

# Admissions Arrangements (2025 – 2026)



## Harper Bell Seventh-day Adventist School Primary School

Approved by: Governing Body

Date: March 2024

Next review due by: March 2025

Chair's signature: Elizabeth Walsh-Iheoma

**Determined by:** Birmingham City Council School Admissions Code September 2021

School name	<b>Harper Bell Seventh-day Adventist School</b>		
School address	29 Ravenhurst Street, Birmingham, B12 0EJ		
Headteacher	Ms Collette Woodburn	School tel no:	0121 693 7742
Local Authority Admission Number	0121 303 1888		

Harper Bell Seventh-day Adventist School is a voluntary aided school operated by the North England Conference of Seventh-day Adventists (NEC). The school is conducted by its governing body as part of the Seventh-day Adventist (Adventist) church.

#### **Mission Statement**

The mission of the Harper Bell Seventh-day Adventist School is to help each child to receive a balanced intellectual, spiritual, social, cultural, emotional and physical education. This is in harmony with our denominational standards and ideals. With God as the source of all moral value and truth we aspire to prepare our pupils for life.

As a Christian school, we aim to provide a Christian education for all our pupils. The Christian doctrine as embodied in the principles of the Holy Bible and practiced by the Seventh-day Adventist Church permeates every aspect of the school's activity. The Governing Body asks all parents/carers applying for a place to respect the Christian character of the school and its importance to the school community.

The school exists primarily to serve the Seventh-day Adventist community. However, the Governing Body welcomes applications from those of other denominations, faiths and the wider community who respect and support the religious ethos of the school.

The Governing Body has responsibility for determining admissions to this school and having consulted with the Local Authority, intends to admit pupils to the maximum number of 30 pupils from Reception to year 2 and 32 pupils from year 3 to year 6.

#### **Eligibility Criteria**

Parents/carers whose application is made on denominational grounds will be required to complete a Supplementary Information Form (available from the school office/local authority). This form must be completed by the parent/carer and signed by the Minister of the Church attended by the parent/carer and child before being returned. Failure to complete the school's Supplementary Information Form may affect the category in which your child is placed.

**Oversubscription of Seventh-day Adventist Children**

If there are more applications than places available, then places will be offered according to the following criteria in the following order:

- a. Children who meet the Seventh-day Adventist criteria (see Notes) who are or were previously looked-after by a Local Authority.
- b. Siblings of children already attending the school who meet the Seventh-day Adventist criteria (see Notes).
- c. Other children who meet the Seventh-day Adventist criteria (see Notes).

**Oversubscription Non-Seventh-day Adventist Children**

- d. Non-Seventh-day Adventist children who are or were previously looked-after by a Local Authority.
- e. Siblings of non-Seventh-day Adventist children already attending the school.
- f. Other non-Seventh-day Adventist children.

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the centre of the school. Birmingham Local Authority uses a computerised system, 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.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published oversubscription 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.

Note: Where a child lives with parents/carers with shared responsibility, each for part of a week, the home address will be where the child resides for the majority of the week. If a child's residence is split equally between both parents/carers, then parents/carers will be asked to determine the residential address for the purpose of admission to the school and proof may be requested.

**Application procedure and timetable**

1. Application for a place in Reception and Years 1 - 6 is by completion of the parent/carer's home Local Authority's (ie, the Local Authority in whose area the parent/carer is resident) Common Application Form. In Birmingham Parents/Carers will receive a letter asking them to apply online at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions). Blank preference forms will be available upon request for those who do not have access to the internet.
2. In Year applications are to be made direct to the school. The Local Authority will have In Year application forms available for parents/carers who request one but they are to be returned to the school not the Local Authority.
3. Parents/Carers whose application is made on denominational grounds will be required to complete the school's Supplementary Information Form (available from the school office or from the Local Authority).
4. The closing date for applications for places in the school's Reception class for September 2024 is 15<sup>th</sup> January 2024.
5. Late applications (ie, those received after the home Local Authority's designated

closing date) will be considered in accordance with the parent/carer's home Local Authority's procedure for dealing with such applications. This will normally mean that late applications will only be considered after all those received by the closing date. If all places have already been filled, parents/carers will be offered the opportunity of placing their child's name on the school's waiting list and advised of their right of appeal to an Independent Appeal Panel. Children on the waiting list will be ranked in the same order as the published oversubscription criteria.

6. The Common Application Form is obtainable from the parent/carer's home Local Authority. For parents/carers who are resident in the City of Birmingham, Birmingham Local Authority's Common Application Form is available from the school office.
7. The school's Supplementary Information Form is obtainable from the School Office, School website or the Local Authority.
8. The completed Supplementary Information Form should be returned to the school by the parent/carer's home Local Authority's designated closing date for applications.
9. The school may require parents to provide proof of address. This can be a council tax bill, a recent utility bill (gas, water, electric) received in the last 6 months. This should be brought to the School Office.
10. Offers of places will be sent to parents/carers by their home Local Authority in accordance with the authority's coordinated admissions scheme.
11. Parents/carers must indicate in writing to the school their intention to take up (or decline) the place by the parent/carer's home Local Authority's designated date. Failure to respond within a reasonable time will result in the place offered being withdrawn.
12. Parents/carers not allocated a place will be automatically placed on the waiting list and will be ranked according to the school's eligibility criteria. The list will be kept for one term.

### **Special Education Needs/EHC Plan**

The admission of pupils with a statement of Special Educational Needs//Education Health and Care Plan is dealt with through a separate procedure. Details of this are set out in the Special Educational Needs/EHC Plan Codes of Practice. In summary, any child with a statement of special educational needs/EHC 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. Contact the school or your home Local Authority for further details.

### **Waiting List Procedure**

If places subsequently become available the following will apply:

1. As the waiting list is maintained in the same order as the school's published oversubscription criteria, any place which becomes available will be offered to the child who ranks highest within the school's published oversubscription criteria.
2. For any place offered to a child on the waiting list, the School reserves the right to give parents/carers 10 days in which to decide to accept (or otherwise) the place. A written reminder will be given along with an extra 5 days, if no response is received. Failure to respond within this additional time will result in the place being withdrawn.
3. Waiting lists for all year groups will be maintained until the end of the Autumn term in the academic year of admission.

### **Appeals Procedure**

In the event of parents/carers not being offered a place for their child in any year

group, they are entitled to appeal to an Independent Appeals Panel. The grounds of appeal must be stated in writing to the Clerk to the Appeals Panel, c/o the School, as soon as is practicably possible once in receipt of the letter from the parent's home Local Authority informing them that a place is not available.

### **Deferred Entry**

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.

### **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.

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.

### **Notes:**

- i 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.
- ii. Siblings are defined as brothers or sisters, half-brothers or half-sisters, adopted/ foster brothers or sisters, and step brothers or step sisters living at the same address. Where the application is made on denominational grounds, the sibling(s) must be classed as Seventh-day Adventist according to Appendix I.
- iii Distance is measured in a straight line using a computerised mapping system based on Ordnance Survey data.
- iv For further information contact the School Office on 0121 693 7742.

### **Appendix I: Definitions**

Seventh-day Adventist children are defined as children whose parent(s) or carer(s) are:

- a. Baptised members of the Seventh-day Adventist church.
- b. Have normally attended the church on a weekly basis for at least 12 months before the closing date of this application.

### **Notes:**

- If church attendance is less than 12 months due to moving house, previous church attendance will be taken into account as long as attendance is continuous.
- The applicant should be the parent/carer with whom the child resides for the majority of the week.

Non Seventh-day Adventist children are defined as children whose parent(s) or legal carer(s) are members of other religions/faiths or parent(s) or carer(s) having no faith.