



Kirkby Woodhouse School - Aspire MAT

## Proposed Admissions Policy for

### September 2019 Admissions (School Year 2019-2020)

#### **Application for Places**

Kirkby Woodhouse School – Aspire MAT serves the village of Kirkby Woodhouse. However, in the event of under-subscription from our catchment area, we also welcome out of catchment applications. The Published Admission Number (P.A.N.) is 60 per year group. You can check your catchment area by visiting [www.nottinghamshire.gov.uk/findmynearest](http://www.nottinghamshire.gov.uk/findmynearest) and applications for Nottinghamshire residents can be made via the website also. All applications should be made to the home local authority (i.e. where the child lives) by the closing date for applications. The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

#### **Visits Welcome**

The opportunity to visit Kirkby Woodhouse School and sense the extremely positive atmosphere is always available. To arrange a visit, simply ring the school office to make an appointment.

#### **Applications for First Admission Places in Primary Education**

If your child lives in Nottinghamshire and you require a primary school place, you must apply for a school place through Nottinghamshire County Council. Further information on making an application can be found at <http://www.nottinghamshire.gov.uk/education/school-admissions>. Even if your child is in Kirkby Woodhouse Nursery you must complete an application to transfer to school (Admissions Code 2014, 15d).

Children will be admitted to our Foundation Stage (Reception) in the September following their fourth birthday i.e. children who will reach their 5<sup>th</sup> birthday between 1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019. Parents can request that the date their child is admitted to the school to be deferred until later in the school year or until the child reaches compulsory school age in that year (School Admission Code 2014, 2.16b) or parents can request that their child attends part-time until their child reaches compulsory school age (Admissions Code 2014, 2.16c). Children must be attending school no later than the term after they are 5 years old.

Pupils who have an **Education, Health and Care Plan (EHCP), or Statement of Special Educational Needs**, where this school is named will be admitted.

## **Admission Oversubscription Criteria 2019-2020**

In the event of over subscription (more applications than school places), the following criteria will be applied, in priority order, to determine which applications will be allocated.

1. Children who are or have previously been looked after (see Appendix for definition).
2. Children who live in the catchment area at the time of admission and have a sibling already attending Kirkby Woodhouse School.
3. Children who live in the catchment area.
4. Children who live outside the catchment area at the time of admission and have a sibling already attending Kirkby Woodhouse School.
5. Children who live outside the catchment area without siblings already at Kirkby Woodhouse School. (These will be allocated in terms of distance, nearest to school first).

In the event of over-subscription in any criterion, where all applications are deemed equal, preference will be given to the child living nearest to the school 'as the crow flies', measured from the pupil's entrance of their main home address to the main administrative entrance of the school using Nottinghamshire County Council's computerised distance measuring software.

Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

### **Late Applications** (those received after the closing date)

These are processed in line with the coordinated scheme.

### **Special Circumstances**

Consideration will be given to applicants who may establish *at the time of application* medical, special educational or social needs with supporting evidence from a relevant professional. The evidence must be presented at the time of application. Each case will be judged on its merits and the admission authority (The Governing Body) may accord a higher priority to the applicant.

The allocation of any such place will be determined by comparing the written evidence presented along with the capacity for the school for the identified needs. In order to make an assessment of the case, reference may be made to local head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over criteria 2 to 5 above.

### **Multiple Births**

Where a child of a multiple birth can be admitted, the other child/children will also be admitted in and outside the normal admissions round.

### **Waiting List**

A waiting list of unsuccessful applicants will be held until 31<sup>st</sup> December and then discarded. If places become available before then offers will be made strictly in accordance with the order of priority listed above. Places on a waiting list can go up or down depending on applications. Being on a waiting list does not mean that a place will become available.

## **Right of Appeal**

If a place is not offered, parents have the right of appeal. Such appeals against refusal of a school place, will be heard by an Independent Appeals Panel formed in accordance with the DfE School Admissions Appeals Code. Appeals should be lodged within 20 school days from the date of notification that the application was unsuccessful. Details of the appeals process will be made available to all unsuccessful applicants at the time of refusal.

## **In Year Applications**

We welcome applications for children to join us, either in September or any time during the school year, who are older than initial school entry age. In the event of over subscription the above criteria will still apply.

As we participate in Nottinghamshire's Coordinated in-year scheme, applications can be made by contacting 0300 500 8080 (Customer Services Centre) or by visiting the Nottinghamshire website [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions).

Parents will have the right to appeal if a place is refused. Waiting lists are not held for in-year admissions.

Advice on this and any other matter can be obtained from the **school office on 01623 486158**.

## **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. Children should only be educated out of the normal age group in very limited circumstances. (Admissions Code 2014, 2.17).

Parents should submit a request in writing to the school as early as possible. The school's Admissions Committee 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 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. The school will communicate its decision to Nottinghamshire County Council who will notify the parents of the decision. (Admissions Code 2014, 2.17a).

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. (Admissions Code 2014, 2.17b).

## **Children of UK Service Personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, Kirkby Woodhouse will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit

postal address or quartering area when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children. (Admissions Code 2014, 2.18).

### **Fair Access Protocol**

Kirkby Woodhouse School participates in the Nottinghamshire Fair Access Protocol which includes the admission of vulnerable children in collaboration with the local authority.

### **Appendix**

#### **Definition of Looked After Children or 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).

#### **Definition of Siblings**

- A brother or sister who shares 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 a 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.

#### **Definition of Catchment Area**

A geographical area, from which children may be afforded priority for admission to a particular school.

Catchment areas do not prevent parents who live outside the catchment of a school from expressing a preference for the school.

You can check your catchment area by visiting [www.nottinghamshire.gov.uk/findmynearest](http://www.nottinghamshire.gov.uk/findmynearest). If you type in your postcode it will give you your catchment school.