

# **TUXFORD PRIMARY ACADEMY**

## **Admissions Arrangements 2018 – 2019**

### **Guidelines for Admissions**

Tuxford Primary Academy has a published admission number (PAN) of 40. This is the number of children who can be admitted into the Reception Year and preferences are agreed until the PAN for first admission has been reached.

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a Statement of Special Educational Needs or an Education Health and Care Plan which names the academy:

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the academy.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the academy.
5. Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the academy as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the academy using Nottinghamshire County Council's computerised distance measuring software. In the event of two applicants distances being equal, lots will be drawn an independently verified.

All applications must be made on the common application issued by the home local authority. The way waiting lists are maintained and used can be found in Nottinghamshire County Council's 'Admissions to Schools' booklet.

Late applications received after the closing date will be considered in accordance with the Nottinghamshire County Council co-ordinated scheme.

If applications exceed the number of places available, the school will apply the oversubscription criteria to determine which children are offered a place. For all applications that are refused, the

Academy will operate a waiting list for the 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, The Academy Board, in partnership with Nottinghamshire County Council will administer the waiting list for the duration of the co-ordinated scheme. The waiting list will close at the end of the autumn term.

In all cases, if a child is refused a place, parents/carers have a statutory right of appeal. Appeals can be lodged by writing within 20 school days of the outcome of their application. Appeals are heard by an independent appeals panel. The decision of the panel will be binding on parents and on the school. For more details on appeals please see the following link:

<http://www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision/>

### **Special Circumstances**

The following groups of children will be given special consideration in their application for a particular place.

- Children whose particular medical needs, mobility support needs children who have a Statement of Special Educational Needs, an Education Health and Care Plan or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the academy is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The Academy Board will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first numbered criteria.

### **In-year Admissions**

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the academy, although infant class size restrictions will also need to be considered. If places are available within the year group, applications will be considered in accordance with the above admission criteria. If places are available, the child will be admitted to the academy. If a place is not available the child's application will be refused and their name will be added to a waiting list which will close on 31 October each year. Parents will be offered a right of appeal to an Independent Appeal Panel in accordance with paragraph 2.24 of the School Admission Code. For further information on appeals please refer to the following link:

<http://www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision/>

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the academy:

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the academy.
3. Other children who live in the catchment area.

4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the academy.
5. Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the academy as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the academy as the crow flies. In the event of two applicants distances being equal, lots will be drawn and independently verified. All applications must be made on the Local Authority Admission Application Form, which is available on the Nottinghamshire County Council website or from the Academy's School Office.

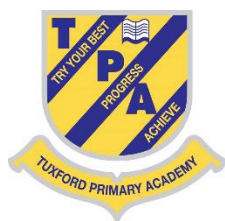
### [How to identify Catchment Areas](#)

The following link can be used to determine the catchment area of an address:

<http://www.nottinghamshire.gov.uk/learning/schools/school-search/catchment-areas/>

Alternatively please contact the Local Authority on 0300 500 8080 or the School Office on 01777 870482 where a map is available to view.

**Tuxford Primary Academy participates in Nottinghamshire County Council's Fair Access Protocol.**



## [APPENDIX](#)

### [Tuxford Primary Academy – Admissions Glossary](#)

#### **Looked After and previously Looked After children**

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).

### **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.

### **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.

### **Siblings**

Include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

Parents can request that the date their child is admitted to school is deferred until a later date in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up a place part-time until the child reaches compulsory school age.

**Multiple Births**

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

Louise Davidson, Principal... *Louise Davidson*..... Date.....

Catherine Burn, Chair of Governors... *Catherine Burn*..... Date.....