

# St Mary Magdalene C of E Primary School

## Admission Arrangements 2016-2017

### 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/carers should apply using the Local Authority (LA) common application form to be returned online to the home LA, but the Supplementary Form should also be completed and returned direct to the School. Completed forms should be returned before 12 noon on 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 18<sup>th</sup> 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, and placed on the waiting list.

#### • A WAITING LIST

- For first admission lasts until the end of the Autumn Term and is maintained in strict admission criteria order irrespective of date of application.

#### 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. Designated officers 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 from Another School and Applications for Admission outside of the Normal Admission Round (In-year admissions)**

If you wish to transfer to St Mary Magdalene CE Primary school from another Primary school we participate in Nottinghamshire County Council's in-year coordinated scheme. Please contact the admissions team full details are available at [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions).

Waiting list

- For transfer or application outside the normal admission round the waiting list lasts until the end of the current academic year and is maintained in strict admission criteria order irrespective of date of application.

In the event of oversubscription the criteria below will be applied.

#### **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 oversubscribed, all applicants must be offered a place. If the school is oversubscribed then the following criteria will be used to rank the applications after those children with an Education, Health and Care plan that names the school have been allocated.

1. Places at the school will first be given to looked after children.  
A "looked after child" or a child who was previously looked after but ceased to be so because they were adopted or became subject to a child arrangement order ( see definition below).
2. Places at the school will then be given to children whose parent (s) are communicant members of St Mary Magdalene Church, and have attended worship at least twice per calendar month for the past two years; the school will request a supporting reference from the vicar of the parish church of St Mary Magdalene, Sutton-in-Ashfield.
  - a) Preference will be given to siblings in school at the time of admission
  - b) Preference will be given to applicants who live nearest the school as the crow flies.
3. Places at the school will then be given to children whose parent (s) are communicant members of one of the churches named in the cluster: All Saints Huthwaite; St Andrew's Skegby, All Saints Stanton Hill; St Katherine's Teversal; St Michael's Sutton-in-Ashfield; and have attended worship at least twice per calendar month for the past two years, the school will request a supporting reference from the vicar of the church.
  - a) Preference will be given to applicants who have a sibling in school at the time of admission.
  - b) Preference will be given to applicants who live nearest the school as the crow flies.

4. Places at the school will be given to children who have a brother or sister at St Mary Magdalene Primary School at the time of admission. Preference will be given to applicants who live nearest the school as the crow flies.
5. Places at the school will then be given to children whose parent (s) have attended worship at
  - a) A Church of England church, or a church that is a member of 'Churches Together in England' or the Evangelical Alliance or a Christian Church registered with the Charities Commission.
  - b) A place of worship which follows the teachings of one of the major world faiths (Buddhism, Hinduism, Islam, Judaism, Sikhism)

*Section (a) takes priority over section (b)*

Preference will be given to applicants who live nearest the school as the crow flies.
6. Places at the school will then be given to children living nearest to the school at the time of application. Distances will be measured "as the crow flies" from the child's home address to the main entrance of the school using LA computerised distance measuring software.

When measuring distances, in the event that two or more distances are exactly the same a random allocation by lot will be used. This will be verified by someone independent to the school.

**Special Circumstances:** The following groups of children will be given special consideration in their application to the school. Children whose particular medical need, 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.

Any application under 'special circumstances' will be considered on its merits and the allocation of any such place will be determined by the school's admissions panel, comparing the written evidence presented along with the capacity for the school to cater for the identified needs. Cases agreed under 'special circumstances' will take precedence over criteria 2 to 5 above.

### **Definition and Interpretation**

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).

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A residence order and child arrangements 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).

A communicant member of the Church of England (or another church as listed in category 5a above), means a person who is baptised, is actively involved in the life of the church and has declared him/herself to be a member and is receiving communion as practised in that Church)

A sibling (brother or sister) includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school aged children. It also includes step children where the parent lives at the same address as the child.

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".

**Note:**

The Governing Body assumes that all parents are willing for their children to join in all activities within the Christian ethos of the School (whilst acknowledging parent's legal rights to withdraw their child from certain activities).

**Right of appeal against a decision to refuse admission**

Under the terms of the Education Act 1980, you have a right to make a formal Appeal against the Governors' decision to refuse admission. If you decide that you wish to proceed with an Appeal, you should within 20 school days of the date of the refusal letter, write to the Diocesan Appeals Clerk, Mr. T. Redgate, c/o Rothera Dowson Solicitors, 2 Kayes Walk, Stoney Street, The Lace Market, Nottingham, NG1 1PZ (email: [t.redgate@rotheradowson.co.uk](mailto:t.redgate@rotheradowson.co.uk)) so that the formal Appeal process can be put into motion. Appeals will be heard by an Independent Appeal Panel in accordance with the School Standards & Framework Act 1998.

The school participates in the Nottinghamshire County Council Fair Access Protocol.