



## **Fairfield Primary Academy DETERMINED ADMISSION ARRANGEMENTS – 2015/2016**

The Published Admission Number (PAN) at Fairfield Primary Academy is 30 pupils per Infant year group and 70 pupils at year 3.

### **Admission Oversubscription Criteria**

In accordance with the School Admission Code, Fairfield Primary Academy operates within the Nottinghamshire County Council's Coordinated Admissions Scheme. We have adopted Nottinghamshire's Standard Reception and Year 3 (junior criteria) for 2015-2016 as detailed below. 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 school's Admissions Committee 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.**

### **Reception – admission oversubscription criteria**

1. Children who are looked after by a Local Authority –including 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

### **Year 3 – junior admission oversubscription criteria**

1. Children who are looked after by a Local Authority –including previously looked after children
2. Children who attend the linked infant school and who, at the time of admission, will have

- a brother or sister at the school or the linked infant school
3. Other children who attend the linked infant school
  4. Children who live inside the catchment area but who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
  5. Other children who live in the catchment area and do not attend the linked infant school
  6. Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
  7. Other children who live outside the catchment area and who do not attend the linked infant school.

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. In the event that two distances remain equal, lots will be drawn by a person independent of the school.

### **In Year Applications**

Fairfield 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.

Definitions:

### **Looked After Children and Previously Looked After Children**

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 the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 '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. Evidence that a child's place of residence is **permanent** may also

be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The school Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

### **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.

Twins and multiple births - where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### **Waiting lists**

**During a normal admissions round** 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.

- 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 oversubscription criteria and not by the date an application was received. Waiting lists are maintained until the end of the Autumn Term in partnership with Nottinghamshire County Council. 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.

**For in-year applications**, Fairfield Primary Academy does not operate waiting lists for in year applications. An exception is made for late applications for intake rounds (i.e. Reception (F2) and Year 3) where waiting lists are still in place for the Autumn term. These applications will be included within waiting list processes albeit managed as an in-year application.

### **Late Applications – normal admissions rounds only.**

1. Applications from parents/carers received after the closing date may be considered by Nottinghamshire County Council as on-time, with the agreement of the relevant admission authority (Fairfield Primary Academy), in the following circumstances:

- relocation into the area of Nottinghamshire County Council from another local authority
- relocation within Nottinghamshire
- exceptional reasons for missing the closing date, e.g. family bereavement, hospitalisation or family trauma

Information outlining why the application was received late together with evidence of relocation must be provided for children starting school for the first time

2. Late applications received will be considered after the offer day in line with the coordinated arrangements irrespective of the individual circumstances. Any applications received will be processed in line with NCC's scheme.

### **Admission Appeals**

Fairfield 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 outcome of your application. 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. The appeals timetable will be published on the school website. Appeals will begin from June 2014 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.
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 operates a Fair Access Protocol to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.

Fairfield Primary Academy participates in Nottinghamshire County Council's Fair Access Protocol.