



# **BROADLEAF**

## PARTNERSHIP TRUST

Growing together

## **Admissions Policy**

### **September 2026**

(in consultation)

#### Links to:

- The Schools Admission Code (2021)
- The School Admission Appeals Code (2022)
- The Equality Act (2010)
- The Human Rights Act (1998)
- The Children Act (1989)
- The School Standards Framework Act (1998)

Further information on the regulations related to academy admissions can be found [here](#)

## Contents

<b>1. Guiding principles .....</b>	<b>3</b>
<b>2. How to apply for a place .....</b>	<b>3</b>
<b>3. In-year admissions .....</b>	<b>4</b>
<b>4. How many pupils will be admitted? .....</b>	<b>5</b>
<b>5. Oversubscription criteria .....</b>	<b>5</b>
<b>6. When do I find out whether my child has been offered a place?.....</b>	<b>8</b>
<b>7. What happens if I have not been allocated a place?.....</b>	<b>8</b>
<b>8. Waiting lists.....</b>	<b>8</b>
<b>9. Appeals against admissions decisions .....</b>	<b>9</b>
<b>10. Exceptions and specific circumstances.....</b>	<b>9</b>
<b>Appendix 1: In year admissions form contact details.....</b>	<b>11</b>
<b>Appendix 2: Children of UK service personnel and crown servants .....</b>	<b>12</b>

# 1. Guiding principles

- 1.1 Broadleaf Partnership Trust's Board of Trustees are the admissions authority for all of our schools. They apply all aspects of the regulations and procedures detailed in this policy fairly and equally to all those expressing a preference to attend one of our schools.
- 1.2 All children with an **Education, Health and Care Plan (EHCP)** that specifies a school as the placement school within their statement/plan will automatically be admitted. This gives such children overall priority for admission to the named school and is not an oversubscription criterion. Information on each schools SEN offer can be found on their individual websites.
- 1.3 Where fewer applications are received for the number of places available for a relevant age group (i.e. the normal age that pupils are admitted to the school), all applicants will be offered a place.
- 1.4 The only exception to 1.3 that is applicable is where a child falls under the Fair Access Protocol as outlined by the School Admissions Code. Further details can also be found on local authority websites.
- 1.5 Where there are more applications than places for the relevant age group, the oversubscription criteria detailed in Section 5 will be used to determine which children are offered a place.
- 1.6 For the purposes of this policy, working days are defined as days when the relevant school is open to pupils.

# 2. How to apply for a place

- 2.1 If you are applying for a place during the normal admissions round, you should make an application to the Local Authority which you live in. Birmingham residents can find details of how to apply here: [Birmingham](#)
- 2.2 The normal admissions round refers to applications to start at the school in the appropriate age group and when other children are normally admitted. Please see Section 3 for details regarding in-year admissions and Section 10 for how we deal with other specific circumstances.
- 2.3 The deadlines for applications in the normal admissions round, to take up a place in September 2026 are:
  - 31<sup>st</sup> October 2025 for admissions into Year 7 and Year 12
  - 15<sup>th</sup> January 2026 for admissions into Reception and Year 3.

- 2.4 Applications received after the relevant deadline will be treated as late applications and considered in accordance with the relevant home local authority's co-ordinated scheme. Details of this will also be available on your home local authority's website.
- 2.5 Applications submitted later than the start of the academic year (after 1<sup>st</sup> September 2026) must be submitted as an in-year admission (see Section 3).
- 2.6 For Nursery admissions, please see the individual school websites.
- 2.7 For admission into any year groups other than those mentioned at 2.3 and 2.6, or after the deadline, see Section 3 below.

### **3. In-year admissions**

- 3.1 In-year admissions occur when an application for admission is made outside the normal admissions round.
- 3.2 For all our schools, initial applications for in-year admissions should be made using the local authority forms via their websites (see links in 2.1). These links are also available on the school websites.
- 3.3 Contact addresses for where to send queries and/or completed forms can be found at Appendix 1.
- 3.4 All in-year admission applications will be reviewed on the basis of determining if places are available and in line with the admissions criteria contained within this policy.

## 4. How many pupils will be admitted?

- 4.1 Each school has set the number of pupils that will be admitted during the normal admissions round. This number is the Published Admissions Number (PAN). PAN therefore only applies to the usual points of entry in a school:
- Reception (primary/infant school)
  - Year 3 (junior school)
  - Year 7 (secondary school)
  - Year 12 (6th form).
- 4.2 If the number of applications received for a school exceeds the PAN, the oversubscription criteria will be used to determine which pupils are allocated a place.
- 4.3 The PANs for our schools are listed below:

School	Year Group	PAN
Court Farm Primary School	Reception	30
Holland House Infant School	Reception	60
Town Junior School	Year 3	60
Plantsbrook School	Year 7	240
Plantsbrook School	Year 12	170

## 5. Oversubscription criteria

- 5.1 If there are more applications for places than there are places available (for entry to year groups below Year 12), we will give preference to children according to the following criteria, in this order of priority:
- Looked after children and all previously looked after children.** Looked after children are children who are either in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with section 22 of the Children Act (1989), at the time an application for a place is made.  
  
*All references to previously looked after children in this policy mean such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. In all such cases, evidence of this status may be requested.*
  - Siblings of current pupils who will still be on roll in September 2026,** for the purposes of this policy, are defined as children living permanently at the same address as a child already attending the school and either have one or both parents

in common, are related by a parent's marriage or civil partnership, are adopted or fostered by a common parent, or are unrelated children who live at the same address whose parents live as partners. Where parents have shared responsibility, and the child lives with both parents for part of the week, the main address will be determined 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.

**For Plantsbrook School, the sibling rule does not extend to pupils attending sixth form.**

For **Holland House and Town Junior Schools**, the sibling rule extends across both settings (i.e. children with a sibling attending either setting in September 2026 will meet this criteria)

**The sibling criteria does not include children in Nursery settings.**

- iii. **Children who attend a Broadleaf Partnership Trust feeder school** at the time of application. This clause currently applies to:
- Children on roll at **Holland House Infant School** for access to **Town Junior School**
  - Children of **Town Junior School** for access to **Plantsbrook School**
- iv. **Children of permanent staff** at Broadleaf Partnership Trust who have been employed for 2 years or more at the time of application, or a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- v. **Children by distance from the school**, with priority for admission given to children who live nearest to the school as measured in a straight line from the home address to a designated point on the school site. The exact details of how this measurement is calculated refer to section 5.3 below.

5.2 In a very small number of cases, it may not be possible to decide between the applications of those pupils who are **final qualifiers** for a place, when applying the published admission criteria - for example, where children in the same year live at the same address (e.g. blocks of flats) or where two addresses are equidistant.

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 PAN to be exceeded, the local authority will use a process (defined on their website) 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 PAN to accommodate the pupils.

An applicant's home address will be verified by the local authority for the normal round of admissions as part of the school application process. For In-Year admissions home addresses will be verified by the Academy. If a parent/carer knowingly provides false information which would affect the success of their application, the offer of a school place may be withdrawn.

5.3 **Court Farm Primary School**

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

**Holland House Infant School**

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

**Town Junior School**

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

**Plantsbrook School**

Distances are calculated on the basis of a straight line measurement between the applicant's home address and the centre point of the old school building.

5.4 The minimum academic entrance requirement for **post-16 students at Plantsbrook School** are:

Tier 2 qualifications – 5 GCSE grades 9-4 including English and Maths at grade 4

Tier 1 qualifications – 6 GCSE grades 9-5 including English and Maths at grade 5

Note – individual subject entry requirements are detailed in the sixth form prospectus, available on the school website.

The oversubscription criteria for **Year 12** students is as follows:

- i. **Looked after children and all previously looked after children** (see 5.1i. for full definition)
- ii. **Students who studied their GCSEs at Plantsbrook School and applied before the deadline date.**
- iii. **Students who studied their GCSEs at Plantsbrook School and live closest to the school** (measured as in 5.1v.)
- iv. **External students who applied before the deadline date and are currently in Year 11**
- v. **External students who applied before the deadline date and are currently in Year 11, living closest to the school** (measured as in 5.1.v.)
- vi. **External students who are in Year 12 and applied before the deadline date.**

5.5 For information regarding children of Crown servants and UK service personnel please see Appendix 2.

## 6. When do I find out whether my child has been offered a place?

- 6.1 If your application was submitted by the deadline, you will receive notification from your local authority advising you of the school your child has been allocated. Notifications will be issued on:
- 16 April 2026 for Reception and Year 3
  - 2 March 2026 for Year 7
  - For sixth form applications submitted between 21 October 2025 and 31 January 2026, a conditional offer will be made subject to GCSE outcomes.
- 6.2 For late applications made, you will receive a notification from the local authority advising you of the school your child has been allocated on the date specified by the local authority's policy on late applications.
- 6.3 Representatives of the school or our Trust are unable to comment on any application prior to the above dates.
- 6.4 Once a place has been allocated at the school, the school will contact you to provide further details of the induction process.

## 7. What happens if I have not been allocated a place?

- 7.1 If your child has not been allocated a place at one of our schools, their name will be added to our waiting list. When additional applications are received the list will be rewritten using the published criteria for oversubscription. If a place at the school becomes available children will be admitted from the waiting list (see Section 8).
- 7.2 You also have the right to appeal the decision (see Section 9)

## 8. Waiting lists

- 8.1 The school will maintain a waiting list for each year group. This includes our schools with a nursery provision. Children are only added to the waiting list following an unsuccessful formal application to be admitted.
- 8.2 Waiting lists are compiled in the same order as the school's oversubscription criteria (see section 5 above), late applicants are also added according to this order, so your child's name could move down as well as up a waiting list. Having a place on the waiting list does not guarantee that a place will become available. Waiting lists are maintained until the end of the Academic year in July 2027, after which date if you wish for your child to be added to the waiting list, you will need to submit an [In-Year Application](#) directly to the school.



- 8.3 Children are inserted into the waiting list in order of the oversubscription criteria detailed at 5.1.
- 8.4 Children allocated a place at the school in accordance with the Fair Access Protocol (see 8.5) will take priority over children on the waiting list.
- 8.5 The Fair Access Protocol is an agreement that allows hard to place children, for example, those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the waiting list. Such children are allocated places across all the schools within a local area. We are committed to participating in the Fair Access Protocol.

## 9. Appeals against admissions decisions

- 9.1 If you wish to appeal against our decision not to admit your child(ren) to one of our schools, appeals for our Birmingham schools are administered by Birmingham City Council .Parents who wish to appeal against the decision to refuse their child admission should visit: [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions) to complete an online appeal form. Appeals will be heard by an independent panel.
- 9.2 For applications made during the normal admissions round, the deadline for submitting an appeal is set at least 20 school days after the National Offer Days (see 6.1). Please see the relevant local authority website for timelines (link in 2.1).
- 9.3 The appeals hearing will take place prior to the end of the academic year for applications submitted during the normal admissions round. For in-year admissions, the hearing will take place within thirty working days of our receipt of the appeal.
- 9.4 There is no right of appeal for admissions to our nursery provision

## 10. Exceptions and specific circumstances

- 10.1 We will arrange for all children of **reception** age allocated a place at the school to be admitted in September full-time. You can request that the date your child is admitted to the school be deferred until later in the academic year or that your child attend the school part time until they reach compulsory school age. Your child must attend the school in the final term of the academic year for which the original application was accepted.
- 10.2 **Applications for Year 3** - If your child is due to finish infant school and you would like them to attend a school where Year 3 is not the lowest year group in the school, you should list the primary school on your application and this will be assessed as if you had made an in-year application (see Section 3 for further detail).

- 10.3 **Applications for Year 12**- Applications can be made directly to the school by visiting the school website or contacting the Sixth Form Administration team, who will provide details on how to apply.
- 10.5 **EHCPs** - All children whose EHCP names the school will be admitted. These children will be admitted irrespective of the number of pupils in the school and before the oversubscription criteria are applied.
- 10.6 **Applications for Admission Outside a Child's Normal Age Group**. It is expected that children will normally be educated within their chronological year group. However, parents or carers can make a request to the school in writing for a place outside their normal age group. This will need to include, where relevant, any supporting evidence. We will make decisions based on the circumstances of each case and in the best interests of the child concerned, in line with the School Admissions Code. This will take into account the views of the Headteacher. We will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the school will be provided.

## Appendix 1: In year admissions form contact details

School	Postal address	Email address
Court Farm Primary School	Tedbury Crescent, Birmingham, B23 5NS	<a href="mailto:enquiry@courfrm.bham.sch.uk">enquiry@courfrm.bham.sch.uk</a>
Holland House Infant School	Holland Road, Sutton Coldfield, Birmingham B72 1RE	<a href="mailto:enquiry@hollandh.bham.sch.uk">enquiry@hollandh.bham.sch.uk</a>
Town Junior School	Ebrook Road, Sutton Coldfield, Birmingham B72 1NX	<a href="mailto:office@townj.bham.sch.uk">office@townj.bham.sch.uk</a>
Plantsbrook School	Upper Holland Road, Sutton Coldfield, Birmingham B72 1RB	<a href="mailto:enquiry@plantsbrookschool.co.uk">enquiry@plantsbrookschool.co.uk</a>

## Appendix 2: Children of UK service personnel and crown servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, Broadleaf Partnership Trust (BPT) as the admission authority will:

1. Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. As the admission authority BPT will not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
2. Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or Quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
3. Not reserve blocks of places for these children
4. Ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus