

## **Christ Church C of E Infant School**

The school participates in Nottinghamshire's Fair Access Protocol.

### **ADMISSION ARRANGEMENTS 2016 - 2017**

The published admission number 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 criteria, as set out below.

All Reception children will be admitted full time at the beginning of the Autumn term, Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and parents can request that their child takes up the place part-time until the child reaches compulsory school age.

#### **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;

Applications must be made on the Common Application Form. The common application form **must be** returned to the home local authority.

All applicants are invited to complete a supplementary application form to determine which applications need to be considered in accordance with the denominational criteria included below. This supplementary form should be returned to school.

The offer of a school place will be made by the Local Authority to all parents on the 'offer day' set out in the co-ordinated scheme.

The school operates a waiting list for its intake year group in partnership with Nottinghamshire LA. This is kept and prioritised following the oversubscription criteria until the end of the first week of the spring term. The Local Authority maintains waiting lists until the end of the autumn term.

Children who have a statement of special educational need or an education, health and care plan [EHCP] which names the school will be admitted which will reduce the number of places available to other applicants.

Our procedures will not disadvantage children who arrive in our area outside the normal admission round.

Gypsy, Roma and traveller children will be quickly registered at the school, provided the class size has not exceeded the statutory level.

### **ADMISSION CRITERIA** (in order of priority)

- 1. Looked after children or any previously looked after children. [See Definitions]**
- 2. Children of parents who live within the catchment area and who at the time of admission will have a brother or sister attending the school.**
- 3. Other children who live in the catchment area.**
- 4. Children whose parents are regular worshippers and are involved in the life and work of the Church of England. [Regular means at least once a month.]**
- 5. Children whose parents are regular worshippers and are involved in the life and work of any church which is a member of the Council for Churches Together in Britain and Ireland. [Regular means at least once a month.]**
- 6. All other children whose parents request a place at the school.**

Distances will be measured “as the crow flies” from the child’s home address to the main entrance of the school (using L.A. computerised distance measuring software).

Within in each category priority will be given to pupils who live closest to the school ‘as the crow flies’.

#### **Tie -breaker**

In the event of 2 distances being equal, lots will be drawn and independently verified.

Special Circumstances: The following groups of children will be given special consideration in their application to the school.

Children whose particular medical needs, 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. The governing body will consider each case individually.

Cases agreed under ‘special circumstances’ will take precedence over all but the first of the numbered criteria.

### **In- year admissions**

Christ Church CE Infant School participates in Nottinghamshire County Council’s in-year coordinated scheme.

### **RIGHTS OF APPEAL**

Parents have 20 school days from the notification that their application was unsuccessful to lodge an appeal.

When mid-year requests for admission are refused, the applicants will be informed in writing of the reasons by the Clerk to the Governors Admissions Committee together with their rights of appeal.

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 junior and 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 junior 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.*

## **DEFINITIONS**

### **Parent**

The term 'parent' is defined as those who have legal responsibility for the upbringing of a child.

### **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 arrangement 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].

### **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
- Where one child of a multiple birth can be admitted, his or her brothers and sisters will also be admitted. School Admissions Code 2014 makes provision under infant class size exceptions

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.

### **GUIDELINES FOR A MINISTER'S VERIFICATION**

If the school is likely to be oversubscribed all applicants will be invited to complete a supplementary form which includes verification from a minister of religion that the parent(s)/carer(s) have practiced their faith by worship on average at least once a month at the minister's place of worship for at least the past year.

**Supplementary Admission Form below for completion**  
**This form must be returned to the school only.**

## **Supplementary Admission Form**

You should complete this form if you are applying for a place and consider that you as parents meet the school's faith-based admissions criterion.

In determining faith admission applications priority is given to children whose parents are regular worshippers and are involved in the life and work of the Church of England.

[ Regular means at least once a month.]

and children whose parents are regular worshippers and are involved in the life and work of any church which is a member of the Council for Churches Together in Britain and Ireland. [Regular means at least once a month.]

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Please complete the first two sections (Child details and Parent(s) Carer(s) declaration) and ask your minister to complete the third section. The completed form should be returned to the school office \_\_\_\_\_

### **1. Child details:**

Child's name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Parent/carer's name: \_\_\_\_\_

Parent/carer's address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **2. Parent/Carer Declaration**

I/we the parent(s)/Carer(s) \_\_\_\_\_ have worshipped at least once a month for the last year at \_\_\_\_\_

Signed (Parent/Carer) \_\_\_\_\_ Date \_\_\_\_\_

### **3. Minister's section**

Countersigned by minister of religion \_\_\_\_\_ Date \_\_\_\_\_

Name of Minister \_\_\_\_\_

Telephone number \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Thank you for your help