



**BARNBY ROAD ACADEMY:  
PRIMARY AND NURSERY SCHOOL**

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## **Barnby Road Academy: Primary & Nursery School**

### **Admission Arrangements 2017-2018**

The Governing Body has a planned admission number (PAN) of 75 (seventy five) This is the number of children who can be admitted into the “intake year” and preferences are agreed until the PAN for first admissions has been reached.

The following oversubscription criteria will be used to determine how places are allocated when there are more applications than places available. In the event of oversubscription, within **any** criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured using Nottinghamshire County Council’s computerised measuring software from the entrance to the child’s home to the principal entrance to the main administrative building of the school. In the event of two distances being equal, lots will be drawn and independently verified.

Children who have a statement of special educational need or Education, Health Care plan that names Barnby Road Academy will be admitted. This will reduce the number of places available for other children.

#### **Criteria:**

- 1 Children who are “looked after”/previously ‘looked after’ (see note 1).
- 2 Children who live in the catchment area (a map of the catchment area is available at the school or by visiting [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)) and who, at the time of admission, have a sibling (brother or sister) who attend the school
- 3 Children who live in the catchment area and attend the Barnby Road Academy Nursery
- 4 Children who live in the catchment area
- 5 Children who live outside the catchment area and who, at the time of admission, have a sibling (brother or sister) who attend the school
- 6 Children whose parents have worked at the Academy for at least two years who are not included in the above criteria
- 7 Children who live outside the catchment area but who attend the Barnby Road Academy Nursery
- 8 Other children who live outside the catchment area

### **Special circumstances**

Children whose particular medical needs, mobility support needs, special educational needs or other 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 will be given special consideration. The evidence must be presented at the time of application. Admission under 'special circumstances' will take precedence over all but the first numbered criteria. *This will be considered by the Strategic and Pupil committee*

*Where children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil, the Academy will admit the other sibling as an 'excepted pupil', until the class size falls back to the current infant class size limit*

All applications must be made on the common application form issued by the home Local Authority. The form must be completed and returned by the closing date. All applications received after the closing date will be considered after those received on time.

If applications exceed the number of places available, the school will operate a waiting list for Reception year, in accordance with the above oversubscription criteria. Places on the waiting list may go up or down depending on whether places become available, or if late applications are received. The Governors of the school, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated scheme. *This waiting list will close at the end of the Autumn term.*

If a child is not allocated a place, parents/carers have a statutory right of appeal. Appeals must be lodged within 20 school days from the date of the refusal letter. Appeals should be lodged by writing to the Governors and they are heard by an independent appeals panel. The decision of the panel will be binding on parents and on the school.

The Governing Body operates a single entry admission policy prior to a child's fifth birthday, admitting children full-time at the beginning of the Autumn Term. Some parents wish to defer the start of full-time education until compulsory school age. If you would like to take up this option, you may arrange the details with the Head Teacher.

However, if your child's birthday falls between 1 April and 31 August, deferring admission until compulsory school age would result in your child being admitted into a different admission year and it is advisable to speak to the Local Authority if you are considering this option.

### **In-year admissions**

The school participates in the Nottinghamshire County Council's in-year coordinated scheme. This does not affect the rights and duties of the governing body to set and apply their own admission arrangements and oversubscription criteria. The school will communicate their decision to the local authority who will notify the parent of the decision to either offer or refuse a place. Parents will be required to confirm their acceptance of a place to the local authority within 14 days. All applications received for in-year admission will be dealt with in accordance with the above criteria. In the event of a place being available in the appropriate year group then that place will be offered by Governors but communicated to parents by Nottinghamshire County Council.

Waiting lists will be held for in-year admissions.

Children of nomadic travellers will be allocated a place at the school where a place is available. In the event of oversubscription the school will liaise with the Local Authority to enable a place to be found in a school without delay.

### **Definitions**

Barnby Road Academy Governors use the same definitions as published in Nottinghamshire County Council's Admissions to Schools Booklet in respect of home address, looked after child, parents, siblings, twins and multiple births and nomadic travellers.

Barnby Road Academy participates in Nottinghamshire County Council's Fair Access Protocol.

### **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're admitted out of their normal age range to reception rather than to year 1. Children should only be educated out of the normal age range in very limited circumstances.

Barnby Road Academy applicants should submit a request in writing to the 'Chair of Trustees' at Barnby Road Academy as early as possible. The Strategic and Pupil committee will make decisions based on the circumstances of each individual case and in the best interest of the child concerned. This will include taking account of the parent's view; 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 range; and whether they may naturally have fallen into a lower age range groups if it were not for being born prematurely. The views of the Head Teacher at Barnby Road Academy 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 range groups and, as a consequence of that decision, the child will be admitted to the relevant age group (i.e. Reception year at Barnby Road Academy), Nottinghamshire County Council and Barnby Road Academy **must** process the application as part of the main admissions round on a basis of their determined admission arrangements only, including oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at the 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.

Note 1

*A 'looked after' child or a child who was previously looked after but immediately after being looked after became the subject to an adoption, residence or special guardianship order \*. 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 definition in section 22(1) of the Children Act (1989)*

*\* An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence' order is an order settling 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)*