



## **Ranskill Primary School – Admissions Arrangements**

The published admission number for 2018/2019 is 20.

### **Determined Admission Arrangements – Coordinated Scheme**

Details of the determined admission arrangements and the coordinated scheme can be obtained from Nottinghamshire County Council, Section 3:

<http://www.nottinghamshire.gov.uk/education/school-admissions/admission-arrangements-2018-2019>

Applications are made to the home local authority by the closing date.

Date of Admission to the School for 2018/2019 is the beginning of the Autumn Term.

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, parents will be given an option for their child to enter the primary reception class from the September after their fourth birthday. You do however; have the option of deferring the child's transition from nursery to reception until the term in which the child reaches compulsory school age.

The school will consult with any parent who wishes to discuss their choice for their child in the event that they may wish to defer entry to reception.

Further information about summer born children is available in Nottinghamshire County Council's Admissions to schools: guide for parents available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

### **Admission oversubscription criteria**

Ranskill Primary School will first accept all pupils with a statutory right to a place through a Statement of Special Educational Needs (SEN) or Educational Health and Care Plan (EHC) naming the school. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

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

#### **Footnotes:**

Definition of 'Looked after children' 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). 'Catchment Area' – this is the geographical area which the school ordinarily serves.

**If applications are received that meet the above criteria, the school will first offer places to applicants who live closest to the school.**

**Definition of the distance to an intending pupil's home**

Distance as the crow flies will be determined using computerised distance measuring software, using direct (straight line) measurement from the entrance to the child's home to the principal entrance of the main administrative building of the school.

Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it.

Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the school than any subsequent dwelling counted clockwise.

**Home address / Place of Residence**

The child's place of 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(s) address may be used.

Where a child spends part of the 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, the address where the child permanently spends at least three 'school' nights (i.e. 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 the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought.

The evidence should prove that a child lived at the address at the time of the application and will continue to live there after the time of admission. Informal arrangements between parents will not be taken into consideration. The designated officer may also seek proof of residence from the courts regarding parental responsibilities in this matter.

In all cases all those with parental responsibility must be in agreement with the preferences made.

**Tie Break**

If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person outside of the school.

**Multiple births**

When one child of a multiple birth can be admitted, the other child/children will also be admitted

**Fair Access Protocol**

All admission authorities must participate in the Fair Access Protocol. The school participates in Nottinghamshire County Council's Fair Access Protocol.

**Late Applications**

Late applications will be dealt with in accordance with Nottinghamshire County Council's scheme.

**Waiting List**

Waiting lists will be dealt with in accordance with Nottinghamshire County Council's scheme.

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

### **In-year admissions**

Applications outside of the normal admissions round will be dealt with in accordance with Nottinghamshire County Council's in-year scheme. Application forms and details about how to apply are available at:

[www.nottinghamshire.gov.uk/education/school-admissions](http://www.nottinghamshire.gov.uk/education/school-admissions)

### **Admission of children outside the normal age group**

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.

### **Appeals against the Governing Body's decision to refuse admission**

1. If a place has been refused, parents have the right of appeal. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DfE School Admission Appeals Code and will be conducted on behalf Ranskill Primary School by the SHINE Multi Academy Trust

Details of the appeals process will be made available to all unsuccessful applicants.

2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal. Such notice should be sent to the Clerk to Governors at the school's address within 20 school days of the date of the refusal letter.

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code (currently 30 school days). Details of the timeline will be made available to parents who indicate that they intend to make an appeal.