



**THE MINSTER SCHOOL SOUTHWELL  
Y7 ADMISSIONS 2015**

**Ethos Statement**

*“Recognising its historic position within the Foundation of Southwell Minster, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Cathedral, Parish and Diocesan level.*

*The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to its students and all other members of the school community.”*

**Admission Arrangements**

Applications for intake into year 7 are coordinated by Nottinghamshire County Council and applications must be made to your home local authority. Admission applications to all other year groups must be made to Nottinghamshire County Council irrespective of where you live.

For entrance to the school in September 2015, the closing date of the co-ordinated admission scheme is 31<sup>st</sup> October 2014. Places are allocated on 2<sup>nd</sup> March 2015. A copy of the co-ordinated admissions scheme is available from Nottinghamshire County Council at [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions)

The Published Admission Number (PAN) for entry into Y7 is 225. Students in Y6 of the Minster School Junior Department will automatically transfer into Y7.

(All parents must submit an application to the home local authority for a school place in Y7) Parents should also complete a **Minster School Supplementary Information Form** which should be returned directly to the school before the closing date.

Students who have a **Statement of Special Educational Needs** where The Minster School is named in the child's Statement will be admitted

## OVER-SUBSCRIPTION CRITERIA

If more applications are received than there are places available, the Governors will apply the following criteria.

- (a) A “**looked after child**” or a **child who was previously looked after**. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) See definitions page.
- (b) **Foundation Places**

**Up to 55 FOUNDATION PLACES:** to be allocated in the following order of priority to those able to demonstrate genuine religious commitment who have applied by the closing date:

- (i) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years, at a Church of England Church as a communicant, and is living in the Catchment Area (see below) at the time of entry to Y7.
- (ii) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years at a Church of England Church as a communicant.
- (iii) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years at a Church of England Church and, but who are not communicants.

*Applicants for Foundation Places are advised that the parent is required to complete the relevant section of the Supplementary Form and have it counter-signed by their Minister of Religion. This supplementary form must be returned to the school by the closing date.*

*In the event of there being more applicants than places available for **Foundation** places, the deciding factors, in order will be:*

Pupils who will have a sibling (as defined below) on the Minster School roll at the time of entry to the school

In the event of oversubscription within any criterion in (b), preference will be given to the child living nearest the school as the crow flies. Distances are measured from the entrance to the child’s home to the principal entrance of the main administrative building of the school, using Nottinghamshire County Council’s computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

- (c) **Catchment Places:** for children who live in the following civil parishes at the closing date for applications:

Bleasby , Caunton, Edingley, Farnsfield, Fiskerton, Goverton, Halam, Halloughton, Hockerton, Kirklington, Maplebeck, Morton, Normanton, Rolleston, Southwell, Thurgarton, Upton, Winkburn.

NB It is residence in the listed civil parishes which is relevant, **not the Primary School attended**. You can check if you are living in our catchment area by entering your post code at:

[www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions)

*In the event of there being more applicants than places available for **Catchment** places, the deciding factors, in order will be:*

Pupils who will have a **sibling** (as defined below) on the Minster school roll at the time of entry to the school **and then** preference will be given to the **child living nearest the school as the crow flies**. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school, using Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

(d) **PARENTAL PREFERENCES**

*In the event of there being more applicants than places available for **Parental Preference** places, the deciding factors, in order will be:*

- (i) Pupils who will have a sibling (as defined below) on the Minster School roll at the time of entry to the school
- \* (ii) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years at a Christian Church in membership of Churches Together in England (see <http://www.cte.org.uk/Publisher/Article.aspx?ID=147646>)
- \* (iii) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years within another faith community

In the event of oversubscription within any criterion in (d), preference will be given to the child living nearest the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school, using Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

*\* Applicants for Foundation Places are advised that the parent is required to complete the relevant section of the Supplementary Form and have it counter-signed by their Minister of Religion. This supplementary form must be returned to the school before the closing date.*

## **SPECIAL CONSIDERATION**

**The following groups of children will be given special consideration by the Governors:**

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional **at the time of application**, and where it can be demonstrated that the Minster School is the **only** school that can meet these needs. The Governing Body will consider the written evidence provided to decide whether the application can be allocated as special circumstances. Admission under special circumstances will have priority over all but (a) in the criteria.

Aptitude is not considered to be a Special Circumstance.

## **Withdrawing an Offer of a Place**

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would indicate fraudulent application, intentionally misleading applications, a false claim to residence and the failure of a parent to respond to an offer of a place within 14 days.

### **“Hard to Place Students”**

The Minster School participates in Nottinghamshire County Council’s Fair Access Protocol (School Admissions Code 3.9 refers) Students will be admitted in accordance with the locally agreed protocol for “hard to place students”.

## **Waiting List**

In the event of over subscription, and where an application has been refused, the school will operate a waiting list in line with Local Authority arrangements. A child’s place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The Governors of the school in partnership with the Local Authority will administer the waiting list for the duration of the co-ordinated admissions scheme i.e. the end of the Autumn Term. Inclusion on the waiting list does not mean a place will eventually become available.

## **Late and Mid-Term Applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered upto the date outlined in the coordinated scheme, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. All other applications received after this date will be considered late.

Applications for in-year admissions will be processed in line with Nottinghamshire County Council’s in-year coordinated scheme. In the event of a place being available in the appropriate year group then that will be offered. If no places are available the application will be refused and you will be given the right to appeal. Waiting lists are not held for in-year applications.

The children of nomadic Travellers will be included in the Fair Access Protocol.

## **Appeal**

All applicants who are refused a place in the school have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place.

## SOME DEFINITIONS

### Brothers and sisters

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not; and
- Any person who, although not a natural parent, has parental responsibility for a child or young person; and
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through:

- Being granted a residence order;
- Being appointed a guardian;
- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare); or
- Adopting a child.

### Residence

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three 'school' nights, i.e. Sunday, Monday, Tuesday, Wednesday or Thursday, will be taken to be the place of residence.

Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. The Governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

### Looked After and Previously Looked After

A '**looked after child**' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

**Previously Looked After - Under** the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

**Residence Order** - Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

**Special Guardianship Order** - See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

For admissions purposes only, term dates are defined as

*Autumn Term 1 September - 31 December*

*Spring Term 1 January - 31 March*

*Summer Term 1 April - 31 August*