



**MANSFIELD
PRIMARY ACADEMY**

ADMISSIONS POLICY

2015/16

PROCEDURE FOR ADMITTING PUPILS TO THE MANSFIELD PRIMARY ACADEMY

The Mansfield Primary Academy provides for the needs of children within the 3 to 11 age range.

The Academy participates in the Nottinghamshire County Council's co-ordinated scheme and timelines.

Admission number(s)

1. The Academy has the following agreed admission numbers for the year 2013/2014 and, subject to any changes approved or required by the Secretary of State, for subsequent years:
 - a) 30 for pupils in Year R (Reception)

Admission number for primary provision (age 5)

2. The Mansfield Primary Academy has an agreed admission number of 30 places in Year R (the Reception year). The Academy will normally admit pupils to primary education at a single point at the beginning of the school year in which they attain the age of 5. Accordingly, the Academy will admit a maximum of 30 children each year in the relevant age group if sufficient applications are received. Parents have the right to defer admission until the term in which their children become five (5) years of age.
3. Arrangements for applications for places at the Mansfield Primary Academy will be made in accordance with the Nottinghamshire LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority.
 - a) September/October - the Mansfield Primary Academy will provide opportunities for parents to visit the Academy
 - b) By 15 January – Parents complete the common application form (CAF) and return it to the LA to administer
 - c) 16 April – offers made to parents.

Consideration of applications

6. The Mansfield Primary Academy will consider all applications for places at the Academy.

Where fewer than the published admission number(s) for the relevant year groups are received, the Mansfield Primary Academy will offer places to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Procedures where the Mansfield Primary Academy is oversubscribed

7. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception (statutory age 5) – oversubscription criteria

8. The Academy will first accept all pupils with a statutory right to a place at the Academy through a statement of special educational needs naming the Mansfield Primary Academy. After the admission of pupils with statements of special educational needs, criteria will be applied for the remaining places in the order in which they are set out below.
9. For this age group, after the admission of children with statements of special education needs which name the Academy on the statement, the criteria are, in order:
 - a) Looked After children and previously Looked After children* (*see definitions*).
 - b) Children with a sibling* on roll at the Academy at the time of application (*see definitions*).
 - d) Other children.

In the event of oversubscription, within any of the above criterion, preference will be given to children who live nearest to the Academy as the crow flies* (*see definitions*).

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

Operation of waiting lists

10. As required by the Schools Admissions Code, the Mansfield Primary Academy will maintain a waiting list until the end of the autumn term. Applications for inclusion on a waiting list will be ranked according to our oversubscription criteria as described in paragraph 9 above.

Arrangements for in-year admissions

11. From 2013-14 the Mansfield Primary Academy will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. Parents should contact the Academy directly for an application form; further details are on our website at www.mansfieldprimaryacademy.org
12. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.
13. If more applications are received than there are places available, the oversubscription criteria in paragraph 9 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

Right of Appeal

14. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal.

15. If refused admission you should contact the Academy at the address below to lodge an appeal:

Mansfield Primary Academy
Newgate Lane
Mansfield
Notts
NG18 2LB

Please mark your envelope 'Admissions Appeals'.

Fair Access

16. The Mansfield Primary Academy participates in Nottinghamshire County Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Definitions

1. Definition of 'Looked After' children and previously 'Looked After' children

In accordance with the Education (Admissions of Looked After Children) (England) Regulations 2006 and in accordance with Section 22 of the Children Act 1989, a 'looked after child' is defined as:

- a child who is in the care of a Local Authority at the time an application for admission to the Academy is made
- a child who is 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 the Academy.

Previously Looked After children are children who were looked after, but ceased to be so because they were adopted¹ (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.

1. 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)

2. Definition of siblings and the position of twins

Sibling:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application.

3. Definition of the distance to an intending pupil's home

Distance as the crow flies will be determined using the Microsoft AutoRoute application using direct (straight line) measurement from the entrance to the child's home to the principal entrance of the main administrative building of the Academy.

Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it.

Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the Academy than any subsequent dwelling counted clockwise.

4. 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, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, the address where the child permanently spends at least three '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 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.

The evidence should prove 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 between parents will not be taken into consideration. The designated officer may also seek proof of residence from the courts regarding parental responsibilities in this matter.

In all cases all those with parental responsibility must be in agreement with the preferences made.

- 5.** If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person outside of the Academy.