COLMERS SCHOOL
& SIXTH FORM COLLEGE

Admissions Arrangements

2026–27

Statutory framework	School Standards and Framework Act 1998; School Admissions Code 2021; School Admission Appeals Code 2022; Equality Act 2010
Year 7 PAN	210
Sixth Form capacity	75 students in each year group
External Year 12 PAN	20
Admission authority	Governing Body
Status	Proposed amendments subject to the applicable consultation and determination process
Review	Determined and published annually

1. Introduction

These arrangements govern admission to Colmers School and Sixth Form College for the 2026–27 school year. The school is its own admission authority. The arrangements are intended to be fair, clear and objective and must be read with the statutory School Admissions Code and School Admission Appeals Code.

2. Education Health and Care Plans

A child whose Education, Health and Care Plan names Colmers School and Sixth Form College will be admitted. This takes place through the statutory EHC Plan process rather than the ordinary admissions process and may be above the Published Admission Number. Such admissions reduce the number of places available to other applicants.

3. Year 7 Published Admission Number

The Published Admission Number for entry to Year 7 in September 2026 is 210.

4. Normal-round applications

Applications for Year 7 are coordinated by the applicant's home local authority. Birmingham residents should apply through Birmingham City Council at www.birmingham.gov.uk/schooladmissions. Applicants living elsewhere must use their home local authority's application process and timetable.

5. Year 7 oversubscription criteria

Where more applications are received than places available, applications will be ranked in the following order:

1. Looked-after children and previously looked-after children, including children who appear to the admission authority to have been in state care outside England and ceased to be in state care because they were adopted.
2. Children who will have a sibling attending Years 7–11 at Colmers at the time of admission and whose home address is within three miles of the school.
3. Children whose home address is within three miles of the school.
4. Children who will have a sibling attending Years 7–11 at Colmers at the time of admission and whose home address is more than three miles from the school.
5. Other children.

Within each category, priority is given to the child whose home address is nearest to the school, measured in a straight line from the address point of the home to the front school gate on Belton Grove.

6. Definitions

A looked-after child is a child in the care of a local authority or provided with accommodation by a local authority in the exercise of its social-services functions. A previously looked-after child is one who ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order. The term also includes a child who appears to have been in state care outside England and ceased to be in state care because they were adopted.

A sibling includes a full, half, step, adopted or foster brother or sister, and another child living permanently in the same household as part of the same family unit. The sibling must be on roll in Years 7–11 when the applicant is admitted.

The home address is the child's permanent principal residence at the closing date. Where a child lives at more than one address, the address at which the child ordinarily spends the majority of school nights will be used. If time is shared equally, the admission authority will use the address registered with the child's GP or another objective address agreed after considering the evidence. An address of convenience or temporary address used to gain priority will not be accepted.

7. Tie-break and multiple births

If two or more applicants within the same criterion have exactly the same measured distance and cannot otherwise be separated, computerised random allocation will be used. The process will be supervised by a person independent of the school. A fresh random allocation will be undertaken each time a waiting-list place is offered. Where the final qualifying applicants are twins or other children from a multiple birth, the school will admit them together where required by the Code.

8. Admission outside the normal age group

A parent may request admission outside the child's normal age group. The parent should apply for the normal age group at the usual time and submit a written request with reasons and supporting evidence. Each request will be decided individually and in the child's best interests.

The admission authority will consider the parent's views; the child's academic, social and emotional development; medical history and professional evidence; whether the child has previously been educated outside the normal age group; whether the child was born prematurely; and the Headteacher's views. The decision and reasons will be given in writing before National Offer Day where the request was made in time.

If a future-year request is agreed, no place is reserved and a fresh application must be made at the appropriate time. A parent has no statutory admission appeal solely against the age-group decision, but may complain about the decision-making process. If a place is subsequently refused, the ordinary right of admission appeal applies.

9. Waiting list

The school will maintain a waiting list until at least 31 December in the school year of admission. It will be ranked using the published oversubscription criteria and reranked whenever a child is added. Priority is not determined by the date of application or the date a name was added. A child allocated a place through the Fair Access Protocol takes precedence where the Code requires this.

10. In-year admissions and Fair Access

In-year applications are made directly to the school. The school will aim to notify the applicant in writing within ten school days and must do so within 15 school days. A refusal will give the reason, right of appeal, deadline and contact details. The school will notify Birmingham City Council of the application and outcome as soon as reasonably practicable, normally within two school days.

The school participates in Birmingham's Fair Access Protocol. Eligible vulnerable and hard-to-place children may be admitted through that protocol, including above the relevant year-group number where required.

11. Successful off-site direction placements

Where a pupil registered at another school successfully completes an off-site direction placement at Colmers School and Sixth Form College, the schools, parent or carer and pupil may agree that a permanent transfer to Colmers is in the pupil's best interests. Any permanent transfer will be arranged through an appropriate managed move, in-year admission or Fair Access process, in accordance with the School Admissions Code and Birmingham's locally agreed procedures. A successful off-site direction does not automatically guarantee a place or displace another applicant entitled to priority under the published oversubscription criteria.

12. Appeals

A parent whose child is refused a place will receive the reason for refusal, information about the right to appeal, the deadline and the correct contact details. Appeals are heard by an independent appeal panel. The admission authority will publish its appeal timetable by 28 February each year and allow at least 20 school days from notification that an application was unsuccessful for an appeal to be lodged.

13. Sixth Form admissions

The planned overall capacity is 75 students in Year 12 and 75 students in Year 13. Within the Year 12 total, the Published Admission Number for external applicants is 20. Existing Colmers Year 11 pupils who meet the published academic entry requirements may transfer internally and do not apply through the external admissions process.

Academic and course entry requirements are published in the Sixth Form prospectus and are the same for internal and external applicants. A meeting may be held to discuss courses and options, but it will not form part of the decision whether to offer a place. No supplementary information form is used.

Where more external applicants meet the entry requirements than there are external places available, priority will be given in this order:

1. Looked-after and previously looked-after applicants, including those previously in state care outside England who ceased to be in state care because they were adopted, provided they meet the published academic entry requirements.

2. Other applicants who meet the published academic entry requirements, ranked by straight-line distance from the home address to the front school gate on Belton Grove.

The definitions and independently supervised tie-break in these arrangements also apply to Sixth Form admissions. Applicants refused a Sixth Form place have the applicable statutory right of appeal.

14. Determination and review

The Governing Body will determine and publish admission arrangements annually. Material changes will be consulted upon in accordance with the statutory timetable. Corrections required to comply with mandatory provisions of the Admissions Code will be made through the applicable statutory process.