

St. Peter's C of E (Voluntary Aided) Primary School  
Gringley-on-the-Hill  
2015-16

**ADMISSION ARRANGEMENTS**

The Published Admission Number (PAN) is 12 children per year. In the event of over-subscription, all applications for the reception year will be considered in accordance with the admission criteria, as set out below.

Each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission, stating in their arrangements that each child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list

**FIRST ADMISSIONS**

Children who are allocated a place will be admitted full-time at the beginning of the academic year of their 5<sup>th</sup> birthday. This is a single point of entry admission system. Parents may defer their child's admission until the start of the term after their 5<sup>th</sup> birthday by:

- a) Requesting that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and
- b) Requesting that their child takes up the place part-time until the child reaches compulsory school age.

Advice on the admission of summer born children from the Department for Education (July 2013) states that:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

Attendance at the early years provision (Foundation 1) at the school does not automatically guarantee a reception (Foundation 2) place.

Applications must be made on the Common Application Form as outlined in Nottinghamshire County Council's co-ordinated scheme. Parents or carers of children who reside outside of Nottinghamshire should use the form of their own "home" authority.

The offer of a school place will be made by the home Local Authority (LA) to all parents on the 'offer day' set out in the co-ordinated scheme.

## **OVERSUBSCRIPTION CRITERIA (in order of priority)**

In the event of more applications than places available, the following criteria will be applied after those children with a statement of special education needs that names the school have been admitted.

1. Children 'looked after' by a local authority and 'previously looked after' children (*see definitions below*).
2. Children who live in the catchment of the school (the Ecclesiastical Parish of St. Peter's and St. Paul's, Gringley-on-the-Hill - as measured by [www.achurchnearyou.com/parishfinder.php](http://www.achurchnearyou.com/parishfinder.php)) - at the closing date for applications, and have a sibling attending the school at the time of admission.
3. Children who live in the catchment area of the school (as measured by [www.achurchnearyou.com/parishfinder.php](http://www.achurchnearyou.com/parishfinder.php)) at the closing date for applications.
4. Children who live outside the catchment area of the school and will have a sibling attending the school at the time of admission.
5. Children of parents/carers who are regularly involved in Christian worship (*see definitions below*).
6. All other children living nearest to the school at the time of application.

In the event a tie-breaker is required because of two distances being equal, lots will be drawn and independently verified.

Distances will be measured "as the crow flies" from the child's home address to the main entrance of the school using the Local Authority's computerised measuring system.

Within each category priority will be given to pupils who live closest to the school 'as the crow flies'.

Special Circumstances: The following groups of children will be given special consideration in their application to the school.

Children whose particular medical needs, mobility support needs, special educational needs or 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.

**The evidence must be presented at the time of application.**

Cases agreed under 'special circumstances' will take precedence over all the above numbered criteria with the exception of criterion 1. Such cases will be decided by an admissions committee established by the Governing Body.

## **ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR**

All other admission requests will necessitate the completion of the appropriate application form by parents/carers. The school will normally admit pupils up to the PAN

set for the year group when it was first admitted. If the school is not oversubscribed, all applicants must be offered a place.

Governors will consider admission requests and places will be filled in accordance with the admissions criteria. To avoid unnecessary delay, these decisions will normally be made by the chair in consultation with the vice chair of the admissions committee/governing body and reported to the next meeting.

All students admitted will normally be placed on the school roll at the start of the next term or half term unless there are genuine reasons for an earlier admission (e.g. students moving into the catchment area or coming under the Special Circumstances of Section B).

St. Peter's C of E Primary School participates in Nottinghamshire County Council's Fair Access Protocol.

## **RIGHTS OF APPEAL**

Nottinghamshire County Council will write to parents to advise them of the decision as the school participates in the Nottinghamshire County Council in-year co-ordinated scheme.

For intake applications, the home local authority will communicate the decision to parents.

If an application is refused, parents have the right to appeal to an independent panel. Appeals should be lodged within 20 school days of the date of notification of the application. The appeal must be addressed to the Chair of the school's Governing Body, whose contact details can be found in the newsletters on the school's website, <http://webfronter.com/nottsslp/stpeterscofe>.

## **DEFINITIONS**

### **Parent**

The term 'parent' is defined as those who have legal responsibility for the upbringing of a child.

### **'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 (see the definition in section 22(1) of the Children Act 1989).

A 'previously looked after' children are defined as those who immediately after being in care became subject to an adoption, residence or special guardianship order <sup>1</sup>.

<sup>1</sup> *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)*

### **Siblings**

- A brother or sister who share the same parent
- A half brother or sister where two children share one common parent
- A step brother or step sister, where two children are related by a parent's marriage
- Adopted or fostered children living in the same household under the terms of a residence order

If we receive an application which contains fraudulent or deliberately misleading information, any offer of a place based on that information will be automatically withdrawn.

### **Regular involvement in Christian worship**

We define regular involvement in Christian worship as having attended church services on average twice a month for a period of at least a year. This must be evidenced by a reference from your minister on the supplementary form below.

**St. Peter's C of E Primary School  
Gringley-on-the-Hill**

Please complete the form below, this completed form should be returned to the school office by the closing date for applications for admission the following September.

**Child details:**

Child's name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Parent/carer's name: \_\_\_\_\_

Parent/carer's address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you regularly attended Christian worship as defined in the current St. Peter's C of E Primary School, Gringley, admissions arrangements?

**Yes/No** (delete as applicable)

Please attach a statement/reference from your church minister to support your application:

Name of minister: \_\_\_\_\_

Minister's role: \_\_\_\_\_

Contact details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your help.