

Pierrepont Gamston Primary School (Voluntary Aided Church School)



ADMISSION ARRANGEMENTS AND OVER-SUBSCRIPTION CRITERIA FOR THE SCHOOL YEAR 2016/2017

Introduction and General Information

The admission criteria and arrangements intend to give the fairest opportunity for local pupils to gain a place at what has become a very popular school. As this is a Voluntary Aided school, the Governors are also able to consider applications without the constraints of a catchment area, but recent experience indicates that community places have been fully taken by pupils who are siblings or who live quite close to the school. In accordance with The School Admissions Code 2014 (3.11) the school participates in the Fair Access Protocol.

Admissions to all years

For admissions to any cohort in school, priority will be given to children who are 'looked after' by the local authority or who are 'previously looked after'. Previously looked after children are those who were adopted immediately following having been looked after.

Children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP)

Children who have a statement of special educational needs or EHCP in which this school is named will be admitted. This will reduce the number of places available to other applicants.

First admission – at the agreed date before the child's 5th birthday

Parents who wish their child to be educated at Pierrepont Gamston Primary School should apply using the home Local Authority (LA) common application form to be returned online to the home LA. Should they wish to apply for a Foundation Place, a Supplementary Form should also be completed and returned direct to the School. Completed forms should be returned by the closing date of 15th January 2016.

All applications will be considered at the next meeting of the school's Governing Body and prioritised according to the published Admissions Criteria. The result of the Governors' decision will be given to the LA who will relay this to parents on the 16th April 2016. Parents whose child has been offered a place will be given details of the next stage in the process. Parents whose children are not offered a place will be advised of the procedure for appealing against the decision.

Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. The governors of the school in consultation with Nottinghamshire County Council will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Transfer to secondary school

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Transferring from another school (Admissions outside of the normal round)

Parents should complete an application form and it should be returned to the LA as soon as possible. Information about how to apply is available at www.nottinghamshire.gov.uk/admissions. Alternatively, parents can telephone 0300 5008080 to make an application. The LA will relay to parents, in writing, the decision of the application in line with the coordinated admission scheme. Parents whose child has been offered a place will be given details of the next stage in the process. Parents whose children are not offered a place will be advised of the procedure for appealing against the decision.

Over-subscription Criteria

As a Church Aided School we have a concern, in the name of God, both to nurture Christian children in their faith, and to serve the wider community of which we are part. We aim to be distinctively Christian, but also fully inclusive. The following criteria therefore offer places to children of all faiths and of no faith, but presume a willingness on the part of parents to embrace the ethos of the school on behalf of their children.

In the event of over-subscription the following criteria will be applied in the published order, provided that the application has been received before the published closing date for applications. Any applications received after the closing date will be considered after all those that were received on time. The published admission number is 45. For applications received in respect of twins, triplets or children of other multiple births the LA policy will apply.

In the event of over-subscription within any of the following criteria, priority will normally be given to applicants who live nearest to the school, with distances measured from the main entrance door of the child's home address to the main entrance door of the school, using the Local Authority software. All applicants will be considered in accordance with the following order of priority:

1. Children looked after and previously looked after

Priority over places will be given to children who are 'looked after' by the Local Authority or 'previously looked after', which will reduce the number of places available to other applicants.

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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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. Foundation Places (no more than 20% of the total places available in any admission year)

For each of the following criteria preference will be given to those applicants who have expressed a wish for church school education and who can demonstrate a commitment to this. Parents will explain their commitment by completing extra questions on a supplementary application form. Parent(s) and child(ren) must have attended a place of worship, within Churches Together in England or the Evangelical Alliance, at least monthly on average over the past two years, in order to be considered for a Foundation Place. Additional preference will be given to those who also attended other acts of worship outside of Sunday services during the last two years. A reference will be sought from the family's church minister to confirm their frequency of attendance.

2.1. Places will be allocated to applicants who at the time of admission will have a brother or sister*¹ attending the school.

2.2. Places will then be given to other applicants, based on the proximity of their main family home to school as assessed by the local authority.

3. Community Places (at least 80% of the total places available in any admission year)

- 3.1. Places will be allocated to applicants who at the time of admission will have a brother or sister*¹ attending the school.
- 3.2. Places will then be given to other applicants.

**¹ The term 'brother or sister' includes all children normally resident in the same household who are regarded as members of the same family.*

Tie Breaker

In the event of a tie whereby two children are equal after all of the criteria have been applied a tie break will be applied for the remaining place. In the event of two distances being equal, lots will be drawn and independently verified.

Special Circumstances

Children who have other particular medical needs, mobility support needs, special educational needs, or social circumstances which are supported by written evidence from a doctor, social worker or other relevant professionals at the time of application. The definition of special educational need will relate to a learning difficulty which calls for special educational provision to be made for the child. Each case will be determined on its own merits. Taking account of the special circumstances the Governors may accord a higher priority to the applicant with regard to any or all of the above criteria.

Appeal Arrangements

Under the terms of the School Admission Appeals Code 2012 (2.1a), parents have the right to make a formal appeal against the Governors' decision not to admit. In order to appeal parents should write within twenty school days of the date of the refusal letter to the following address: The Appeals Coordinator, Rothera Dowson Solicitors, 2 Kayes Walk, Stoney Street, The Lace Market, Nottingham, NG1 1PZ.

Waiting Lists

Parents who are unsuccessful in their first admission application will be placed on a waiting list, and will be informed if a place subsequently becomes available.

The school maintains waiting lists for unsuccessful applicants in all other year groups. Children on each of these lists will be placed in order according to the admission criteria for the current school year. Places, if they become available, will be offered to children from the appropriate list in strict order. Parents who are unsuccessful in their application will be automatically placed on a waiting list and will be advised, on request, where their child stands in the list. It should be remembered that a child's position on the list may rise and fall as others are added or removed from the list. Parents are requested to notify the Admissions Administrator at the school if at any time they no longer wish their child to be considered for a place. The waiting list will cease at the end of the summer term and parents will need to re-apply for the following academic year.