



<b>Admissions Arrangements and Policy</b>	
Lead Governor & Member of SLT:	Mrs J Klaces & Miss S Taylor
To be approved by:	FGB
Frequency of review:	<ul style="list-style-type: none"><li>• Admission number, criteria and policy are reviewed annually.</li><li>• A full public consultation on admission arrangements takes place every seven years.</li></ul>
Date approved:	Admissions Policy: Sept 2025 (criteria and number October 2017) Public consultation: September 2019
Next review date:	Admissions Policy: September 2026 Public consultation: January 2027

**Queensbridge School**  
*Queensbridge Road, Moseley, Birmingham B13 8QB*

**Policy prepared by:** Miss S Taylor (Interim Headteacher)

**Issued:** Sept 2025, version 2

**Date of next revision:** Sept 2026

## **Admission Number**

180

## **Criteria**

Queensbridge School's admission criteria are in keeping with the Local Authority's guidelines and pupils are admitted in the following order:

1. Looked after or previously looked after children.
2. Children with a brother or a sister already at the school who will still be in attendance in September 2026.
3. Children of Staff.
4. Children who live nearest the school.

## **Children with an Educational Health and Care Plan**

Any child with an Educational Health and Care Plan is required to be admitted to the school that is named in the statement. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

## **Definition of a looked after or previously looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

## **Sibling Definition**

Children (siblings) with a brother or sister already at the school who will 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.

## **Children of Staff**

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## **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. Birmingham Local Authority uses a computerised system called Cartology, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.

## **Shared Responsibility**

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, the child's main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

## **Separating “final qualifier” applications (twins, blocks of flats etc.)**

In a very small number of cases 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 where there are twins, 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 legal limit 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 twins or multiple birth applicants being offered different schools due to class size legislation, the sibling will be given priority over other applicants on the preferred school's waiting list.

## **Waiting list**

Following the offer of places, a waiting list will be kept in strict oversubscription criteria order until at least the end of the first academic term. Each added child will require the list to be ranked again in line with the oversubscription criteria.

## **Year 7 Applications**

All applications for September entry into year 7 must be made through the Local Authority. An application must be made online at [www.birmingham.gov.uk/](http://www.birmingham.gov.uk/).

## **In-Year Applications**

Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. Applications have to be accompanied by proof of home address and a copy of the child's short birth certificate or passport. On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

## **Appeals**

For hard to place or at risk pupils, applications are processed by Sharing Panel.

Appeals are administered by the Local Authority for this School. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Pupil Placements Service on 0121 675 0555 to request an appeal form. Appeals will be heard by an independent panel.

## **Fair Access Protocol**

The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under the in-year admission arrangements.

Fair Access Protocols exist to ensure that unplaced children outside the normal admissions round, especially the most vulnerable, are offered a suitable school as quickly as possible and to ensure that all schools in an area admit their fair share of children with challenging behaviour.

In the event of a governing body refusing to admit a pupil with challenging behaviour outside the normal admissions round, even though places are available, a referral will be made to the Local Authority for action under the Fair Access Protocol.

This provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs/EHC plan naming the school in question, as these children must be admitted.

All admission authorities must participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

## **Relevant area**

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 2017/2018.