

# Sutton – cum - Lound C. of E. (Aided) Primary School



## **INTRODUCTION**

Sutton - cum -Lound C. of E .Primary School is a church aided primary school in Southwell & Nottingham Diocese and is maintained by Nottinghamshire Local Authority (L.A.). This means that St. Bartholomew's Church and Southwell & Nottingham Diocese have contributed towards the cost of building the school and continue to care for its buildings and its people.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of the Law, by advice from Southwell & Nottingham Diocesan Board of Education, its duty to the community and the common good.

In making an application for admission to Sutton- cum- Lound C. of E. Primary School, parents should be aware that their children will receive religious instruction in the Christian faith in accordance with the principles and practices of the Church of England and will receive their education in a Christian school.

## **ADMISSION ARRANGEMENTS – 2018-2019**

The admission number is 15 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.

Children who are allocated a place will be admitted full-time in the September following their fourth birthday. In some circumstances, a parent can defer their child's admission. 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. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Applications must be made on the Common Application Form available from the home local authority for Sutton-cum-Lound Church of England Primary School, for Nottinghamshire residents, this can be found on the Nottinghamshire County Council website:

[www.nottinghamshire.gov.uk/learning/schools/admissions](http://www.nottinghamshire.gov.uk/learning/schools/admissions)

A Supplementary Application Form should also be completed and returned to school by the closing date in support of applications made in accordance with Criterion 3 as published below (see note on Evidence.)

The offer of a school place will be made by the L.A. to all parents on the 'offer day' set out in the coordinated scheme.

Late admissions will be processed in line with the coordinated scheme.

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

Sutton-cum-Lound CofE Primary participates in Nottinghamshire County Council's fair access protocol.

## **COORDINATED SCHEME FOR ADMISSIONS**

The coordinated scheme for admissions is a mechanism that ensures that all parents who apply during the normal admissions round for a Reception Class place for their child in a school maintained by Nottinghamshire LA will receive a single offer of a school place on the same day from the LA. In order to provide every parent with an offer of one single place, the LA will be working with the Governing Bodies of the Voluntary Aided primary schools within the Nottinghamshire area, including Sutton- cum- Lound C of E Primary School. With effect from September 2013 all LAs will no longer be statutorily required to coordinate in year admissions. Sutton School will be participating in the Nottinghamshire in-year scheme for admissions. Full details of the coordinated scheme can be obtained from the L.A.

### **Parental Preference**

The L.A. Common Application Form provides the opportunity for parents/guardians to nominate a number of schools to which they would like to send their child. Parents can put these in rank order of preference. The Governing Body of Sutton- cum- Lound C. of E. Primary School, in line with Nottinghamshire's coordinated scheme, will consider all applications against the School's Admissions and Oversubscription Criteria.

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

All children with an Educational Health Care Plan or statement of special educational needs will be admitted to their named school.

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. Children who have a sibling<sup>2</sup> attending the school.
3. Children whose parents<sup>3</sup>/carers worship at least once a month at;
  - i) St Bartholomew's Church, Sutton cum Lound
  - ii) Another Church of England Church
  - iii) A Church which is a member of 'Churches Together in England'.<sup>4</sup>

Parents claiming admission under Criterion 3 must complete the supplementary admission forms, with minister verification.

#### 4. Children who live nearest to the school.<sup>5</sup>

**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. It will be the admissions committee established by the Governing Body that will make the decision to offer or refuse admission in these circumstances.

Cases agreed under 'special circumstances' will take precedence over all except the first numbered criteria.

### **ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR**

All other admission requests will necessitate the completion of the appropriate application form by parents/carers. The school will normally admit pupils up to the PAN set for the year group when it was first admitted.

Governors will consider admission requests and places will be filled in accordance with the admissions criteria unless it can be demonstrated that there would be prejudice to the provision of efficient education or the efficient use of resources. To avoid unnecessary delay, these decisions will normally be made by the chair in consultation with the vice chair of the Governing Body and reported to the next meeting.

All students admitted will normally be placed on the school roll at the start of the next term or half term unless there are genuine reasons for an earlier admission (e.g. students moving into the catchment area or coming under the Special Circumstances of Section B).

### **ADMISSIONS OUTSIDE THE NORMAL AGE GROUP**

Parents and carers may seek a place for their child outside of their normal age group for example, if the child is gifted and talented or has experienced issues related to ill health. In addition, parents and carers of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request they are admitted outside their normal age group (to reception rather than year 1) Children should only be educated out of their normal age group in exceptional 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.

## **RIGHTS OF APPEAL**

When mid-year requests for admission are refused, the applicants will be informed in writing of the reasons by the Clerk to the Governing Body together with their rights of appeal. Appeals should be lodged within 20 school days.

For admissions into the intake year through the co-ordinated admissions scheme, Nottinghamshire County Council will inform applicants of the outcome of their application and of their right of appeal.

## **DEFINITIONS**

<sup>1</sup> 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> A sibling is 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, under the school's admission criteria his or her brothers and sisters will also be admitted.

<sup>3</sup> The term 'parent' is defined as those who have legal responsibility for the upbringing of a child.

<sup>4</sup> A list of Churches belonging to "Churches Together in England" can be found on the following websites: - [www.churches-together.net](http://www.churches-together.net) & [www.eauk.org](http://www.eauk.org)

<sup>5</sup> Distance measurements to be made 'as the crow flies' from the front gate of the pupil's registered home address to the reception office of the main school using the **Local Authority's software**. A tie breaker is used in the event of two distances being equal, lots will be drawn and independently verified.

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**

Applications on denominational grounds must be supported by a supplementary form completed by the parent(s) with verification from a minister of religion that both the child and parent(s) have

practiced their faith by worship at least once per calendar month at the minister's place of worship for at least the past year.



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### Supplementary Admissions Form

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

This supplementary form must accompany the appropriate common application form.

- In determining faith admission applications priority is given to children who have worshipped regularly with their parent(s) (at least monthly for at least the previous year) at either a Church of England church or another Christian church which is a member of Churches Together in England.

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 by \_\_\_\_\_ (Date)

#### 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 \_\_\_\_\_

My/our child \_\_\_\_\_ has also 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.