

## Admission arrangements 2013/14

Applications for school admission will be managed by Solihull Council in accordance with the Local Authority's coordinated scheme for admission.

The school's admission number is 250. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available then all applications will be considered, together and at one time by a committee of the Governing Body. Places will be offered in priority order according to the oversubscription criteria.

### Oversubscription criteria

- Priority 1** (a) Children in the care of a local authority including previously looked after children who are now adopted  
(b) Children whose exceptional circumstances can only be met at this school
- Priority 2** Children who normally live in the school's catchment area
- Priority 3** Children who have an older brother or sister at the school at the same time
- Priority 4** Other children living closest to the school, measured in a straight line from the child's home

### Notes:

1. Children with a statement of special educational needs that names Light Hall School will be offered a place first. This will reduce the number of places available.
2. Applications with exceptional social or medical reasons must be supported by independent professional evidence. The Council's Cabinet Member Advisory Group for Admissions will consider applications and evidence and make recommendations to Cabinet Member, who will grant priority 1b to applications with exceptional circumstances.
3. The catchment area can be seen on the Council's website: [www.solihull.gov.uk/onlinemaps](http://www.solihull.gov.uk/onlinemaps).
4. If a priority group has more applicants than places available priority will first be given to those with a brother or sister attending followed by those living nearest the school (measured in a straight line from home to school).

5. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used. If the child moves into the home of a friend or relative during the process or the change of address appears to be a deliberate device to improve the child's priority, the address will not be used.
6. The places that are offered are provisional offers and are dependent upon the circumstances of the application remaining unchanged at the date of admission to the school. It is important that parents provide the school or Solihull Council with any information relating to changes in circumstances, such as a change of address, as soon as they occur. Offers based on fraudulent, incorrect or misleading information will be withdrawn if the child is no longer entitled to the place because there are children on the waiting list with a higher priority. In these circumstances the place will be withdrawn after the child has started the school, in line with the Admissions Code.
7. A brother or sister must live at the same address and could be:
  - A brother or sister sharing the same parents;
  - a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
  - the separate children of a couple who live together; or
  - an adopted or fostered brother or sister.
8. In any priority, if two or more applicants have the same distance but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority. The applicant with the lowest random number will have the highest priority.
9. Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.
10. Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by the Local Authority. Waiting lists for Year 7 intake are kept until the end of the autumn term. After this a Local Authority change of school application form will need to be completed.
11. Applications or changes to your application received after the closing date and before the Governors' admissions meeting are late and will be considered if possible. Applications received after the Governors' decision meeting are late and will be considered after applications with the same priority that were received on time.

12. If possible places will be offered at the same school to twins, triplets and children from other multiples births. If only one place can be offered the parent will choose which child should have the place.
13. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to parents' home council for processing. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the governing body will apply the admission criteria to the application so that it can be placed on the waiting list.
14. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
15. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.