



ST LAURENCE CHURCH
JUNIOR SCHOOL

Admissions Policy
2025 2026

Version:
Ratified by the Governing Body:

December 2023
December 2023

Proposed Birmingham School Admission Criteria September 2025/2026

School name	St Laurence Church Junior School		
School address	Bunbury Road, Northfield, Birmingham B31 2DJ		
Headteacher	Mr Andrew Murphy	Tel no:	0121 464 6499
Admission Number:	90		

	<p>Our admissions process is part of the Local Authority co-ordinated scheme. Application forms are available from the Local Authority. The School's admission number is 90. 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 one at a time, by a committee of the Governing Board.</p> <p>Oversubscription criteria If the number of applications for a particular year group exceeds the number of places available the following criteria will be used:</p>
Admission Criteria	<ol style="list-style-type: none"> 1. Looked after (LAC), previously looked after children (PLAC) or internationally adopted previously looked after children (IAPLAC) 2. Children who are in Yr 2 at St Laurence Church Infant School. 3. Children who have a brother or sister who will still be attending either the Infant or Junior School at the date of admission. 4. Children who attend St Laurence Church, Northfield with their parent(s) for Sunday Worship. 5. Children who normally live with a parent(s) whose home is within the Parish of St Laurence Church, Northfield and whose parent(s) attend another Trinitarian Church. 6. Children who normally live with a parent(s) whose home is within the Parish of St Laurence Church, Northfield. Details of parish boundaries can be found at: Parish Boundary 7. Other children.
	<p>Notes Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the school that is named in the statement/plan. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.</p> <p>Criterion 1 Children looked after via Local Authority (in accordance with section 22 of the Children Act 1989) at the time of making the application to the school and children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangement Order or Special Guardianship Order immediately following having been looked after. From September 2021 this includes 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.</p> <p>Criterion 3 A brother or sister must live at the same address and could be:</p> <ul style="list-style-type: none"> • 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.

Criterion 4

At least 50% attendance is required for the twelve months prior to the Local Authority closing date for applications. For admission to Year 3 at the start of the academic year, 50% attendance is required between 1 January 2022 and 31 December 2022. A register, which is held in church, must be signed. An Additional Information Form is required under this category. For the purposes of education law, the Department for Education considers a 'parent' to include:

- All biological parents, whether they are married or not
- Any person who, although not a biological parent, has parental responsibility for a child or young person, this could be an adoptive parent, a step-parent, guardian or other relative
- Any person who although not a biological parent and not having parental responsibility, has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child

Criterion 5

(see the definition of 'parent' given in Note to Criterion 4)

At least 50% attendance is required for the twelve months prior to the Local Authority closing date for applications. For admission at the start of the academic year, 50% attendance is required between 1 January and 31 December during the year before the September start date. An Additional Information Form is required under this category.

For the purposes of these admission arrangements 'Trinitarian Church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity.

The list of nationally Designated churches can be found at [Designated Churches List](#)

General Notes

1. If offering places within any one of the criteria would cause the admission number for the school to be exceeded, then children living nearest to the **porch door of St Laurence Church** will be offered a place first. Distances are measured by the Local Authority admissions system using ADDRESS-POINT®. ADDRESS-POINT provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. If two or more applicants share the same distance to a school and a place is available the applicant to whom the place will be offered will be determined by the Local Authority by random selection.
2. Waiting lists are produced, in strict order of priority, against the over-subscription criteria and are managed by the Local Authority. Waiting lists are kept until the end of December in the year of admission. Adding a child to the waiting list will require the list to be re-ranked.
3. Applications, or changes to your application, received after the closing date and before the Governors' admissions meeting will be deemed to have been made late, but will be considered if possible. Applications received after the Governors' decision meeting will also be deemed to have been made late and will be considered after applications with the same priority that were received on time (unless there are particular circumstances which, in the opinion of the Governors, prevented you from applying earlier). If possible, places will be offered at the same school to twins, triplets and children from other multiple births.
4. 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). Documentary evidence may be required. If care is split equally, parents can choose which address will be used.
5. Applications made outside the normal admission round (in-year admission) should be made directly to the school. Parents/Carers can apply for a place for their child at any time and to any school. 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 its area. Parents will be notified of a decision to an in year application in writing within 15 school days.

6. The Governing Board 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.
7. Parents may seek a place for a child outside of their normal age group in special circumstances, for instance if the child is gifted and talented or has experienced problems such as ill health. Such applications should be made in writing to the Chair of the Governing Board of the school, via the school office, setting out the reasons for the request. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. If parents are seeking a place for their child in Year 3 (our intake year) out of their normal year group, they may, at the same time as making an application for admission to the child's normal age group through the Local Authority during the normal admissions round, make an application to the Chair of the Governing Board for admission of their child out of the normal age group. If the Governing Board agrees to the parent's request, the existing application for a Year 3 place may be withdrawn and the parent must then make a new application for a place in Year 3 as part of the main admissions round the following year, which will be considered against the normal oversubscription criteria (and there is no guarantee of a place being offered at this school at that stage). If the Governing Board does not agree to the parent's request, the parent must decide whether to accept any offer of a place for the child's normal age group. If such an offer is refused, then application may need to be made the following year for an in-year place in the child's normal age group (and again, there is no guarantee of a place being available at this school at that stage). A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. Therefore, a child educated out of their normal age group at this school may not be accepted out of their normal age group when moving to a different school or from junior to secondary school. Parents' statutory right of appeal against a decision to refuse admission does not apply if the child is offered a place at the school but it is not in the parent's preferred age group.
8. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may appeal in writing to the Chair of Governors. Appeals will be heard by an independent panel.
9. The Additional Information Forms is appended to this policy. Details of the Parish of St Laurence Church Northfield are available [.Parish Boundary](#)

*An additional information form is used by St Laurence's Church Junior School for applications under criteria 4 and 5 (see appendix to this Policy)

St Laurence Church Junior School

Additional Information Form

September 2025

I would like my child to be considered for a place at St Laurence Church Junior School under category

4 5 of the Admissions Policy (please tick as appropriate)

SURNAME OF CHILD _____ FIRST NAME _____

OTHER NAME(S) _____ MALE/FEMALE _____

DATE OF BIRTH _____

PRESENT ADDRESS _____

_____ POST CODE _____

HOME TELEPHONE NO _____ DAYTIME TELEPHONE NO _____

FULL NAMES OF PARENT(S) OR LEGAL GUARDIAN(S) (to be completed as appropriate):

CONTACT 1 _____ CONTACT 2 _____

PLACE OF WORSHIP YOU ATTEND

NB This is an additional information form and is not an application for a place at this school. Applications can only be made via the Local Authority's preference form which will be forwarded directly to you.

Date _____

For completion by Church Leader

Criteria 4**

I confirm that _____ (child's name) has attended St Laurence Church with their parent(s) for at least 50% of Sunday Worship between 1 January 2022 and 31 December 2022.

Criteria 5**

I confirm that _____ (child's name) lives with a parent(s) whose home is within the Parish of St Laurence Church Northfield and whose parent(s) attend another Trinitarian Church

**** Please delete as appropriate**

Signed: _____ (Print Name) _____

Position held in Church _____

Church Name: _____

Church Address: _____

Parents, please return this form by the Local Authority's closing date for applications to: St Laurence Church Junior School, Bunbury Road, Northfield, Birmingham B31 2DJ