

# Chetwynd Primary Academy

## DETERMINED ADMISSION ARRANGEMENTS - 2015/2016

The Published Admission Number (PAN) at Chetwynd Primary Academy is 43 pupils per year group.

### **Admission Oversubscription Criteria**

In accordance with the School Admission Code, Chetwynd Primary Academy operates within Nottinghamshire County Council's Coordinated Admissions Scheme. We have adopted the Nottinghamshire Community and Voluntary Controlled Schools Standard Reception Year admission oversubscription criteria. We do not currently require additional information to consider your application fully.

### **Special consideration for all year groups**

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application. The appropriate governing body will consider the written evidence provided to decide whether the application may be processed as 'special circumstances'. Admission under 'special circumstances' will have priority over all but the first numbered criteria.

**In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:**

1. Children who are looked after by a Local Authority and previously Looked After children
2. Children who live in the catchment area at the closing date for applications and who at the time of admission will have a brother or sister attending the school
3. Other children who live in the catchment area at the closing date for applications
4. Children who live outside the catchment area and who at the time of admission will have a brother or sister attending the school
5. Other children who live outside the catchment area

Attending school is taken to be on roll at a school for the purposes of admissions. In the event of oversubscription, within any criterion, preference will be given to children who live nearest to 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 system. In the event of two distances being equal the measurement will be taken from the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

### **In Year Applications**

Chetwynd Primary Academy participates in Nottinghamshire County Council's non-statutory In Year Admissions Scheme to (a) assist in safeguarding matters and (b) to help prevent parents/carers from having to make multiple applications.

Full information about the coordinated in-year scheme is available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

## Definitions

### **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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

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). Previously looked after children are those who were adopted immediately following having been looked after. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Home Address**

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 that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (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 if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought by the governing body. The evidence should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

### **Parents**

For school admissions the school will consider the following as parents:

- the mother of the child
- an adoptive parent
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- any other person who has acquired 'parental responsibility through the courts

### **Siblings**

For school admissions the school will consider the following as sibling:

- a brother or sister who share the same parents
- a half-brother or half-sister or legally adopted child living at the same address as the child
- a child looked after by a local authority placed in a foster family with other school age children
- stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

### **Multiple Births**

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

## **Waiting lists**

Where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day or, for in-year applications, the date when the application was refused.

. Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated.

. Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received. Waiting lists are maintained in partnership with Nottinghamshire County Council until the end of the academic year. Inclusion on a waiting list does not mean that a place will eventually become available. Places on the waiting list are determined by the published oversubscription criteria.

## **Admission Appeals**

Chetwynd Primary Academy is responsible for determining its own admissions and appeals arrangements. If your child is not allocated a place then you have a statutory right of appeal. Appeals should be lodged within 20 school days of the decision letter being received. Currently, appeals received are forwarded to an Independent Appeal Clerk who makes all the necessary arrangements for the Appeal to be heard by an Independent Appeals Panel within the required timelines. Appeals will begin from May 2015 onwards.

## **False information**

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

## **Fair Access Protocol**

Nottinghamshire County Council's Fair Access Protocol works in partnership with schools, parents and carers to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. Chetwynd Primary Academy participates in Nottinghamshire County Council's Fair Access Protocol.

The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.