



## Admissions Policy – 2015/16

The Proposed admissions number is 60.

Children with special education needs that names the school will be admitted.

### **Over-Subscription**

Where the number of applications for admissions exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Looked after children and children who have previously been looked after.
2. Children who, at the time of admission, will have another 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 have a brother or sister attending the school.
5. Other children who live outside the catchment area.

If applications exceed the number of places available the school will operate a waiting list in which priority will be given on the basis of the above criteria.

### **Measuring distance “as the crow flies”**

In the event of over-subscription distances are measured from the entrance of the child’s home to the principal entrance of the main entrance of the school by the Local Authority which currently uses a computerized measuring system. In the event of two distances being equal, lots will be drawn and independently verified.

### **In-Year Admissions**

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The school participates in Nottinghamshire County Council's in-year scheme and therefore applications are made directly to the local authority.

### **Late Applications**

Late applications are those submitted after closing date for the coordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered as specified in the coordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples may include family bereavement, hospitalization and family trauma. Supporting evidence may be required.

When the school is informed by the Local Authority that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within four weeks, the school will notify the local authority that the offer of a place should be withdrawn and offered to a child ranked highest on the waiting list.

### **Waiting List**

If after the offer of places has been made up to the PAN, the school is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the school in partnership with the Local Authority for the duration of the coordinated admissions scheme. The position on this waiting list will be determined by the school's published over-subscription criteria. Once the coordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the school. The waiting list will be maintained for the remainder of the current academic year.

### **Independent Appeals**

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is significant and material change in circumstances. Appeals should be addressed to the Clerk to the Governors c/o the school within twenty days of the refusal. The Academy uses the services of the Local Authority for any appeals.

### **Coordinated Admission Scheme**

All applications for places in the normal year of entry are made to the home local authority on the common application. For entrance to the school in September 2014 the closing date for coordinated admissions is 15<sup>th</sup> January 2014.

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

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Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time.

### **Definitions:**

#### **Residence**

This is defined as the child's ordinary place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If the 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 as 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. Proof of residence and other evidence from the court regarding parental responsibilities in these matters may be required.

#### **Looked after Children**

The revised School Admissions Code 2012, Section 1, 1.7, has expanded on who should be given priority in admission arrangements with regards to looked after children and children who were previously looked after.

*A "looked after child" or a child who was previously look after but immediately after being looked after became subject to adoption, residence or special guardianship order<sup>1</sup>. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989)*

- 1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A residence order<sup>1</sup> 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 defines a "special guardianship order" as an order appointing one or more individuals to be the child's special guardian(or special guardians)*

#### **Brother or Sister**

The governors define brother or sister as being those children who share the same biological parents. This includes half-brother or half- sister or legally adopted child living at the same address as the child.

Where applications are received in respect of twins, triplets or children of other multiple births, the Local Authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this

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is not possible, the parent will be asked which child(ren) should take up the place(s). The parent will still have right of appeal against refusal of a place.

### **Parent**

Section 576 of the Education Act 1996 defines “parent” to include; all natural parents, whether they are married or not; and any persons 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 of a child has by law. People other than a child’s natural parent can acquire parental responsibility.

### **Catchment Area**

Details of the school’s defined catchment area can be obtained from the school.

