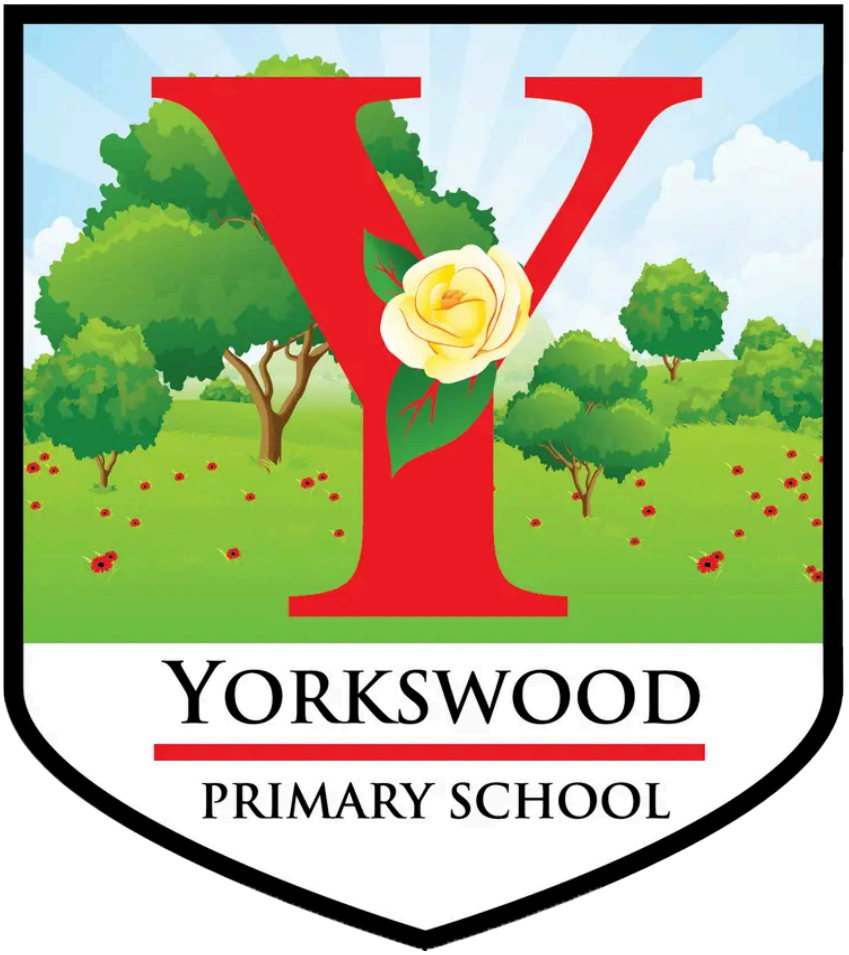
Yorkswood Primary School



Admissions Policy

Admission Authority	The Governing Body of Yorkswood Primary School, acting under the Robin Hood Multi Academy Trust (RHMAT).
Local Authority	Solihull Metropolitan Borough Council
Relevant Age Group	Reception
Published Admission Number (PAN)	60 pupils for entry into the Reception year group.
Publication Date	**Consultation only**
Consultation Requirement	This policy was consulted on between **December 2025 and January 2026.**
School Contact Details	Office: **0121 779 8770** Email: **enquiries@yorkswoodprimary.co.uk**

1. Admission Arrangements

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

The school's Published Admission Number (PAN) is 60. Where the number of applications is lower than the school's admission number, all applicants will be admitted.

2. Statutory Duty to Admit

Before the oversubscription criteria are applied, the school must admit any child with an Education, Health and Care (EHC) Plan which names Yorkswood Primary School.

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

3. Oversubscription Criteria

If the school receives more applications than the Published Admission Number (PAN), the following criteria will be applied in the order set out below to allocate the remaining places:

Priority	Supporting notes
Priority 1: Looked After and Previously Looked After Children (LAC/PLAC)	Children who are currently, or were previously, in the care of a local authority (Looked After Children). This includes children who were in “state care outside of England” if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society, who are now adopted or subject to a residence order or special guardianship order. This criterion is given the highest priority
Priority 2: Children with Compelling Medical or Social Need	Children for whom there is a compelling and exceptional medical or social need to attend Yorkswood Primary School. This must be evidenced by a relevant independent professional (e.g., a Consultant, Psychologist, or Social Worker) at the time of application, detailing why only this school can meet the child's needs.
Priority 3: Children who normally live in the school’s catchment area.	All other children. Priority will be given to those living nearest to the school. ● Distance Measurement and Home Address Procedure: Distance is measured as a straight line from the child's permanent home address to the pedestrian gate. This measurement is determined by the Solihull MBC computerised admissions system, which uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG) for accuracy. ● The home address is the place where the child is permanently resident with his or her parents. If care is shared between two parents, the parent must provide a copy of

	the court order defining the arrangement to the council. In the absence of a court order, the council will use the address of the parent who is in receipt of the Child Benefit, and two years of documentation proving this award must be sent.
Priority 4: Siblings	Children who have a sibling attending Yorkswood Primary School at the time of admission. Definition of Sibling: A brother or sister must live at the same address and could be: a full, half, step, or adopted brother or sister living at the same permanent address as the child seeking admission. This definition also covers a half-brother or half-sister (sharing one parent); a stepbrother or stepsister (related by a parent's marriage or civil partnership); the separate children of couples who live together; or an adopted or fostered brother or sister
Priority 5: Children attending Brambles	Children who are currently enrolled at and attending Brambles at Yorkswood Primary School at the time of application.
Priority 6: Children of Staff	A child of a member of staff where the member of staff has been employed at the school for two or more years at the time the application is made; OR the staff member was recruited to fill a vacant post for which there is a demonstrable skill shortage.
Priority 7: Other children, outside catchment, living closest to the school, measured in a straight line from the child's home.	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. The grid reference for the school will be the main pedestrian gate if there is more than one.

4. Tie-Breaker

In the event that two or more applicants have an equally high priority (or the same distance measurement) and there are not enough places for all of them:

- **Multiple Births:** If possible, places will be offered at the same school to twins, triplets, and children from other multiple births, as long as the school complies with infant class size legislation.
- **Random Allocation:** 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 random allocation system will be carried out independently of the Admissions Authority.

5. Waiting List and Appeals

Waiting List

- Yorkswood Primary School participates in the waiting list scheme coordinated by Solihull MBC.
- Waiting lists are produced in strict order of priority against the published oversubscription criteria. A child's position on the waiting list may move down if a child with a higher priority joins the list.
- Parents who are refused a place will be added to the waiting list for the remainder of the half term. To stay on the list, parents must contact the Solihull Admissions Team the week before every school holiday.

Appeals

- Parents have a statutory right to appeal the decision not to offer their child a place.
- Appeals are heard by an independent appeal panel.
- Parents should contact the Solihull Admissions Team at admissions@solihull.gov.uk or the Appeals Team at school.appeals@solihull.gov.uk for appeal forms and further information.

6. Additional information

Fraudulent Information 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.

Fair Access Protocol 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.

Late applications: If the school is undersubscribed any application received after the closing date must be admitted