

Benson Community School

Head Teacher: Mrs B Dennis B.Ed Hons
Deputy Head: Mrs S Rana



SEPTEMBER 2016

BENSON COMMUNITY SCHOOL - ADMISSION

The school makes full use of its available accommodation. There are 20 rooms suitable for class bases, 2/3 for each year group on average. Some classes are above the recommended minimum of 30 pupils (up to 31).

To apply for a place at Benson School you need to approach us directly and complete an In-Year Application form.

You will need to bring your child's full birth certificate and passport along with your proof of address.

Your child is then placed onto the waiting list in accordance with the distance from your home address.

You will hear from the school once a place has become available. You and your child will be invited to a meeting at the school before s/he starts at Benson. We will ask a few questions relating to previous school/s, child's health and provide you with some general information about our School.

Places at the school are allocated in accordance with Birmingham L.A.'s Admission Policy.

- 1) Children undergoing assessment under Sections 321 and 323 of the Education Act 1996. (Statement of Need)
- 2) Having an older sibling already at Benson, regardless of distance from the school.
- 3) Distance measured in a straight line from the child's home to the front entrance of Benson School.

ENTRY TO RECEPTION

Children usually start school in the September after their 4th birthday.

To secure a place at Benson you need to complete an online application at www.birmingham.gov.uk/schooladmission during the Autumn Term before your child starts Reception.

Parents of new Reception children are invited to visit the school before the children start. An induction day is held in the Summer Term. We will explain the curriculum and the routines of this important 1st year in school.

All children new to the school also receive a home visit prior to starting school.

Children who transfer to Benson from another school are encouraged to visit us with their parents before they start.

NURSERY ADMISSIONS

At Benson we offer both full and part time places. Part time places consist of 2 full days and one half day per week. To receive a full time place you will need to meet the criteria set out by Birmingham City Council. Please note that ALL children attend on a part time basis (3 hours per day), until they are settled and happy to stay for the full day.

Parent/Carers should register their interest at the school office. Children are eligible for a nursery place the September after their 3rd birthday.

Please bring your child's full birth certificate, passport, proof of address and details of any previous nursery school to the school office.

A home visit by the nursery staff, or a visit to a 'Stay and Play' session is offered prior to your child starting nursery to foster a link between home and school.

At your request, your child will be placed on a waiting list if the nursery is full at the time of registration.

OVERSUBSCRIBED SCHOOLS

Where there are more applications for places than a school can accommodate, the places must be allocated strictly according to the Authority's approved order of priority based on the criteria published in the booklet 'How to start your child at school'.

This is as follows:-

- a) Looked after children (in public care): This includes any child/young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 20 of the children Act 1989, is remanded or detained in Local Authority accommodation under Criminal Law or who has been placed for adoption.
- b) Children with siblings already at the school.
- c) Children who live nearest the school.

In a few cases where the Authority has agreed a catchment area for the school, children living within that area have priority over those children living outside it.

If vacancies occur because of pupils not taking up places or leaving the school, places continue to be allocated according to the above criteria.

HOW TO APPEAL

If you wish to make an appeal you need to contact the Local Authority on; 0121 303 1888

You will be sent out a 'Notice of Appeal Against Admission Decision Form'. You must complete this with as much information as possible to support your application and send it back to the address below:-

Directorate for People

School Admissions and Pupil Placements Service
PO Box 16513

Birmingham
B2 2FF

Should you need help with completing this appeal form then approach the school for help.

If you have any questions concerning your appeal please contact Children's Information and Advice Service on 0121 303 1888. Details of your appeal will be forwarded to the school.