



**HUCKNALL NATIONAL CHURCH OF ENGLAND
PRIMARY SCHOOL**

ADMISSIONS POLICY

2016-17

Hucknall National Church of England Primary School

Admissions to school are the responsibility of the Governing Body through its Pupil, Personnel and Admissions committee and are administered in accordance with the Nottinghamshire County Council's Co-ordinated Admissions Scheme. All applications should be made to the home Local Authority and will be considered in line with the timelines set out in Nottinghamshire County Council's co-ordinated scheme.

For in-year admissions, if places are available, applicants will be offered a place. For year groups that are oversubscribed, the committee meets to apply admission oversubscription criteria to applications for admission into these year groups.

For first admissions the Governors' committee will meet in February to rank places according to the criteria outlined below, placing children in order of priority against the oversubscription criteria. Those children not allocated places will be refused admission and placed on a waiting list according to the oversubscription criteria. For first admissions the waiting list will open on the offer day and will close on 31st December in the same year.

For in-year applications a waiting list is held open until 31st August of the year of application. Parents will need to re-apply in order to stay on the waiting list the following year. If a place becomes available it is offered to the next child on the waiting list in accordance with the oversubscription criteria. The school will liaise with the Local Authority on admissions and act according to timescales laid down in the coordinated scheme. These are outlined in the appendix. Late applications will be considered after all other on time applications.

Children will be offered a place in the school in the September following their 4th birthday. Parents may choose to defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. Further information on summer born children is available at www.nottinghamshire.gov.uk or by visiting the DFE Schools Admissions Code (2.16)

Parents may seek a place for their child outside of their normal age group, eg 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.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, their 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. They will also take into account the views of the Head Teacher of the school.

The following arrangements were agreed by Governors for admission to the school from Sept 2016.

ADMISSIONS ARRANGEMENTS FOR 2016-17

The published admission number is 60 children per year. In the event of over-subscription, all applications for the reception year 2016-17 will be considered strictly in accordance with the admission criteria, as set out below. Children who are allocated a place will be admitted in September 2016. All children will be admitted on a full time basis.

To support applications made in accordance with Criteria 2 & 4 below (see note on Evidence) a **Supplementary Information Form (white) and a Church Reference form (blue)** which are available from school should also be completed and returned by the closing date for applications.

The outcome of applications will be made by the home Local Authority to all parents on the 'national offer day' in April.

ADMISSION OVERSUBSCRIPTION 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. 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 1. 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 full definition in section 22(1) of the Children Act 1989).

2. Children 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 have attended worship at least twice per calendar month for the past two years, or where the child has been admitted to communion, in the Church of England, before confirmation.

(please refer to statements on Definition, Interpretation and Evidence below)

3. Children who have a sibling (brother or sister) at Hucknall National Primary School at the time of admission.

4a. Children whose parent(s) have attended worship at a Church of England church or a church that is a member of "Churches together in England" or the Evangelical Alliance.

4b. Children whose parent(s) have attended worship at a place of worship which follows the teachings of one of the 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 blue Church Reference Form and will be categorised in priority order according to the following divisions;

- i. Attending at least twice per calendar month for the past two years
- ii. Attending at least twice per calendar month for the past one year
- iii. any other church or other faith involvement

(please refer to statements on Definition, Interpretation and Evidence below)

5. Children living nearest to the school at the time of application. Distances will be measured “as the crow flies” from the child’s home address to the main entrance of the school using Nottinghamshire County Council’s computerised distance measuring software. If two distances are found to be equal then lots will be drawn by an independent person.

In the event of oversubscription within any of the above criterion where applications are deemed equal, priority will be given to children living nearest to the school at the time of application (ie in accordance with criteria 5.)

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.

Any application under ‘special circumstances’ will be considered on its merits and the allocation of any such place will be determined by the school’s admissions panel. Cases agreed under ‘special circumstances’ will take precedence over criteria 2 to 5 above.

Definition and Interpretation

1 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).

A communicant member of the Church of England (or another church as listed in category 2 above), means a person who is baptised, is actively involved in the life of the church and has declared him/herself to be a member and is receiving communion as practised in that Church.

The term ‘parent’ throughout this prospectus and application form is defined as those who have legal responsibility for the upbringing of a child.

A sibling (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 aged children. It also includes step children or children who are not related but live as a family unit, where parents both live at the same address as the child.

The school will offer places, over and above the planned admission number where the child whose twin or sibling from a multiple birth is admitted. In the case of infant class size, the additional sibling would be an “excepted pupil”.

Evidence

Applications made in accordance with criteria 2 & 4 are required to include written confirmation from their vicar/minister/ or faith leader that the criteria are satisfied. This evidence must be

received in school **before the admission closing date**. A Church Reference form (blue) to submit to your vicar/minister/faith leader is available from school.

Note: The Governing Body assume that all parents are willing for their children to join in all activities within the Christian ethos of the School (whilst acknowledging parent's legal rights to withdraw their child from certain activities).

Fair Access Protocols

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number to schools that are already full.

Right of appeal against a decision to refuse admission

Under the terms of the Education Act 1980, you have a right to make a formal Appeal against the Governors' decision to refuse admission. If you decide that you wish to proceed with an Appeal, you should within 20 school days of the date of the refusal letter, contact the Diocesan Appeals Clerk, Mr T Redgate, c/o Rothera Dowson Solicitors, 2 Kayes Walk, Stoney Street, The Lace Market, Nottingham, NG1 1PZ (e-mail: t.redgate@rotheradowson.co.uk).

H.Bent Head Teacher

Spring 2015

Appendix 1

Timeline for Nottinghamshire County Council's Co-ordinated Scheme

Applications out to parents	early November
Forms returned to LA	closing date – mid January
Governors Admissions meeting	early February
List returned to LA	mid February
Parents informed of decisions	Offer day – mid April

Parents will be informed of the admission closing date and the offer date at the time of application.



Hucknall National C. of E. (VA) Primary School

Supplementary Information Form

For School use only

Year:.....

Date Application received:
.....

Child's Surname:.....

Child's Christian names:.....

Date of Birth:..... Boy / Girl:.....

Child's Address:.....

..... Post Code:.....

Home Telephone No:..... Mobile No:.....

Surname of Parents/Guardians:.....

Christian Names of Parents/Guardians:.....

Address of Parent (if different to child):.....

To verify your faith and to enable Governors to apply oversubscription criteria the rest of this form should now be completed by ticking the box next to any statement(s) relating to your child.

- 2. The child's parent(s) is a communicant member of the Church of England or a church that is a member of "Churches Together in England" or the Evangelical Alliance and has attended worship at least twice per calendar month for the past 2 years or child has been admitted to communion in the Church of England before confirmation

Evidence from Vicar/Minister/Faith Leader is:

**enclosed / to follow
(delete as appropriate)**

4. A.. The child's Parent(s) has attended worship at
Church

B. The child's Parent(s) has attended worship at..... Place of
worship (e.g. mosque/temple)

- i. twice per calendar month for past 2 years
- ii. twice per calendar month for past 1 year
- iii. other church or other faith involvement – please give details in the box below

Evidence from Vicar/Minister/Faith Leader is:

**enclosed / to follow
(delete as appropriate)**

Notes :

With regard to statements 2 and 4 above please refer to the School Prospectus regarding Definition, Interpretation and Evidence.

The Supplementary Information form and the Church Reference Form must be returned to school prior to the admission closing date.

Parents will be sent the outcome of their application on the national offer day in April.

I / We apply for a place for our child in accordance with the admission arrangements as published by the school governors.

SIGNED :.....Parent(s)

DATED :.....



Hucknall National Primary School

Church Reference Form

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

Definition and Interpretation (as published in the School Prospectus)

Communicant member of the Church of England or another church listed in category 2 in the school prospectus, means a person who is baptised, is actively involved in the life of the church and has declared him/herself to be a member and is receiving communion as practised in that church.

Evidence

Applications made in accordance with Criteria 2 and 4 are required to include written confirmation from their Vicar/Minister or faith leader, that the criteria are satisfied. This evidence must be received in school before the admission closing date.

This section to be completed by Vicar/Minister/Faith Leader

I confirm that:.....
(name of parent(s)/legal guardian)

has attended
(name of church/place of worship)

As a **communicant** member, attending at least **twice per calendar month for the past 2 years**,
and/or child admitted to communion in the Church of England before confirmation

For **worship** at least **twice per calendar month for the past 2 years**

For **worship** at least **twice per calendar month for the past 1 year**

(tick box if statement applies)

Details of any other church or other faith involvement:

Signed:..... Print Name:.....

Dated:.....

Please return this form to the school **prior to the admission closing date.**

Your time spent completing this form is sincerely appreciated.