

## ST PETER'S C OF E PRIMARY AND NURSERY SCHOOL

### ADMISSION ARRANGEMENTS

2016-2017

The published admission number (PAN) is 45 children per year from September 2013. The previous cohort PAN is 30 children per year. In the event of over-subscription, all applications for the Reception Year will be considered in accordance with the admission over-subscription criteria, as set out below.

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

Applications must be made on the home local authority application form. Applicants should also complete a supplementary information form, available from the school. The supplementary form should be returned directly to school before the closing date.

The offer of a school place will be made by the home local authority to all parents on the National "offer day" set out in Nottinghamshire Council's Co-ordinated scheme.

The school operates a waiting list for its intake year group only in partnership with Nottinghamshire County Council. This is kept and prioritised using the admissions over-subscription criteria until the end of the Autumn Term.

#### ADMISSION OVER-SUBSCRIPTION CRITERIA (in order of priority)

Children who have a statement of special educational needs which names the school will be admitted which will reduce the number of places available to other applicants.

1. Looked after children and previously looked after children.
2. Children who will have a brother or sister attending the school at the time of admission whose parent/carer worships regularly (see below for definition) at the Parish Church of St Peter and St Paul, Mansfield or the Parish Church of St Mark, Mansfield.
3. Children who will have a brother or sister at the school at the time of admission, whose parent/carer worships regularly at another Church of England Church in the Mansfield District Council Area.
4. Children who will have a brother or sister at the school at the time of admission, whose parent/carer worships regularly at another Church which is a member of "Churches Together in Britain and Ireland" in the Mansfield District Council Area.
5. Children whose parent/carer worships regularly at the Parish Church of St Peter and St Paul, Mansfield or the Parish Church of St Mark, Mansfield.
6. Children whose parent/carer worships regularly at another Church of England Church in the Mansfield District Council Area.
7. Children whose parent/carer worships regularly at another Church which is a member of "Churches Together in England" in the Mansfield District Council Area.
8. Children who will have a brother or sister at the school at the time of admission.
9. Other children.

Within each category priority will be given to pupils who live closest to the school “as the crow flies”. Distances will be measured in a straight line from the front door of the child’s home address (including flats) to the main entrance of the school, (using Nottinghamshire County Council’s computerised distance measuring software), (with those living closer to the school receiving the higher priority). In the event of two distances being equal, lots will be drawn and independently verified.

Where one child of a multiple birth can be admitted his or her brothers and sisters will also be admitted.

Children who are allocated a place will be admitted as follows:-

Children born between 1<sup>st</sup> September and 31<sup>st</sup> August will be admitted on the first day of the Autumn Term, or at the date agreed during that term.

Further information about summer born children is available in Nottinghamshire County Council’s Admissions to schools: guide for parents available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

### IN-YEAR ADMISSIONS

The school participates in Nottinghamshire County Council’s in-year co-ordinated admissions scheme. Information is available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk). Applicants should also complete the school’s supplementary form and return it directly to the school.

Waiting lists are not held for in-year admissions.

The school participates in Nottinghamshire County Council’s Fair Access Protocol.

### LATE APPLICATION FOR ADMISSION

Applications for admission after the closing date will be considered for admission after applications received prior to the closing date have been considered and places allocated in accordance with the school’s agreed admissions over-subscription criteria. Late applications will then be considered applying the same criteria for the remaining places, if any.

### RIGHTS OF APPEAL

All parents whose application is refused are given the right of appeal. Information about how to appeal will be included in your refusal letter. Appeals should be lodged within 20 school days of receipt of the decision letter.

### DEFINITIONS

#### Worship

In reference to the National Society’s guidelines and the document ‘Admissions to Church Schools and Academies in the Diocese of Southwell and Nottingham’ the

definition of worship is taken to be either the strand ‘at the heart of the church’ or ‘attached to the church’. Regular worship means attending a worship service incorporating the act of communion at least once a month for the previous 12 months.

### Looked After Children and Previously Looked After Children

For these purposes a ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order<sup>1</sup>. 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).

<sup>1</sup>An adoption order is an order under the Care Act 2014. A ‘residence order’ is an order settling the arrangements to be made as to the person with whom the child is to live under the Care Act 2014. The Care Act 2014 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.

### Parent

Section 576 of the Education Act 1996 defines ‘parent’ to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child’s natural parent can acquire parental responsibility.

### GUIDELINES FOR A MINISTER’S VERIFICATION

All applicants will be invited to complete a supplementary form. This is in addition to the local authority form that must be completed in all cases. A section will request applicants to state how they meet the church criteria. Verification from a minister of religion will be required.

January 2015