



## Admissions Policy Statement 2016-2017

### General Information

The school's catchment area is that covered by the (civil) Parish Council (i.e. Gamston, Eaton, West Drayton, Rockley and Markham Moor). A copy of the map detailing this catchment area is available at the school office. However, the school has an excellent reputation and many pupils are attracted to the school from further afield. We are a member of *Tuxford Family Collaboration* and Tuxford Academy is our Family comprehensive school and the one to which the majority of our pupils go after leaving Gamston School. Gamston School is a Church of England Voluntary Aided Primary School and as such, its Governing Body, working within the School Admissions Code (2012) and with Nottinghamshire County Council, is responsible for the school's Admissions Policy. Some parents choose Gamston School for religious reasons (i.e. because it is a Church of England School) others for non-religious reasons.

### First Admissions

Parents should be aware that they must express a *preference* for a particular school, and to do so are required to complete the home local authority's *common application*. The application forms are available from the home local authority and must be returned to the home LA *by the closing date*. Gamston school's own Supplementary Faith Information Form (see Appendix A) in support of applications made on faith grounds, should also be completed and returned directly to the school by the closing date. *Failure to complete this supplementary form will disadvantage the application*. Late applications will be processed in line with Nottinghamshire County Council's co-ordinated scheme. *The School's Admissions Committee will then apply the oversubscription criteria, if there are more applications than places available..*

In February, on receipt of the LA's list of applications for places at Gamston School, the Admissions committee meets; ranks places according to the system outlined below and places children in order of priority against the oversubscription criteria. In April the LA informs parents whether a place has been offered. Those children not allocated places will be given the right of appeal and have their names placed on a waiting list according to the ranking given. For first admissions i.e. those children applying for a school place in Reception year, the waiting list will open on offer day and will close on 31<sup>st</sup> December of that year. If a place becomes available it is allocated to the next child on the waiting list. The school will liaise with the LA on admissions and act according to timescales laid down in the School Admission Code (2012).

Key dates for applications for first admissions can be found at [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions)

Children are entitled to a full-time place in the September following their fourth birthday. **Pupils will be admitted to school in one entry in September for that academic year.** However, a child may be admitted to the school, *at the parent's request*, on a part-time basis until the term in which the child reaches compulsory school age. Parents who wish their child or children to attend the school are welcome to make an appointment with the Head Teacher in order that they may visit the school.

### **In-year admissions**

Nottinghamshire County Council operates an in-year co-ordinated scheme in which Gamston School takes part. This does not affect the rights and duties of the Governing Body to set and apply its own admission arrangements and oversubscription criteria. The school will communicate its decision to Nottinghamshire County Council who will notify the parents of the decision to either offer or refuse a place. Parents will be required to confirm their acceptance of a place to Nottinghamshire County Council within 14 days. All applications received for in-year admission will be dealt with in accordance with the school's criteria. Parents will have the right to appeal if a place is refused. *Waiting lists will not be held for in-year admissions.*

### **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.

Parents should submit a request in writing to the school as early as possible. The school's Admissions Committee 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. The school will communicate its decision to Nottinghamshire County Council who will notify the parents of the decision (and require a response as detailed in In-year admissions above).

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.

## Equal Opportunities

The school operates an inclusive, equal opportunities admissions policy. Our new school building is, of course, equipped for children and adults who may have a disability.

## General Admissions Information

The Published Admission Number (PAN) for each year group is 14.

## Admissions oversubscription criteria in order of priority

- ***Children who have a Statement of Special Educational Needs or an Education Health and Care Plan which names Gamston School, must be admitted to the school.***

*In the event of requests for places exceeding availability, places at the school will be allocated, by the Governing Body, according to the following criteria:*

1. Looked After Children<sup>1</sup> and previously looked after children
2. Children living in the school's catchment area
3. Out of catchment area children who will have a brother or sister ('sibling'<sup>2</sup>) attending the school *at the time of admission.*
4. Out of catchment area children who are applying on faith grounds under the following criteria:
  - i) Where the child has been admitted to communion in the Church of England before confirmation
  - ii) Where the child has been baptised and whose parent(s) are communicant members of the Church of England or a church that is a member of "Churches Together in England" or the Evangelical Alliance and regularly attend<sup>3</sup> worship.
  - iii) Children whose parent(s) regularly attend<sup>3</sup> worship at:
    - a) a Church of England or a church that is a member of "Churches Together in England" or the Evangelical Alliance.
    - b) a place of worship which follows the teachings of one of the other major world faiths (Buddhism, Hinduism, Islam, Judaism, Sikhism).

Places in this category will be allocated according to the degree of involvement which will be determined by consideration of the evidence given on the faith reference form (see definition <sup>3</sup> following).

Applications must be supported *at the time of application* by a Faith Reference Form (see Appendix A). The supporting statement will be used by the governing body to determine the allocation of places.

#### 5. All other children.

Criteria are applied in order of priority. In the event of over-subscription in any criterion, where all applications are deemed equal, preference will be given to the child living nearest to the school 'as the crow flies', measured from the pupil's entrance of their main home to the main administrative entrance of the school using Nottinghamshire County Council's computerized 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).

### **Special Circumstances**

Consideration will be given to applicants who may establish *at the time of application* medical, special educational or social needs with supporting evidence from a relevant professional. The evidence must be presented at the time of application. Each case will be judged on its merits and the admission authority (The Governing Body) may accord a higher priority to the applicant.

The allocation of any such place will be determined by comparing the written evidence presented along with the capacity for the school for the identified needs. In order to make an assessment of the case, reference may be made to local head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over criteria 2 to 5 above.

### **Fair Access Protocol**

Gamston C of E (Aided) Primary School participates in the Nottinghamshire Local Authority's Fair Access Protocol.

### **Definition and interpretation**

<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 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' 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).

<sup>2</sup> By 'sibling' we mean: children who live as brother or sister in the same house, including natural brothers or sisters, a legally adopted child living at the same address, stepbrothers or sisters and foster brothers and sisters.

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

<sup>3</sup> Regularly attend is defined as attendance for at least once a month over the last 6 months

<sup>4</sup> 'Place of residence' is defined as the parental home, other than in the case of Looked After children, where either the parental address or the foster parental 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's or parents' address. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends **at least** 3 'school nights' [i.e. Sunday, Monday, Tuesday, Wednesday or Thursday] will be taken as 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 all or part of the week. The School's Admissions Committee or the LA may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that the child lived at the address before the application is made and will continue to live there after admission to the school. Informal arrangements, even between parents, are not acceptable.

## **Evidence**

Evidence may be sought by the school's Admissions Authority on any of the above criteria. Applications made in accordance with criterion 4 (on faith grounds) are required to include written confirmation using the Faith Reference form provided in Appendix A from their vicar/minister or faith leader that the criteria are satisfied. This evidence must be received in school *before the admission closing date*. The final decision on admissions will be made by the Admissions Committee on behalf of the Governing Body.

Should anyone have any concerns regarding admissions, please contact the school and we will be happy to help clarify the process.

## **APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION:**

If a place is not offered, parents have the right of appeal. Such appeals against refusal of a school place, will be heard by an Independent Appeals Panel formed in accordance with the DfE School Admissions Appeals Code. Appeals should be lodged within 20 school days from the date of notification that the application was unsuccessful. Details of the appeals process will be made available to all unsuccessful applicants at the time of refusal.

## **Reviewing Our Admissions Policy**

Where changes are proposed the school's governing body will carry out consultation in accordance with the School Admissions Code.

Reviewed:	February 2015
Next review:	Autumn 2015

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**GAMSTON C of E (AIDED) PRIMARY SCHOOL**

Stanboard Lane, Gamston, Retford, Notts, DN22 0PE Tel: 01777 838631

**Parents applying for a place on faith grounds please complete:**

- i) Has the child been admitted to communion in the Church of England before confirmation   
*(please tick if statement applies)*
- ii) Where the child has been baptised and whose ~~Are~~ parent(s) are communicant members of & regular attendees\* at the Church of England or a church that is a member of "Churches Together in England" or the Evangelical Alliance and regularly attend worship   
*(please tick if statement applies)*
- iii) Children whose parent(s) regularly attend\* either: the Church of England or a church that is a member of "Churches Together in England" or the Evangelical Alliance or a place of worship which follows the teachings of one of the other major world faiths (Buddhism, Hinduism, Islam, Judaism, Sikhism)   
*(please tick if statement applies)*

Evidence from the Vicar/Minister/Faith Leader is provided overleaf

I/We apply for a place on faith grounds under criterion 4 in the school's admission policy.

SIGNATURE(S) .....

PRINT NAME (S) .....

**Please ask your Vicar/Minister/Faith Leader to complete the form overleaf.**

It is important that this Faith Application is returned to the school by the closing date.

\* regular attendance is defined as attendance for at least once a month over the last 6 months

For School Use only:  
 For entry to year:..... Date application received:.....  
 Date considered by Admissions Committee: .....

Faith Ref Form rec'd.....  
 Additional Supporting documentation rec'd.....



**Reference in Support of Faith Application for Admission into  
Gamston Church of England (Aided) Primary School**

Child's Full Name:..... Date of Birth .....

**Definition** as published in the School's Admission Policy:

The child has been admitted to communion in the Church of England before confirmation. The child has been baptised into the Church of England<sup>2</sup> and parent(s) are communicant members of and regular attendees<sup>1</sup> of the Church of England<sup>2</sup> Parent(s) regularly attend<sup>1</sup> a Church of England<sup>2</sup> or a place of worship which follows the teachings of one of the major world faiths (Buddhism, Hinduism, Islam, Judaism, Sikhism).

<sup>1</sup> means attending the church or place of worship at least once a month over the last 6 months

<sup>2</sup> or a church that is a member of "Churches Together in England" or the Evangelical Alliance

**Evidence**

Applications made in accordance with Criterion 4 are required to include written confirmation from their Vicar/Minister or Faith Leader, that the criteria are satisfied. This evidence **must** be received by the closing date.

This section should be completed by the Vicar/Minister/Faith Leader

PLEASE PRINT: *(please tick the box if the statement applies)*

I can confirm that.....(name of CHILD)

has been baptised.....

has been admitted to communion in the Church of England<sup>2</sup> before confirmation .....

I can confirm that .....(name of PARENT or legal guardian)

is a communicant member of the Church of England<sup>2</sup> .....

has attended.....(name of church or place of worship)

at least once a month over the last 6 months: .....

and generally attends (tick any boxes that apply)

weekly

monthly

*Your time spent completing this form is sincerely appreciated.*