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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 2024/2025 academic year.

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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 2024/2025 and is made under the provisions of the School Standards and Framework Act 1998, as amended by the Education Act 2002, and The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2012.

2.2 The School Admissions and Fair Access Service, on behalf of the Local Authority and other admission authorities in Birmingham, will co-ordinate applications made during the normal admissions round (i.e. applications for Reception Year, Year 3 at a Junior School, Year 7 and, in the case of selected 14-19 Academies, Year 10). Parents/carers resident in Birmingham who are applying for a place for their child in September 2024 will make a single application to the Local Authority (School Admissions and Fair Access Service) for any Birmingham maintained school, academy or free school or any such school or academy in a neighbouring authority.

2.3 For the academic year 2024/2025 and subsequent years, subject to any review, applications made outside the normal admissions round (i.e. in-year applications) will be made directly to individual schools.

2.4 Birmingham City Council is the relevant admission authority for all community and voluntary controlled schools within the City.

2.5 For academies and free schools (including Trust schools), their Trust or board of directors is the admissions authority. For voluntary aided and foundation schools, governing bodies of such schools are the admissions authority.

2.6 Co-ordination schemes do not affect the rights and duties of the governing bodies of academies, free schools, university technical colleges, foundation, voluntary aided schools to set and apply their own admission arrangements and oversubscription criteria, but they must ensure that their own arrangements are compatible with the Local Authority's admission arrangements and co-ordinated scheme.

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3.1 There are a number of different school types in Birmingham:

- 5.2 Birmingham Local Authority's School Admissions and Fair Access Service will obtain names of children who are looked after by Birmingham and will verify details for those applicants who indicate that their child was previously looked after but has not subsequently been adopted (or became subject to a child arrangements or special guardianship order) within the appropriate age range. Places for these children will be considered in accordance with each school's admission criteria. Evidence will be required from carer's whose children were previously adopted. We may require evidence from carers whose child was looked after or was previously looked after by another Local Authority.

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 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 about the acceptability of any evidence provided by the carer of an IAPLAC before considering their child's application under this criterion.

### Starting Reception Class

- 5.3

did not take up their place in a Reception Class in 2024/2025 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 2024/2025 academic year, who are considering deferring their child's admission to primary or infant school until the beginning of the 2025/2026 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).
- 5.8 For children born in the summer, parents/carers may believe it to be in their child's best interests to be admitted to Reception Class 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. Parent/carers must contact the relevant admission authority directly to request deferment, 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 and had deferment 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 Reception.
- 5.9 Deferred entry Year 7

Parent/carers whose children are due to transfer to Secondary School in September 202

## 5.12

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 would be 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 formal deferral to progress through each phase of education with their adopted cohort (for example to apply for a deferral to secondary phase when a 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.

5.13 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, (this is BCC for all community and voluntary controlled schools), together with supporting evidence.

5.14 Admission authorities (the school in question, not the Local Authority) must make decisions on the basis of the circumstances of each case and in the best

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

funded primary or infant schools with a vacancy.

- 5.26 Primary/infant schools will verify the child's date of birth at either the time of acceptance of the offer or at the school's induction day. Offers will be conditional on providing valid proof of date of birth.

Transfer from Infant School to Junior School (Year 2 to Year 3)

- 5.27 If a child attends an infant school, it is necessary for the child to transfer to a different school for his/her junior education.
- 5.28 In October 2023, parents/carers with a child in Year 2 at an infant school will be sent a letter via the school advising them how to apply online for a Year 3 place at a junior school or any other junior school. The same timetable and process as Reception Class admissions above will be used. Parent/carers can express up to three preferences in total, however they must consider that applying for a junior school other than the school that is linked to their child's current infant school, means that their child is less likely to be offered a place at that school,



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 with a religious character) have a Supplementary Information Form, which needs to be completed to determine which category a child should be placed



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	01/09/19 – 31/08/20	01/09/16 – 31/08/17	01/09/12 – 31/08/13	01/09/09 – 31/08/10
	1 October 2023	1 October 2023	1 September 2023	1 September 2023
	15 January 2024	15 January 2024	31 October 2023	31 October 2023
	31 July 2024	31 July 2024	31 July 2024	31 July 2024
	26 January 2024	26 January 2024	13 November 2023	13 November 2023
	9 February 2024	9 February 2024	24 November 2023	



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- 8.1 Applications received after the statutory closing dates (31 October 2023 for Secondary and 14-19 Transfers and 15 January 2024 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 2023 for Secondary and 14-19 Transfers and after 22 January 2024 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 27.08.2023.

wish to do so, they must carefully consider which preferences they wish to keep and which they wish to remove. Parent/carers must be aware that if they remove a preference for a school where their child has been offered a place they will not have their offer at this school withdrawn. Parents/carers must also consider the impact on waiting lists and appeals for any schools that they remove as preferences, as they will also be removed from those schools' waiting lists and the appeals will be withdrawn. The maximum of six preferences for secondary schools also includes grammar schools. When places are offered in March (secondary) and April (reception), Birmingham City Council will make one offer of a school place for each child. If parents/carers then make changes to their live preferences and these changes overwrite the school place offered, this offer will be withdrawn and no further offer will be made at an alternative school unless a place can subsequently be offered at one of their preferred schools due to waiting list movement. However, inclusion on a school's waiting list is not a guarantee of a place becoming available. Any changes made to live preferences that overwrite the schools a child is currently on the waiting list for will cause the child to be removed from that waiting list. Changes to live preferences that overwrite schools that parents/carers have previously submitted an appeal for will cause the appeal to be withdrawn.

- 8.7 Following the offer of places if parent/carers submit a change of order for preferences for the same schools that they have already applied for, that these changes in order will be disregarded. All preferences are treated as equal first

Term of the 2023/2024 academic year for admission to these selective secondary schools in September 2024.

- 11.2 Arrangements relating to selective testing for admission to Bishop Vesey's Grammar School and Sutton Coldfield Grammar School for Girls are made jointly with The Schools of King Edward the Sixth in Birmingham. This will be known as "The Grammar Schools in Birmingham"
- 11.3 The Grammar Schools in Birmingham shall consist of the following schools:
- Bishop Vesey's Grammar School
  - King Edward VI Aston School
  - King Edward VI Camp Hill School for Boys
  - King Edward VI Camp Hill School for Girls
  - King Edward VI Five Ways School
  - King Edward VI Handsworth School for Girls
  - King Edward VI Handsworth Grammar School for Boys
  - Sutton Coldfield Grammar School for Girls
- 11.4 Parents will be required to complete a test registration form to sit the selective test for a school that forms part of The Grammar Schools in Birmingham.
- 11.5 Pupils will only be required to sit one test to be considered for a place at a school that forms part of The Grammar Schools in Birmingham. Parents must also name any school(s) in The Grammar Schools in Birmingham on their Local Authority Preference Form to be considered for a place there.







schools, they will be expected to start at the school within a reasonable time frame to be agreed with the school, otherwise you risk triggering the school's attendance processes which may result in the place eventually being withdrawn.

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- 15.1 Birmingham School Admissions will process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning to the area ahead of any move. We will accept any posting or quartering address as a 'home' address in the absence of any actual home address.