



## Admission Policy 2016-2017

The published admission number ['PAN'] is **15** children in each year group (from Foundation Stage 2 to Year 6).

In the event of oversubscription, all applications for first, full time places will be considered in accordance with the admission criteria, as set out below.

Attendance at any early years provision (Foundation Stage 1) at the School does not automatically guarantee a place in Reception (Foundation Stage 2). **Applications for full time school must be made for all children, including any who have attended the early year's provision.**

Children are admitted full time to school in the Autumn Term (September) following their fourth birthday. For children offered a place at St. Mary's before they reach compulsory school age, it is possible to defer entry until later in the school year. School attendance is compulsory from the term after a child's fifth birthday: therefore it would not be possible for parents to defer entry beyond the beginning of the term after their child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Applications must be made on the home Local Authority Common Application Form. Parents will also be invited to complete a St Mary's School Supplementary Admissions form if they wish to make an application to be considered in accordance with the religious/faith criteria.

The offer of a school place will be made by the home Local Authority to all parents on the 'offer day' set out in the coordinated scheme. St Mary's CE Primary School participates in the Nottinghamshire County Council's Fair Access Protocol.

Should an application for a place be received after the stated closing date, it will be processed in accordance with the provisions of the Notts County Council coordinated scheme.

### Admissions to Year Groups other than the Intake Year

St. Mary's School must offer all applicants a place if it is not over-subscribed. The School uses the in-year coordinated scheme set out by Notts County Council. Applications for in-year admission will then be considered on behalf of the Governing Body as the admissions authority. The offer of a place will be made within fifteen days of the application being received by Notts County Council, or twenty days for applications by Nottinghamshire residents for a school place in a neighboring authority

To avoid unnecessary delay, the admission panel will delegate the decision-making to the Head Teacher in consultation with the Chair of Governors and this will be reported to the next Governing Body meeting. Parents will be required to confirm their acceptance of a school place to Notts County Council within two weeks of the offer being posted out to them.

## **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; 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.

### **Right of Appeal**

When requests for admission are refused the applicants will be informed in writing of the reason(s) in the outcome letter and it will be stated that appeals information can be obtained through Rothera Dowson solicitors. Admissions appeals are to be lodged within 20 school days. Further information on appeals may also be obtained from the School Office.

### **Waiting List**

The School operates a waiting list for its intake year group in partnership with Notts County Council. This is prioritised following the oversubscription criteria and kept until the end of the Autumn Term.

### **Admission Criteria**

The Governing Body has adopted a fair, open and objective system for considering all requests for admission when there is an oversubscription of applications for the places available. A child who has a statement of special educational needs (Education Health & Care plan) which names St Mary's CE Primary School will be admitted. When there is an oversubscription situation the following criteria will be applied in the priority order given.

- A. 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.  
[Please see note 1 below.]
- B. A child who has a sibling attending the School on the date of admission of the child.  
[Please see note 2 below]
- C. A child or parent/carer who is a regular twice monthly worshipper at a Church of England church for at least the previous twelve months.
- D. The Governing body will consider request from a child or parent/carer who is a regular twice monthly worshipper at any member of Churches Together in England for at least the previous twelve months.

- E. The Governing body will consider requests for pupils whose particular medical needs, mobility support needs, special educational needs or social needs and who has written evidence from a doctor, social worker or other relevant professional stating that in his or her opinion St Mary's School is the only school which could cater for the child's particular needs.
- F. The Admissions Committee will give priority in their oversubscription criteria to the children of staff in either or both of the following criteria:
- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- G. All other pupils

In each category, a child living nearest the school will be given priority. Distances will be measured in a straight line from the child's home address to the main entrance of the school using the Local Authority's computerized measuring system.

In respect of multiple births, the School will offer places, over and above the PAN, where the child whose twin or sibling of a multiple birth is admitted otherwise than as an 'excepted pupil'.

#### Notes

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 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).
2. 'Sibling' means a brother or sister including half-brother or half-sister or legally adopted child living at the same address as the applicant 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.
3. 'Parent' is defined by s.576 Education Act 1996 as including :
  - a. All natural parents, whether they are married or not; and
  - b. Any person who, although not a natural parent, has parental responsibility for a child or young person; and
  - c. 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 adopting a child, or being granted a residence order, or being appointed a guardian, or 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].
4. Home address or 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 a 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 2 addresses the child permanently spends at least 3

'school' nights, that is, 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 a place of residence, even when the child stays there for all or part of the week. The Governors reserve the right to seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

**Guidelines for a Minister's Verification**

Applications on denominational grounds (Criteria C and D) must be supported by the Supplementary Admissions Form completed by the parent(s)/carer(s) with verification from a minister of religion that the child or parent(s) have practiced their faith by regular twice monthly worship at the Minister's place of worship for at least the previous 12 months.



**St. Mary's C of E Primary School Edwinstowe  
SUPPLEMENTARY ADMISSIONS FORM**

You should complete this form if you are applying for a place and consider that you or your child meets the School's faith-based admissions criteria. The appropriate Common Application form must be sent to Nottinghamshire County Council admissions.

In determining admission applications priorities C & D are given to children or their parent(s)/carer(s) who are regular twice monthly worshippers at a Church of England or a Churches Together in England church for at least the previous twelve months.

Please complete the first two sections and ask your Minister to complete the third section. The completed form should be sent to the School Office by the closing date given for the Common Application procedure.

<b>1: Childs Details</b>	
Name	
Date of Birth	
Parent/Carers name	
Parent/Carers address	
<b>2: Parent/Carer declaration</b>	
I/We the Parent(s)/Carer(s) have regularly worshipped at least twice a month for the last twelve months at:	
Signed:	Dated:
<b>3: Minister's Section</b>	
Countersigned by Minister of Religion	
Date	
Name of Minister	
Telephone Number	
Address	
Comments:	