



# **Flying High Trust Partnership**

**Admission Policy for  
Cotgrave Candleby Lane School**

## **Admission arrangements for children starting school**

Admissions for children about to start school are decided by the governors of the school, but coordinated by Nottinghamshire County Council's Admissions Office – 01623433499 or [admissions.ed@nottscc.gov.uk](mailto:admissions.ed@nottscc.gov.uk)

The published admission number per year group is 90.

### **Admission oversubscription criteria**

In the event of over subscription, the following criteria will be applied, in priority order, to determine 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 looked after by a local authority and previously looked after children
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school
3. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school
4. Children who have a parent working at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Children who live in the catchment area
6. Other children

In the event of over subscription within all but the first 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 to the main administrative building of the school using the Nottinghamshire County Council's computerised distance measuring software.

In the event of two distances being equal, random allocation will be used as tie-break. This process will be independently verified.

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

Waiting lists are held for the reception intake year and will be held until 31<sup>st</sup> December of the intake year.

Children offered a place in our school who were born between 1 September and 31 August of the appropriate admission year, have the option to start full-time school from the beginning of the autumn term. Parents may choose to defer their child's admission to the following term or until the beginning of the term following their child's fifth birthday, provided that the child's admission takes place within the current school year and subject to discussion with the Head of School.

Should parents of summer born children choose to defer their child's admission until the September after their fifth birthday and request their child enter the reception class the admission authority will make a decision on the basis of the circumstances of each individual case.

### **Special Circumstances**

The following groups of children will be given special consideration in their application for a particular school: 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 stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of the application.

The governors will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

### **In year admissions to year groups other than the intake year**

Admission into school is decided by the governors of the school, but coordinated by Nottinghamshire County Council. Applications forms can be obtained from Nottinghamshire County Council, [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

Applications for admission to year groups other than the intake year group will be considered in relation to the published admission limit which applied when the year group was first admitted to the school, subject to infant class size restrictions. If places are available within the year group, the child will be admitted. If there are more applications than places available, the oversubscription criteria above will be used to determine which child can be offered a place.

The governors use the same definitions (sibling, parent, home address) as those of Nottinghamshire County Council – these are published in the “Admissions to schools: guide for parents”.

A definition of 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.

A definition of a “previously looked after child” is a child who:

(a) ceased to be looked after because they were adopted (under the terms of the Adoption and Children Act 2002 Section 46 (adoption orders)), or (b) became subject to a residence order (under the terms of the Children Act 1989 Section 8 - an order settling the arrangements to be made as to the person with whom the child is to live), or (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian (or special guardians)).

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire County Council’s “Admissions to Schools” booklet and the County Council website [www.nottscc.gov.uk](http://www.nottscc.gov.uk) including. This also outlines how the co-ordinated admissions scheme and late applications are processed.

## **Appeals**

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. Applicants wishing to appeal should contact the school within 20 school days of the refusal letter to obtain the necessary forms.

## **Fair Access Protocol**

Cotgrave Candleby Lane School participates in Nottinghamshire County Council’s Fair Access Protocol.