



THE MINSTER SCHOOL SOUTHWELL

ADMISSION INTO THE JUNIOR DEPARTMENT YEAR 3 FOR SEPTEMBER 2016

Ethos Statement

“Recognising its historic position within the Foundation of Southwell Minster, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Cathedral, Parish and Diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to its students and all other members of the school community.”

Admission Arrangements

Applications for intake into year 3 are coordinated by Nottinghamshire County Council and applications must be made to your home local authority. Applications to all other year groups (known as in-year applications) must be made to Nottinghamshire County Council irrespective of where you live.

For entrance to the school in September 2016, the closing date of the co-ordinated admission scheme is 15th January 2016. Places are allocated on 16th April 2016. A copy of the co-ordinated admissions scheme is available from Nottinghamshire County Council at www.nottinghamshire.gov.uk/schooladmissions

Admission to the 40 place Junior Department of the Minster School is wholly selective solely on the basis of Musical Aptitude as permitted under Section 100 of the School Standards and Framework Act 1998 and comprises of pupils in Years 3 to 6 in two classes each covering two year groups. The published admission number (PAN) for entry into Y3 will be 5. Entry directly into other years is possible depending on numbers already on roll and this can vary from year to year. At 11 years of age Junior Department pupils automatically progress into Y7 in the Main School.

All applicants are required to pass a test of musical aptitude and those who pass will be invited to take the second part of the aptitude test. Scores from part 1 and part 2 of the aptitude test will be combined and places will be awarded to those achieving the highest scores, until all available places have been filled.

The specialist musical education provided by the Minster School’s Junior Department would need careful consideration and liaison with the school would be essential before the school is named on a student’s Statement of Special Educational Need or Education, Health and Care Plan (EHCP). Having undertaken such careful consideration, where the Minster School is named, the student will be admitted.

Over-subscription Criteria

If there are more applicants than places available the deciding factors will be (in order):

1. Pupils ranked according to the combined score from parts 1 and 2 of the aptitude test.
2. A “looked after child” or a child who was previously looked after. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) See definitions page.
3. Pupils who will have a sibling (as defined below) on the school roll at the time of entry to the school
4. All other applicants

In the event of oversubscription within any of the criteria, preference will be given to the child living nearest to the school as the crow flies. Distances are measured from the entrance to the child’s home to the principal entrance of the main administrative building of the school, using Nottinghamshire County Council’s computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

Late and In-Year Applications

Late applications are those submitted after the closing date for the Nottinghamshire co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date outlined in the coordinated scheme, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. All other applications received after this date will be considered late.

Applications for in-year admissions will be processed in line with Nottinghamshire County Council's in-year coordinated scheme. In the event of a place being available in the appropriate year group then that will be offered. If no places are available the application will be refused and you will be given the right to appeal. Waiting lists are not held for in-year applications.

Waiting List

In the event of over subscription, and where an application has been refused, the school will operate a waiting list in line with Local Authority arrangements. A child's place on the waiting list will be determined by the above criteria. The Governors of the school in partnership with the Local Authority will administer the waiting list for the duration of the co-ordinated admissions scheme i.e. the end of the Autumn Term. Inclusion on the waiting list does not mean a place will eventually become available.

Appeal

All applicants who are refused a place in the school have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place to the clerk of appeals at Rothera Dowson, Nottingham and to the school. Full details are available from the school.

Admission of Children outside the Normal Age Group

Parents may seek a place for their child outside 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 they are admitted out of their normal age group. Children should only be educated out of the normal age group in very limited circumstances. Further details can be found at <http://www.nottinghamshire.gov.uk/admissions/>

SOME DEFINITIONS

Brothers and sisters

For these purposes, 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 age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child.

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 young person; and
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through:

- Being granted a residence order;
- Being appointed a guardian;
- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare); or
- Adopting a child.

Residence

The child's place of residence is taken 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 address may be used. Where a child spends part 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 separate addresses, whichever of the two addresses the child permanently spends at least three 'school' nights, i.e. Sunday, Monday, Tuesday, Wednesday or Thursday, will be taken to be the place of residence.

Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. The Governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

Looked After and Previously Looked After

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) 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 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).

For admissions purposes only, term dates are defined as *Autumn Term 1 September - 31 December - Spring Term 1 January - 31 March Summer Term 1 April - 31 August*