



Leverton C of E Academy

Admissions Policy

The admission of pupils to Leverton C of E Academy 2013/2014

1. This document sets out the admission arrangements for Leverton C of E Academy, Main Street, North Leverton, Retford, Notts. DN22 0AD.

Admission arrangements approved by the Secretary of State

2. The published admission number (PAN) is 15. This is the number of children who can be admitted into the 'intake year' and preferences are agreed until the PAN has been reached.
3. The governing body operates a single entry admission policy prior to the child's fifth birthday, admitting children full-time at the beginning of the Autumn Term. The children are offered a part-time place in school for the preceding Summer Term. Some parents wish to defer the start of full-time education until compulsory school age. If you would like to take up this option, you may arrange the details with the Head Teacher. Further information on the admission of summer born children is available in Nottinghamshire County Council's Admissions to school: a guide for parents available at www.nottinghamshire.gov.uk/admissions.

Application process

4. Parents must apply for a place through their home local authority admissions process. The form must be completed by the closing date. In addition, applicants applying under religious criterion should also complete the supplementary application form which requires verification from a minister. If this document is not completed your child may be ranked in a lower criterion.

Consideration of applications

5. The Academy will consider all applications for places which arrive before the deadline. Where fewer than the published admission number for any relevant age group are received, the Academy will offer places to all those who have applied. All applications received after the closing date will be accepted but considered after those received on time.

Admissions oversubscription criteria

6. Where the number of applications for admissions is greater than the published admissions number, applications will be considered against the criteria, and in the order, set out below. 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

using the Nottinghamshire County Council's computerised measuring system, from the administrative office of the Academy. In the event of two distances being equal, lots will be drawn and independently verified.

The Academy will admit any child with a statement of special educational needs that names the Academy. This will reduce the number of places available for other children. After the admissions of children with statements of special educational need which name the Academy on the statement, priority will be given to:

- a). Children, 'looked after 'or fostered under an arrangement made by the local authority and previously looked after children
- b). Children who live within the Catchment area of the Academy and who, at the time of admission, will have a sibling (brother or sister) attending Leverton CE Academy.
- c). Children who live outside of the catchment area and who, at the time of admission, will have a brother or sister attending Leverton CE Academy.
- d). Children who live inside the catchment area.
- e). Children who live outside of the catchment area and whose parents/carers regularly attend the 'Churches of the Levertons'. Parents applying under this criterion must also complete the supplementary admission form.
- f). Any other children

Special Circumstances

Children whose particular medical needs, mobility support needs, special educational needs or other 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 will be given special consideration. The evidence must be presented at the time of application and will be considered by the Admissions Panel. Admission under 'Special Circumstances' will take precedence over all but the first numbered criteria.

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

7. Offer of a place

The home local authority will make the formal offer of a place to parents or guardians on behalf of the Governing Body of the Academy. Parents should contact the Academy by 30th April to either accept or reject the offer of a place. This will in no way affect parent's right of appeal for a place at another school.

8. Refusal of a place

In the event of parents being informed that their child has not secured a place within the Academy the letter issued by the local authority will include, the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed that if they wish to appeal, they have to set out grounds for an appeal in writing. Appeals should be logged within 20 school days of the date of the refusal letter.

9. Waiting List

If applications exceed the number of places available, the Academy will operate a waiting list in accordance with the above oversubscription criteria. The Academy maintains a clear, fair and objective waiting list. Positions on the waiting list may go up or down depending on whether places become available, or if late applications are received. Priority will **not** be given to children based on the date that their application was received. Looked after Children, and those allocated a place in line with the Fair Access Protocol will take precedence over those on the waiting list, as agreed with the Secretary of State. The waiting list ceases to exist on 31st December of each Academic year.

10. In-year admissions

Applications for in-year admission should be made directly to Leverton C of E Academy by obtaining an in-year application form from the Academy office. Applications for in-year admissions will normally be considered in relation to the published admission limit. If places are available within the year group, the child will be admitted.

Where there are more applications than places available, the applications will be refused and offered the right to appeal. Applications will be placed on a waiting list and considered in line with the Academy's admissions criteria.

11. Appeals Procedure

If a child is not allocated a place, parents/carers have a statutory right of appeal. Parents who are dissatisfied with an admissions decision made by the Academy have the right to appeal. Appeals should be addressed to the Admissions Offer at the Academy within 20 school days of receiving the decision letter from the local authority. The appeal will be heard by an Independent Appeals Panel and parents will receive advanced notification of the time and date of the appeal hearing, to which they can go and make their case. Following the appeals hearing, the Clerk of the appeals panel will write to parents informing them of the panel's decision.

The Appeal panel will be independent of the Academy and arrangements will be in line with the School Admission Appeals Code 2012 published by the Department for

Education (DfE, 2012). The appeals panel will be formed in accordance with the School Admission Appeals Code 2012 and is binding on all parties involved.

Definitions

Leverton C of E Academy use the same definitions as published in Nottinghamshire County Council's Admissions to schools: guide for parents in respect of home address, , parents, siblings and twins.

From Admissions Code 2012:

Definition of a looked after child:

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

Definition of Regular Attendance:

Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. A Vicar's/Minister's letter will be required in the year before admission. The only exception will be those families who have moved into the area within the previous year and can provide a Vicar's/Minister's letter to confirm that they were committed and regular members of a church in the place where they used to live.