



Forestdale Primary School

Admissions Policy

Forestdale School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

“In Birmingham your child can go to school in the September after their fourth birthday if you so choose. If your child was born between 1 September 2014 and 31 August 2015, he / she will be able to start school in September 2019. By law, parents / guardians must ensure that their children are receiving suitable full-time education at the beginning of the term after their fifth birthday.”

(Birmingham City Council – School Admissions)

Foundation Stage

Children of Nursery Age:

Children who are 3+ years old may apply to start Nursery at Forestdale Primary School in the term after their third birthday. We currently offer 24 places in nursery – the rest of our school has a PAN of 30.

To follow LA policy, pupils in the Nursery do not automatically get a place in Reception. Parents with their children in our Nursery must apply for a Reception place at the school in the same way as others.

Priority is also given to children with an older brother or sister already at Forestdale. The distance from home to school will also be used to decide whether a place is offered. Although we advise parents to put their child's name on the waiting list before their third birthday, this will not necessitate a priority.

Hours at Nursery:

The Nursery is open from Monday to Wednesday inclusive from 8.40am-3.10pm however some children require part time timetables (mostly at the start) to allow them to adapt to their new environment.

Whole School

The agreed limit for admissions to Forestdale Primary School for each year is 30 children, as recommended by the government. Children are admitted to Forestdale via Birmingham Local Authority Admission procedures, in accordance with parental preference as far as possible. However, where there are more applications than there are places available, places will be offered based on the oversubscription criteria for our school.

Priority will be given to children in line with the following oversubscription criteria:

- ☐ Looked after or previously looked after children (see definition at end of policy)
- ☐ Siblings who have brothers or sisters already in attendance at Forestdale and who will still attend the time the sibling enters the school.
- ☐ Nearness of the child's home to Forestdale Primary School, currently by straight line distance between home and the centre point of the school.

Parents wishing to register their interest in Forestdale Primary School for a future September can telephone or call into the school office, where relevant details can be taken. Forestdale School holds regular open days and will notify parents on our "Open Day" waiting list of these dates.

At the beginning of October, all parents whose children are due to start school the following September will be sent letters by the Local Authority.

Parents are required to apply for a place in Reception by using the single LA Preference Form online (www.birmingham.gov.uk/schooladmissions) and returning this to the LA by the date given in December. Proof of address is required at the time of submission of the LA preference form. Parents are allowed to express up to three preferences and rank them in order of preference.

The LA compares preferences for each school against parents' rankings. Although ranked, preferences are given equal consideration against schools' admission criteria. If the child meets the admission criteria for two or more schools, the school the parent ranked highest is allocated.

Letters allocating places are sent to parents by the LA in March and parents are given two weeks to inform the school whether or not they accept the offer. Immediately following the allocation of places, waiting lists are administered by the LA.

In – Year Admissions – applications for places:

Applications made outside the normal admissions round (in-year admissions) should be made directly to Forestdale Primary School.

An application form is available from the school directly- (enquiry@forestdale.bham.sch.uk) or from your current school.

Or from Birmingham School Admissions (www.birmingham.gov.uk/schooladmissions)

Email: admissions@birmingham.gov.uk

Children's Information and Advice Service - 0121 303 1888

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- ☐ Nearness of the child's home to Forestdale Primary School, currently by straight line distance between home and the centre point of the school.

Home address:

Please note that a pupil's home address is considered to be a residential property that is the child's only or main residence and is either:

- Owned by the child's parent(s), or the person with parental responsibility for the child;
- Leased to or rented by the child's parent(s), or the person with parental responsibility under a lease or written rental agreement of not less than twelve months' duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for the majority of the week.

Parents/carers may be requested to supply documentary evidence to support the address used when offering places.

Acceptable proof of address includes:

- A copy of a council tax bill or;
- A copy of a recent utility bill (gas, water, electric, dated within the last six months)
- A solicitor's letter stating that contracts have been exchanged and specifying a completion date.
- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits).
- A signed and dated tenancy agreement. Plus proof of residency e.g. copy of recent utility bill.

The local authority may undertake a home visit without prior notice to verify a child's home address. 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 is liable to be withdrawn. If a parent/carer knowingly and willingly provides a false statement, which would affect the success of their application, they may have the place withdrawn.

Waiting Lists

Waiting lists for any class at Forestdale are subject to change. This means that a child's waiting list position during the year could go up or down in accordance with the school's oversubscription criteria.

How to appeal:

Where you have been refused a place at Forestdale, you have the right to appeal to an independent appeal panel through the School Admissions and Pupil Placements Service, who will take into account your individual circumstances. The panel will consider the school's case that it cannot admit any more children, weighed against your case that your child really needs to be offered a place at that particular school.

However, Foundation and Key Stage 1 class sizes have a legal limit of 30.

The appeal panel is completely independent and the decisions they make are legally binding on the local authority, the school and on you. Parents who have appealed unsuccessfully may not seek to appeal for a place at the same school, in the same academic year, unless there can be shown to have been a significant and material change in their circumstances.

Birmingham LA now follows a Fair Access Protocol, more information of which can be found on their website.

Definitions of terms used in this policy:

Looked after or previously looked after children

Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. This includes any child/young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 22(1) of the Children Act 1989, is remanded or detained into local authority accommodation under Criminal Law or who has been placed for adoption. Birmingham City Council's School Admissions and Pupil Placements Service will obtain names of all children who are looked after or were previously looked after, within the appropriate age range, from the Looked After Children Education Service (LACES). Places for these children will be considered in accordance with each school's admission criteria.

Distance: home to school measurements:

Distances are calculated on the basis of a straight line measurement between the applicant's home address and the centre point of the school (unless otherwise stated). Birmingham City Council uses a computerised system called Cartology, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system.

Sibling:

Siblings are children with a brother or sister already at the school who will still be in attendance at the time the sibling enters the school.

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.

Head teacher-

Chair of GB-

Date- September 2025

Review – Annually