



**Deanery C.E. Primary School**  
**Academy Status**

**Admissions Policy**  
**2025 – 2026**

# The Deanery School Christian Ethos

Our School Motto – ‘Ad Majorem Dei Gloriam’

Translated this simply means ‘To the Greater Glory of God’

## **Vision**

We believe that everything we do is a faithful response to God’s faithfulness, shown to us through Jesus Christ. Our vision is to reflect God’s Glory in every season of life, in all aspects, from the little things, to the big.

## **Beliefs and Values**

We believe that God’s heart is for his children to thrive in a happy, secure, and caring environment at the Deanery. It is an essential part of our Christian ethos that we thank God for how he has demonstrated peace, love, faith, joy, grace and hope to us. We seek to reflect these core values throughout all areas of life in the school.

We believe that education, strengthened by our faith, is the vehicle with which children can achieve their full potential.

## **School Culture**

At the Deanery we aim to provide opportunities and experiences for everyone to learn and develop their social, creative and academic skills within a motivating and stimulating environment.

### **We aim to:**

- Foster an environment that is enriched spiritually, morally, ethically and socially through the Christian faith.
- Value each child as unique, regardless of faith, ability, gender or ethnicity.
- Nurture children to be polite, respectful and considerate towards one another. Offer a range of opportunities and experiences to develop their confidence, self-esteem and independence.
- Encourage each child to fulfil their potential within all areas of the curriculum.
- Promote knowledge and understanding through a secure, stimulating and enriched environment.
- Create a broad educational experience that is enriched both morally and spiritually through partnership with staff, governors, parents, the local community, parishes of the Deanery and Birmingham Diocese.
- To enable each child to value themselves and have aspirations for the future.
- To recognise everyone’s place in the wider community.

**DEANERY CE PRIMARY SCHOOL**  
**14 FOX HOLLIES ROAD, WALMLEY, SUTTON COLDFIELD, B76 2RD**

Our admissions process for September admissions is part of the Local Authority coordinated scheme. Applicants must apply to their home Local Authority by the closing date.

The school's published admission number for year **2025 – 2026** is **60**. Where the number of applications is lower than the school's admission number, all applicants will be admitted.

**Oversubscription criteria**

If the number of applications for a particular year group exceeds the number of places available, each application will be given a priority and places will be allocated in the following order:

**Priority 1:**

Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) at the time of making an 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 Arrangements Order or Special Guardianship Order immediately following having been looked after. 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.

**Priority 2**

Brothers or sisters of children at the Deanery School in the year of admission. (See note 2)  
A Supplementary Information Form indicating sibling name is required.

**Priority 3**

Children of parents who are of Church of England denomination who live in and are regular worshippers within the parish boundaries of the 14 churches listed (see note 6). A Supplementary Information Form confirming regular church attendance, signed by a member of the clergy is required.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.

**Priority 4**

Children of parents who are of another Christian denomination who live in and are regular worshippers within the parish boundaries of the 14 churches listed (see note 6). A Supplementary Information Form confirming regular church attendance, signed by a member of the clergy is required.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.

**Priority 5**

Children who live nearest the school (as defined and measured by the Local Authority).

## Notes:

1. Children with an Education and Health Care Plan that names Deanery CE Primary School will be offered a place first. This may reduce the number of places available.
2. Under priority 2 a brother or sister must live at the same address and could be:
  - A brother or sister sharing the same parents;
  - A half-brother or 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.
3. 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. A person typically 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.
4. A child's home address is the place where the child is permanently resident with his or her Parent(s). 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). If care is split equally, the parents can choose which address will be used.  
In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts.  
Proof of residence will be required. Acceptable documentation for your child's application includes:
  - A copy of your Council Tax bill
  - A copy of a recent utility bill (gas, water, electricity, dated within the last six months)
  - A solicitors letter stating that contracts have been exchanged and specifying a completion date
  - A signed and dated tenancy agreement of not less than 12 months, plus proof of residency, e.g. a copy of a recent utility bill

This is not a comprehensive list. Additional or different proof may be requested. If a parent knowingly provides false information as proof, which would affect the success of their application, they may have the place withdrawn.
5. Regular church attendance means attendance at public worship at least twice a month and for at least 15 months prior to submission of application (For Little Hollies Nursery, 12 months prior to submission of application). This is measured by each Incumbent of the church within the old Deanery of Sutton Coldfield.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the

requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.

If the family is moving in to the old Deanery of Sutton Coldfield a letter demonstrating attendance at least twice a month, for at least 15 months preceding the date of submission of the application and signed by the minister of their previous church will be required.

For the purposes of these admission arrangements 'another Christian 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:

[https://www.churchofengland.org/sites/default/files/20104/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/20104/list_of_designated_churches_3_oct_18.pdf)

## 6. Under priority 3 & 4

Parish boundaries of one of the following 14 churches:

- All Saints Four Oaks – Belwell Lane B74 2XU
- Emmanuel Wylde Green – Little Green Lanes B72 1YG
- Holy Trinity Sutton Coldfield – Sutton Coldfield B72 1SD
- St Chad Sutton Coldfield – Holyfield Road B75 6AX
- St Chad Wishaw – The Gravel B76 9QB
- St Cuthbert's Castle Vale – St Cuthbert's Place B35 7PL
- St Columba's Banners Gate – Chester Road North B73 6TX
- St George's Minworth – Water Orton Lane B76 9BU
- St James Hill Mere Green – Mere Green Road B75 5BW
- St John's Walmley – Walmley Road B76 1NG
- St John the Baptist Middleton – Middleton Village B76 2AN
- St Michael's Boldmere – Boldmere Road B73 5RX
- St Nicholas Curdworth – Glebe Fields B76 9EY
- St Peter's Maney Hill – Maney Hill Road B72 1JJ

For further details please see the website [www.achurchnearyou.com](http://www.achurchnearyou.com)

7. If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority from child's home address point to school address point. If two or more applicants share the same distance to the school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).
8. Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after applications with the same priority that were received on time.
9. Waiting lists are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of December in the year of admission. Waiting lists will be re-ranked on receipt of each application.

10. In-Year applications: Applications made outside the normal admissions round should be made directly to the school. An In-Year Application form and a Supplementary Information Form, must be submitted if you are applying under priorities 1 – 4. An In-year application form can be downloaded from Birmingham City Council’s website and on the school’s website.

<https://www.deanery.bham.sch.uk/parents/admission-criteria>

The school will notify parents of the decision in writing within 15 school days and 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 their area.

11. Appeals: Parents who wish to appeal against a decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of the Governing Board, via the school office. Appeals will be heard by an independent Panel.
12. Fair Access Protocol: The Governing Board recognises its duty to participate in the Local Authority Fair Access Protocol.
13. Admission of children below compulsory school age and deferred entry:

13.1 A child is entitled to a full-time place at school in the September following their fourth birthday. The child’s parents can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which application was made.

13.2 Where 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.

13.3 Compulsory school age is the prescribed day on or following the child’s fifth birthday. The prescribed days are 31 December, 31 March and 31 August: ie: A child born between 01 September and 31 December must be in compulsory education by the 31 December. A child born between 01 January and 31 March must be in compulsory education by 31 March. A child born between 01 April and 31 August must be in compulsory education by the beginning of the final term of the school year (unless the provisions relating to summer-born children below are applied).

14. Admission of children outside their normal age group:

14.1 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.

- 14.2 Summer-born Children (those born between 01 April and 31 August)

14.2.1 Parents of a summer born child may choose not to send their child to school until the September following the child’s fifth birthday, when they will apply for the child to enter Year 1. There is no guarantee that a place will be available at the school at this stage, as the year group may well already be full.

#### 14.2.2

(a) Parents of a summer born child may, at the same time as making an application to the Local Authority for a Reception place in the child's normal age group, make a request of the school's Governing Board that the child may apply the next year to be admitted to the Reception Class in the September following the child's 5th birthday instead. The request 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. The Governing Board will make its decision on the basis of the individual circumstances of each case and in the best interests of the child concerned and will set out clearly the reasons for the decision.

(b) If the Governing Board agrees to the parent's request, the existing application for a Reception place may be withdrawn and the parent must then make a new application for a place in Reception 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).

(c) 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 normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday (when, again, there is no guarantee of a place being available at this school).

14.3 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 primary to secondary school.

14.4 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.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance to be found at:

<https://www.gov.uk/government/publications/summer-born-children-school/Academy-admission>

### **Little Hollies Nursery**

It is the Governors' policy to admit children at one point of entry in the September following the child's third birthday.

All applications must be made on the 'Application for Admission to Little Hollies Nursery' form (Appendix 1) and returned to the school.

The decision to offer a place to a child will be made by the Admissions Committee of the Governing Body following the Admission Criteria for the Primary School that school year.

Any additional hours in excess of the allocated Nursery session will be subject to a charge as indicated on the Little Hollies Nursery Extended Services charges form which can be obtained from the school office.

The admission number for Little Hollies Nursery is 52 part-time morning sessions.

**Oversubscription criteria**

If the number of applications exceeds the number of places available, places will be allocated in accordance with the priorities for the Primary School as stated on page 3.



**Appendix 1**



**Deanery C.E. Primary School  
Academy Status**  
Fox Hollies Road, Walmley, Sutton Coldfield. B76 2RD  
Tel: 0121 351 6615/6441 Fax: 0121 313 0320  
E-mail – [enquiry@deanery.bham.sch.uk](mailto:enquiry@deanery.bham.sch.uk)  
Head Teacher: Mrs Jayne Luckett

**LITTLE HOLLIES NURSERY APPLICATION FORM 2025/26**

**Morning Session 9.00 am -12.00 noon**

**DETAILS OF CHILD**

Surname:	Forenames:	Other Names:
Date of Birth :	Gender: Male/Female	
Address:		
Postcode:	Contact Tel. No:	
Name(s) of other children already in Deanery CE Primary School		Class:
Name of present/previous Nursery/Playgroup:		

Are there any agencies involved? e.g. speech therapy pre-school team, social services?  
If yes, please give details.  
Have you any other concerns:

Parent 1: Full Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address if different to child: \_\_\_\_\_  
Contact details : Work: \_\_\_\_\_ Mobile: \_\_\_\_\_ email address: \_\_\_\_\_

Parent 2: Full Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address if different to child: \_\_\_\_\_  
Contact details : Work: \_\_\_\_\_ Mobile: \_\_\_\_\_ email address: \_\_\_\_\_

Please indicate if your child is Looked After or Previously Looked After by the Local Authority or Internationally Adopted Previously Looked After

Please indicate if your child has an Education, Health and Care Plan (EHCP)

**I certify that to the best of my knowledge the information I have supplied is complete and correct.**  
**SIGNATURE OF PARENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*This part must be completed by your Vicar/Minister – **Please complete all sections particularly date the family started attending church.***  
\*Regular church attendance means “attendance at church worship at least twice a month 12 months prior to submission of application.” In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship

NAME OF VICAR: ..... NAME OF CHURCH:.....

DENOMINATION: ..... TEL. No. ....

ADDRESS:.....

Have the parents attended church since March 2024?.....

Have parents attended at least twice a month since this date? .....

I certify that to the best of my knowledge the information I have supplied is complete and correct.

**SIGNATURE OF VICAR OR MINISTER:**..... **DATE:** .....

**ADMISSION TO THE NURSERY DOES NOT GUARANTEE A PLACE IN THE SCHOOL.** (A separate application must be made for school)  
CLOSING DATE FOR APPLICATIONS: FRIDAY 22 MARCH 2024  
OFFER LETTERS WILL BE POSTED ON FRIDAY 19 APRIL 2024  
CONTACT THE SCHOOL FOR FURTHER INFORMATION.

<b>OFFICE USE ONLY.</b> Date received in office:	<b>Birth Certificate:</b> Seen YES/NO	<b>Proof of Residency:</b> Seen YES/NO

**Appendix 2**



**Deanery C.E. Primary School  
Academy Status**

Fox Hollies Road, Walmley, Sutton Coldfield. B76 2RD  
Tel: 0121 351 6615/6441 Fax: 0121 313 0320  
E-mail – [enquiry@deanery.bham.sch.uk](mailto:enquiry@deanery.bham.sch.uk)  
Head Teacher: Mrs Jayne Lockett

**Supplementary Information Form  
in respect of a request for a school place in Reception Class - September 2025**

**Please complete & return this form to the school at the above address by 15 January 2025**

An online application to the Local Authority must also be completed. All enquiries relating to admission for September 2025 should be referred to School Admissions Service, PO Box 16513, Birmingham B2 2FF (0121 303 1888)

DETAILS OF CHILD		
Surname:	Forenames:	Other Names:
Date of Birth :	Gender: Male/Female	
Address:		
Postcode:	Contact Tel. No:	
Name(s) of other children already in Deanery CE Primary School		Class:
Name of present/previous School / Nursery / Playgroup:		
Parent 1: Full Name:	Title:	
Address if different to child:		
Contact details : Work:	Mobile:	email address:
Parent 2: Full Name:	Title:	
Address if different to child:		
Contact details : Work:	Mobile:	email address:
Please indicate if your child is Looked After or Previously Looked After by the Local Authority or Internationally Adopted Previously Looked After		
Please indicate if your child has an Education, Health and Care Plan (EHCP)		
<b>I certify that to the best of my knowledge the information I have supplied is complete and correct.</b>		
<b>SIGNATURE OF PARENT:</b> _____		<b>DATE:</b> _____
<i><b>This part must be completed by your Vicar/Minister – Please complete all sections particularly the date the parents started attending church.</b></i> *Regular church attendance means “attendance at church worship at least twice a month 15 months prior to submission of application for Reception.” In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.		
NAME OF VICAR: ..... NAME OF CHURCH:.....		
DENOMINATION: ..... TEL. No. ....		
ADDRESS:.....		
Have the parents attended church since September 2023? .....		
Have parents attended at least twice a month since this date? .....		
I certify that to the best of my knowledge the information I have supplied is complete and correct.		
SIGNATURE OF VICAR OR MINISTER:.....		DATE: .....
<b>OFFICE USE ONLY.</b> Date received in office:	<b>Birth Certificate:</b> Seen YES/NO	<b>Proof of Residency:</b> Seen YES/NO



# Deanery C.E. Primary School

## Academy Status

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 Tel: 0121 351 6615/6441 Fax: 0121 313 0320  
 E-mail – [enquiry@deanery.bham.sch.uk](mailto:enquiry@deanery.bham.sch.uk)  
 Head Teacher: Mrs Jayne Lockett

**Application for In-Year Admission Form 2025/26**  
**(in respect of a request for a school place other than September Reception intake)**

<b>DETAILS OF CHILD</b>		
Surname:		Forenames:
		Other Names:
Date of Birth :		Gender: Male/Female
Address: Postcode:		Contact Tel. No:
Name(s) of other children already in Deanery CE Primary School		Class:
Name of present/previous School / Nursery / Playgroup:		
Parent 1: Full Name:		Title:
Address if different to child:		
Contact details : Work:	Mobile:	email address:
Parent 2: Full Name:		Title:
Address if different to child:		
Contact details : Work:	Mobile:	email address:
Please indicate if your child is Looked After or Previously Looked After by the Local Authority or Internationally Adopted Previously Looked After Children		
Please indicate if your child has an Education, Health and Care Plan (EHCP)		
<p><b><i>This part must be completed by your Vicar/Minister – Please complete all sections particularly the date the parents started attending church.</i></b> *Regular church attendance means “attendance at church worship at least twice a month 15 months prior to submission of application.” In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.</p>		
NAME OF VICAR: ..... NAME OF CHURCH:.....		
DENOMINATION: ..... TEL. No. ....		
ADDRESS:.....		
Have the parents attended church at least twice a month 15 months prior to submission of application?.....		
I certify that to the best of my knowledge the information I have supplied is complete and correct.		
<b>SIGNATURE OF VICAR OR MINISTER:.....</b>		<b>DATE: .....</b>
<b>OFFICE USE ONLY.</b>	<b>Birth Certificate:</b>	<b>Proof of Residency:</b>
<b>Date received in office:</b>	<b>Seen YES/NO</b>	<b>Seen YES/NO</b>