



Admissions Policy

Lordswood Boys' School



Approved by:

Board of Trustees

Date: 29/09/2025

Person responsible for this policy:

Head of School

Status: Statutory

Next review due by:

28/09/2025



Admissions Policy

Lordswood Boys School is an inclusive school, welcoming children from across the area and beyond. The Governors are committed to ensuring that the admissions to Lordswood Boys' School reflect the full range of ability.

Year 7 admissions to Lordswood Boys School for September (yearly) will be co-ordinated through Birmingham LA's Co-ordinated Scheme. Applications should be submitted to the Local Authority on the Common Application Form to reflect its timetable.

The admission number for entry at Year 7, 8, 9, 10 and 11 is 150.

The admission arrangements described in this document will apply to admissions for September (yearly).

Applications must be made online at www.birmingham.gov.uk/schooladmissions or by using a Local Authority Preference Form.

Oversubscription Criteria

Where there are more applications than there are places available, places will be allocated based on the following order of priority:

1. Looked after or previously looked after children.
2. Siblings A child with a brother in the school (years 7 – 11).
3. Children who live nearest the school.

Within each of these categories, priority is given to those who live nearest the academy, calculated on the basis of a straight-line measurement between home and School. Lordswood Boys' School have adopted the Local Authority's definitions for 'Looked after or previously looked after children', 'Distance', 'Sibling', 'Shared Responsibility' and 'Separating "Final Qualifier" applications (blocks of flats etc)'.

Brothers

The Governors see the benefits of children from the same family attending the same school and give priority to brother connections in its policy for allocating places. The definition of brother includes stepbrothers, half-brothers, and adopted brothers living at the same permanent address. However, where the school is over-subscribing no guarantee can be given that places will be available for brothers.



Compulsory School Age

Brothers are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the Governors will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Governors will select by drawing lots.

Confirmation of Address

A student's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned will be confirmed with each child's primary school. In any case of dispute, parents will be asked to provide appropriate documentary evidence to confirm address and residency. Where documentary evidence can substantiate, to the satisfaction of the Governors, that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a place is offered on the basis of an address that is subsequently found to be false or misleading in order to gain entry to the school, then that place may be withdrawn.

Special Educational Needs

Any child with a statement of special educational needs 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.

Late Applications

The closing date for applications in the normal admissions round is 31 October of the year preceding admission. After that date, the Local Authority will continue to receive applications, but these will be considered late and may not be processed until after 1 March of the year of admission.



Appeals

Appeals are administered by the Local Authority for this school. Parents who wish to appeal against the decision to refuse their child admission should visit www.birmingham.gov.uk/schooladmissions to complete an online appeal form. Appeals will be heard by an independent panel.

Note: Distances are calculated on the basis of a straight line measurement between the applicant's home address and the front gates of the school on the drive leading to the main school entrance.

Waiting Lists

If Lordswood Boys' was a parent's preferred choice of school and they have not been allocated a place, they will be informed of their right to appeal and asked if they wish to go on to the waiting list. Waiting lists are maintained for at least one term in the academic year of admission and children will be ranked in the same order as the published oversubscription criteria detailed above.

Should places become available at Lordswood Boys', an offer to students from the waiting list will be made. Inclusion on Lordswood Boys' waiting list does not mean that a place will eventually become available. It may be that those already allocated places do not give them up and that Lordswood Boys' is unable to make further offers in the future.

In Year Admissions

Lordswood Boys' School will consider all in year applications for admissions and if the year group applied for has a place available, a place will be offered after our compulsory testing. Any in-year applications should be made to the school directly. The Academy trust will notify and liaise with the Local Authority to co-ordinate all such applications and inform applicants of decisions. School organization has been set up to meet the needs of a staged increase in year group numbers. Pupil admission number (PAN) is set at 150 for Year 7, 8, 9, 10 and 11. Any application over these numbers will be refused. If a place is not available, the parent can ask for his or her child to be added to the waiting list.

Out of Year Admission Requests

Where a parent/carer seeks a place for their child outside their normal age group, they must notify their intention on the application. Parents/carers will then be contacted to discuss the matter further as each case will be considered on the circumstances of each case and in the child's best interests. The criteria in the table below will be used to inform the decision. There are no guarantees that such applications will be agreed. Parents/carers will be sent a letter setting out the decision and reasons for it.



Criteria for deciding to admit a child “out of their normal age group”. Please note this is not a simple tick list exercise and an overall qualitative judgment will be formed as to the suitability of the placement request.

School, parents, child and involved professionals all feel that this placement would substantially increase the probability of the child’s successful inclusion in mainstream school.

This decision is not being made in order to delay other interventions, such as placement into a different school.

This decision is not being made due to difficulties in making appropriately differentiated provision in the class to which the child should normally transfer.

Consideration has been given to the long-term emotional and social impact of this placement.

Consideration has been given to the likely future placements for the child, e.g. returning to their own year group or remaining with the new year group.

There has been a discussion with parents about likely future issues, e.g. leaving school without completing Key Stage 4, no guarantees that transfer from primary to secondary school out of the normal year will be agreed by secondary schools.

All involved feel that the child will be able to learn more from the children in the proposed year group than by being around children of their own age group.

The child will have a peer group in their new class, which is likely to continue to be somewhere that the child can ‘fit in’ as the cohort matures.

The child has previously been educated out of their normal age group and/or they may naturally have fallen into a lower age group if it were not for being born prematurely.

Appeals

Parents who wish to appeal against the fact that their child has not been allocated a place at the school may apply to the school who will arrange for appeals to be registered. An independent panel will hear appeals.