

**Supplementary information form for Harworth Church of England Academy**  
**2016-2017**

**This form is to be completed by a person with parental responsibility or the legal carer responsibility for the child.**

**Child's Surname:** .....

**Christian name:** .....

**Date of Birth:** .....

**Address at which the child resides:**  
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.....

**If the parent(s) live elsewhere please give that address:**  
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....

**Telephone Number: Land Line:** .....  
**Mobile:** .....

**1. Are you a practising member of the Church of England?      Yes                  No**

That means that you attend church services regularly at least once a month for at least the last year and are considered by the priest/minister/congregation to be at the heart of the worshipping community and therefore known to key members of that congregation.

**Which church do you attend?** .....

**2. Are you are a practising member of another Christian denomination?    Yes                  No**

That means that you attend church services regularly at least once a month for at least the last year and are considered by the priest/minister/congregation to be at the heart of the worshipping community and therefore known to key members of that congregation.

**If Yes, please state which denomination.** .....

**Which church do you attend?** .....

(Note: You will require a reference from the priest/minister/religious leader to verify the information you have given. See notes below).

**All applicants who have stated they attend church regularly should complete the statement below and ask their priest/minister/religious leader to complete the reference:**

**Signed (parent/carer)**

**Date:**

**Full name:**

**Priest/Minister/Religious Leader Reference: Please state how you know the child and how frequently they worship within your community.**

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Office use only:

Sign .....

Date .....

**HARWORTH CHURCH OF ENGLAND ACADEMY**  
**ADMISSIONS POLICY**  
**ADMISSION TO SCHOOL 2016-2017**

Harworth Church of England Academy has an admissions policy that is controlled by the governors of the school. The published admission number is 30.

**Admissions oversubscription criteria**

In the event of oversubscription, the criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a “statement of special educational need or education, health and care plan (EHCP)” which names the school.

If there are fewer applications than places available, all applicants will be allocated a place.

1. Looked after children and previously looked after children
- 2 Children with a sibling attending the school
3. Children whose parent/carer is a practising member of the Church of England  
Attendance once a month
- 4 Children whose parent/carer is a practising member of any  
Other Christian denomination (attendance once a month)
5. All other children

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from a point at the school campus to a point at the entrance to the child’s home using Nottinghamshire County Council’s computerised distance measuring software. *In the event of two distances being equal, lots will be drawn by a person independent of the governing body to determine which child can be offered a place.*

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

**Waiting lists**

The school maintains a waiting list in partnership Nottinghamshire County Council until the end of the Autumn Term

**Coordinated scheme**

The school participates in Nottinghamshire County Council’s coordinated schemes for both admission at intake and in year (mid-term admissions). For full details, please visit [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

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

## **Definitions**

### **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 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).

**All other definitions (sibling, parent, home address) are the same as those used by Nottinghamshire County Council available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).**

### **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

### **Fraudulent information**

Where an offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

Where a child starts attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

### **Appeals**

**Applications for an appeal should be submitted within 20 school days after receipt of refusal of admission (however, any appeals submitted after the appropriate deadline must still be heard).**