate on Breedon Road
Elms Farm Community Primary School	Entrance to the school building
Featherstone Primary School	School gate on Glenville Drive
Forestdale Primary School	Entrance to the school building
George Dixon Primary School	Entrance to the school building
Gilbertstone Primary School	Main entrance to the school building
Glenmead Primary School	Entrance to the school building
Grendon Junior and Infant School (NC)	Entrance to the school building
Grove School	Centre of the school building
Gunter Primary School	School gate
Hall Green Infant School	Centre of the building
Hall Green Junior School	Main school gate
Harborne Primary School	Main entrance to the school building on Station Road
Hawthorn Primary School	Main entrance to the school building
Hodge Hill College	A point within the main school building
Hodge Hill Girls' School	Entrance to the school building
Holte School	Centre of the school grounds
James Watt Primary School	Main entrance to the school building

Establishment Name	Measuring point
Kings Heath Boys	School building
Kings Heath Primary School	Main entrance to the school building
Kingsland Primary School (NC)	Centre of the school building
Kingsthorpe Primary School	Main entrance to the school building
Kitwell Primary School and Nursery Class	Centre of the school building
Ladypool Primary School	Main entrance to the school building
Lozells Junior and Infant School and Nursery	Main entrance of the school
Lyndon Green Infant School	Main entrance of the school building
Lyndon Green Junior School	Main entrance to the school building
Maney Hill Primary School	Main school gate
Mapledene Primary School	Main gate of the school
Marsh Hill Primary School	Main gate to the school
Minworth Junior and Infant School	Main entrance to the school
Nelson Junior and Infant School	Main entrance to the school
Nelson Mandela School	Main entrance to the school
New Hall Primary School	Centre of the school building
New Oscott Primary School	School gate
Park Hill Primary School	Main school gate
Penns Primary School	Main entrance to the school
Raddlebarn Primary School	Main school gate
Redhill Junior and Infant School	Main entrance of the school
Rednal Hill Infant School	Main entrance of the school
Rednal Hill Junior School	Main entrance to the school
Regents Park Community Primary School	Main entrance to the school
Selly Park Girls' School	Centre of the main school building
Severne Junior Infant and Nursery School	Main entrance to the school building
Shaw Hill Primary School	Main school gate
Sladefield Infant School	Main entrance of the school
Somerville Primary (NC) School	Centre point of the school
St Benedict's Primary School	Main entrance of the school
St James Church of England Primary School, Handsworth	Main entrance of the school
St Matthew's CofE Primary School	Centre point of the school
St Saviour's C of E Primary School	Main gate of the school
Stanville Primary School	Main entrance of the school
Stechford Primary School	Main entrance of the school
Sundridge Primary School	Main entrance to the school
Swanshurst School	School gate on Brook Lane
The Meadows Primary School	Main entrance to the school building
Thornton Primary School	Centre of the school
Ward End Primary School	School gate
Water Mill Primary School	Main entrance to the school
Wattville Primary School	Main entrance of the school
Welford Primary School	Main school gate
Welsh House Farm Community School	Main school gate

Establishment Name	Measuring point
West Heath Primary School	Main entrance of the school
Wheelers Lane Primary School	Centre of the school site
Wheelers Lane Technology College	Centre of the school
William Murdoch Primary School	Centre point of the school
Woodcock Hill Primary School	Main entrance of the school
Woodgate Primary School	Main entrance of the school
Woodthorpe Junior and Infant School	Main entrance of the school
World's End Infant and Nursery School	Main school gate
World's End Junior School	Main entrance of the school
Wylde Green Primary School	Main school gate
Yardley Primary School	Main entrance to the school
Yardley Wood Community Primary School	Centre point of the school
Yorkmead Junior and Infant School	Main school gate

Note: Distances are calculated on the basis of a straight-line measurement (as the crow flies) between the applicant's home address (coordinates provided by ordinance survey data) and to the measuring point stated above.