

# **GREENHEART**

## **LEARNING PARTNERSHIP**

### **Admissions Policy**

**The Orchards Primary Academy**

**Signed off by Trust Board: February 2026**

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### 1. Aims

This policy aims to:

- Explain **how to apply** for a place at a Greenheart Learning Partnership (GLP) academy
- Set out the academy’s **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

### 3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school’s normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or

- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

#### 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Each child will receive only one offer of a place at a school.

There is no charge or cost related to the admission of a child to a GLP Academy. Applications for admissions are received through the local authorities coordinated admission scheme. Information about the local authority catchment and transport policies are available on the council's website: [School age - when can your child start school? | Apply for reception class or primary school | Birmingham City Council](#)

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the number of places available to other applicants. Children in Care means children who are in the care of or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application. It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the academy will not seek to obtain this information on behalf of the applicant.

GLP academies use the local authority geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the Academy. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data. More details regarding this can be found on the local authorities website.

The requirement to meet the Infant Class Size legislation may result in a refused application, even of catchment area or sibling where a class has already reached its limit of 30 pupils. However, as an exception, individual Academies will give careful consideration to offering places above the Admission Number to applications from children whose twin or

sibling from a multiple birth is admitted even when there are no other vacant places. The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e., where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case.

The academy is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately. If a place is offered on the basis of information submitted that is subsequently found to be incorrect at the time of allocation of places, then that place is likely to be withdrawn. If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

You will receive an offer for a school place directly from your local authority.

**Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.**

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

Parents' views

Information about the child's academic, social and emotional development

Where relevant, their medical history and the views of a medical professional

- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher, acting Headteachers, Head of School or Executive Headteachers views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Allocation of places

### **Admission number**

Each academy within GLP has an agreed admission number of pupils for entry in each academic year. The admission number for this academy is: 30.

### **Oversubscription criteria / Tie Break**

If the total number of preferences for admission to The Orchards Primary Academy exceeds the Academy's Published Admission Number (PAN), an order of priority is used by the local authority to allocate the available places based on the below criteria:

- 1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those 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.
- 2) Children who have an elder brother or sister in attendance at the preferred Academy and who will still be attending the Academy at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 3) All other children arranged in order of priority according to how near their home addresses are to the main gate of the Academy, determined by a straight-line measurement as calculated by the local authority's geographical information system.

Applicants can view the admission application process on the school's website, [Admissions - The Orchards Primary Academy](#)

Where it is not possible to accommodate all children applying for places within a particular category then the local authority will allocate the available places in accordance with the remaining criteria.

[School age - when can your child start school? | Apply for reception class or primary school | Birmingham City Council](#)

### **Children below compulsory school age (optional)**

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Before requesting whether to defer their child's entry to Reception, parents should visit their preferred school(s) to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the Academy.

## 7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will normally be offered a place as long as this does not prejudice provision or efficient education or the efficient use of resources.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the relevant academy.

**In the interests of safeguarding all schools must inform the Local Authority when a pupil has left.**

## 8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

You can find details of the school's appeals timetable on the following webpage your home local authority website.

[Appeals | Apply for reception class or primary school | Birmingham City Council](#)

## 9. Monitoring arrangements

This policy will be reviewed and approved by the Standards Committee every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Greenheart Learning Partnership Trust Board, as the admissions authority will publicly consult on these changes.