

Admission Arrangements

Application Procedures

First admission

All children will be offered a school place from the September of the academic year in which they turn 5. For those parents who wish to defer full time schooling for their child we offer a second point of entry the following January. Parents have the legal right to defer beyond this point and in such cases these arrangements need to be agreed with the school on an individual basis

The home Local Authority (LA) will distribute a Common Admission Form to be returned to the LA. Parents will be able to express preferences for schools. Those parents stating a preference for admission into this school will need to complete a supplementary form with supporting information relevant to this school. These are available from the school and need to be returned to the school by the date identified. Where the additional information is not provided or the supplementary form is not completed this will affect consideration of the application by this school. The determination of places will take place against the School's Admission Criteria. The LA will make offers of places on the Offer Day.

Transfer from Another School and Applications for Admission outside of the Normal Admission Round (In-year admissions)

St Mary Magdalene CE Primary school participates in Nottinghamshire County Council's in-year coordinated scheme. Full details are available at www.nottinghamshire.gov.uk/schooladmissions.

Admission oversubscription criteria

The school has an admission number of 30, and an overall accommodation limit of 210, the following criteria are used to determine which pupils aged four to eleven should be admitted to school. If the school is not over subscribed, all applicants must be offered a place. If the school is over subscribed then the following criteria will be used to rank the applications after those children with a statement of special educational needs that names the school have been allocated.

1. Places at the school will first be given to children a "looked after child" or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence or special guardianship order¹. 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' 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. Places at the school will then be given to children who, at the time of admission, have a sibling attending the school, and whose parent(s)/guardian(s) have a supporting reference from the vicar of the parish church of St Mary Magdalene, Sutton-in-Ashfield. Preference will be given to applicants who live nearest to the school as the crow flies.
3. Places at the school will then be allocated to children who, at the time of admission, have a sibling attending the school, and whose parent(s)/guardian(s) have a supporting reference from the vicar/priest etc of one of the churches in the named cluster. Preference will be given to applicants who live nearest to the school as the crow flies.

4. Places at the school will then be allocated to children who, at the time of admission, have a sibling attending the school, and whose parent(s)/guardian(s) have a supporting reference from the vicar/priest etc of a Church of England church. Preference will be given to applicants who live nearest to the school as the crow flies.
5. Places at the school will then be allocated to children who, at the time of admission, have a sibling attending the school, and whose parent(s)/guardian(s) have a supporting reference from the vicar/priest etc of a Christian church. Preference will be given to applicants who live nearest to the school as the crow flies.
6. Places at the school will then be allocated to children whose parent(s)/guardian(s) have a supporting reference from the vicar of the parish church of St Mary Magdalene, Sutton-in-Ashfield. Preference will be given to applicants who live nearest to the school as the crow flies.
7. Places at the school will then be allocated to children whose parent(s)/guardian(s) have a supporting reference from the vicar/priest etc of one of the churches in the named cluster. Preference will be given to applicants who live nearest to the school as the crow flies.
8. Places at the school will then be allocated to children whose parent(s)/guardian(s) have a supporting reference from the vicar/priest etc of a Church of England church. Preference will be given to applicants who live nearest to the school as the crow flies.
9. Places at the school will then be allocated to children whose parent(s)/guardian(s) have a supporting reference from the vicar/priest etc of a Christian church. Preference will be given to applicants who live nearest to the school as the crow flies.
10. Places at the school will then be allocated to children who, at the time of admission, have a sibling attending the school. Preference will be given to applicants who live nearest to the school as the crow flies.
11. Places at the school will then be allocated to children who live nearest the school as the crow flies.

Consideration will be given by the governing body to applicants who can establish particular medical, special educational needs or social grounds relating to their child with supporting written evidence from a doctor, social worker or other relevant professional. Each case will be determined according to the merits of the case. It may be decided to accord a higher priority to an individual case.

The school will offer places over and above the planned admission number where the child whose twin or sibling from a multiple birth is admitted. In the case of infant class size the additional sibling would be an “excepted pupil”.

The Cluster of Churches is:

All Saints’, Stanton Hill

St Andrew’s, Skegby

St Mary Magdalene’s, Sutton-in-Ashfield

All Saints’, Huthwaite

St Katherine’s, Teversal

St Michael’s, Sutton-in-Ashfield

DEFINITIONS

- **PARENT** is deemed to be 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 1st December 2003) he was registered as the father on the birth certificate or any other person who has acquired 'parental responsibility' through the courts. We may require evidence of this.
- **SIBLING** is deemed to be a brother, sister, half brother, half sister, stepbrother or stepsister
- **HOME ADDRESS** is deemed 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 different parts 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 different addresses, where the child spends at least three school nights (Sunday, Monday, Tuesday, Wednesday, Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.
- **CROW FLIES** measurements are a straight-line measurement taken from the entrance of the pupil's registered address to the reception office of the main school using Nottinghamshire County Council's distance measuring software. In the event of two distances being equal, lots will be drawn and independently verified.
- **SUPPORTING REFERENCE** is when a minister of religion can confirm that at least one parent worships monthly and has done so for at least one year.
- **OTHER CHRISTIAN DENOMINATIONS** The Board of Education recommends the definition of other Christian faiths as "churches belonging to Churches Together in England or those belonging to the evangelical alliance." A list of member churches of 'Churches Together' can be found on <http://cte.org.uk>
- **A WAITING LIST**
 - For first admission lasts until the end of the admission year and is maintained in strict admission criteria order irrespective of date of application.
 - For transfer or application outside the normal admission round lasts until the end of the current academic year and is maintained in strict admission criteria order irrespective of date of application.

The school participates in the Fair Access Protocol.