

ST PETER'S C OF E PRIMARY AND NURSERY SCHOOL

ADMISSION ARRANGEMENTS

2019-2020

The published admission number (PAN) is 45 children. In the event of over-subscription, all applications for the Reception Year will be considered in accordance with the admission over-subscription criteria, as set out below.

Attendance at the early years provision (Foundation 1) at the school does not guarantee a Reception (Foundation 2) place.

Applications must be made on the home local authority application form. Applicants should also complete a supplementary information form if applying under faith criterion, available from the school. The supplementary form should be returned directly to school before the closing date.

School attendance becomes compulsory from the term after a child's fifth birthday and children will be admitted in the September following their fourth birthday. 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.

The offer of a school place will be made by the home local authority to all parents on the National "offer day" set out in Nottinghamshire Council's Co-ordinated scheme.

The school operates a waiting list for all year groups in partnership with Nottinghamshire County Council. This is kept and prioritised using the admissions over-subscription criteria until the end of the Summer Term.

ADMISSION OVER-SUBSCRIPTION CRITERIA (in order of priority)

Children who have a statement of special educational needs or education, health and care plan (EHCP) which names the school will be admitted, which will reduce the number of places available to other applicants. (*See the definition of Worship on the third page.)

1. Looked after children and previously looked after children.
2. Children who will have a brother or sister attending the school at the time of admission whose parent/carer worships* regularly at the Parish Church of St Peter and St Paul, Mansfield or the Parish Church of St Mark, Mansfield.
3. Children who will have a brother or sister at the school at the time of admission, whose parent/carer worships* regularly at another Church of England Church.
4. Children who will have a brother or sister at the school at the time of admission, whose parent/carer worships* regularly at another Church which is a member of "Churches Together in Britain and Ireland".
5. Children whose parent/carer worships* regularly at the Parish Church of St Peter and St Paul, Mansfield or the Parish Church of St Mark, Mansfield.

6. Children whose parent/carer worships* regularly at another Church of England Church.
7. Children whose parent/carer worships* regularly at another Church which is a member of “Churches Together in England”.
8. Children who will have a brother or sister at the school at the time of admission.
9. Other children.

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the academy as the crow flies. Distances will be measured from the child's home address to the main entrance of the academy 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 will be used to allocate places supervised by someone independent of the academy.

Where one child of a multiple birth can be admitted his or her brothers and sisters will also be admitted.

Children will be admitted in the September following their fourth birthday. However, the following applies:-

- 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, and
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

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.

IN-YEAR ADMISSIONS

The school participates in Nottinghamshire County Council's in-year co-ordinated admissions scheme. Information is available at www.nottinghamshire.gov.uk. Applicants should also complete the school's supplementary form if applying under faith criterion, and return it directly to the school.

The school participates in Nottinghamshire County Council's Fair Access Protocol.

LATE APPLICATION FOR ADMISSION

Applications for admission after the closing date will be considered for admission after applications received prior to the closing date have been considered and places allocated in accordance with the school's agreed admissions over-subscription criteria. Late applications will then be considered applying the same criteria for the remaining places, if any.

ADMISSION OF CHILDREN OUTSIDE THE NORMAL AGE GROUP

Parents may seek a place for their child outside 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. Further details can be found at <http://nottinghamshire.gov.uk/admissions/>

The School must ensure that their admission arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child.

Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to an area, or crown servants returning from overseas to live in the area, the governors will require an official letter declaring a relocation date and a Unit postal address or quartering area address in order to consider the application correctly against the admission oversubscription criteria. **This must be provided at the time of application.**

RIGHTS OF APPEAL

All parents whose application is refused are given the right of appeal. Information about how to appeal will be included in your refusal letter. Appeals should be lodged within 20 school days of receipt of the decision letter.

DEFINITIONS

*Worship

In reference to the National Society's guidelines and the document 'Admissions to Church Schools and Academies in the Diocese of Southwell and Nottingham' the definition of worship is taken to be either the strand 'at the heart of the church' or 'attached to the church'. Regular worship means attending a worship service incorporating the act of communion at least once a month for the previous 12 months.

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 residence 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).

Siblings

- 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

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.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

GUIDELINES FOR A MINISTER'S VERIFICATION

All applicants applying under faith criterion will be invited to complete a supplementary form. This is in addition to the local authority form that must be completed in all cases. A section will request applicants to state how they meet the church criteria. Verification from a minister of religion will be required.

October 2017