



Robert Mellors Primary Academy

Admissions Policy for the School Year 2025-2026

APPROVING BODY	LAB
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This admissions policy will be reviewed by the Local Academy Board, who are the admissions authority, in the Spring term each year. In accordance with the School Admission Code 2021, the academy will only conduct statutory consultation every seven years if no changes are made to the admission arrangements.

Admissions arrangements

Robert Mellors Primary Academy caters for the needs of children aged 2-11.

The Published Admission Number (PAN) for Years F2 – Y6 is 45.

Application for First Admission Places

Children have the right to be admitted to the Reception class in the September following their fourth birthday i.e. children who will reach their 5th birthday between 1st September and 31st August in any year.

Parents have the right to request that the date their child is admitted to the academy is deferred until later in the school year or until their child reaches compulsory school age in that year (School Admissions Code 2021) or parents can request that their child attends part time until their child reaches compulsory school age (Admissions Code 2021). Children must be attending school no later than the term after they are 5 years old. (See below for information on summer born children).

Pupils who have an Education, Health and Care Plan (EHCP) where this academy is named will be admitted.

In the event of over subscription, the following criteria will be applied, in priority order, to determine which applications will be allocated.

Catchment Area

By using the Local Authority's website, following the link below, you are able to search and check whether your postal address resides with the academy's catchment area: www.nottinghamshire.gov.uk/search-for-a-school/catchments

Alternatively, you are able to view the academy's catchment area by entering the academy postcode NG5 7EX into the same website.

Admission oversubscription criteria 2025-2026

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 an Education, Health and Care Plan (EHCP) which names the academy.

1. Children looked after by a local authority and previously looked after children including children who were previously in state care outside of England.

1. 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 academy.
2. Other children who live in the catchment area at the closing date for applications.
3. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the academy.
4. Children who live outside the catchment area at the closing date for applications.

Within each of the criteria, priority will be given to children who live nearest to the academy as the crow flies (by straight line). Distances are measured from the main administrative point at the academy campus to an address point (using eastings and northings as defined by Ordnance Survey).

Where two or more applicants are equal in all respects, lots will be drawn and independently verified. If a child is offered a place as a result of random allocation (drawing lots) and also has a sibling from a multiple birth, the other child/children will also be offered a place.

Any late applications will be considered in line with LA's Coordinated Scheme.

Special circumstances

The following groups of children will be given special consideration in their application for a particular 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 academy is the only school which could cater for the child's particular needs. The evidence must be presented at the time of the application.

- For information provided before the closing date for intake applications, the appropriate designated officers will consider each case and decide the allocation of any such on the basis of written evidence. Where it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority following the allocation of looked after and previously looked after children.
- For information provided after the closing date for all in-year applications, the appropriate designated officers will consider each case. If it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority after looked after and previously looked after children. If the school is oversubscribed the application will have priority on the waiting list after the initial allocation of places.

Where a request for special consideration is not approved:

- For information provided before the closing date for intake applications, a decision will not be communicated and the application will be considered in line with the published admission oversubscription criteria
- For information provided after the closing date and for all in-year applications, a decision based on the evidence provided will be communicated to the applicant.

The governors 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 of the numbered criteria.

Waiting list

If, after the offer of places has been made up to the PAN, the academy is over-subscribed, all unsuccessful applicants will automatically be placed on the waiting list which will be administered by the governors of the academy for the duration of the coordinated admission scheme. The position on this waiting list will be determined by the academy's published over-subscription criteria, each added child will require the list to be re-ranked in accordance with this. Once the coordinated scheme is closed, the waiting list will remain open until 31st August.

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. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Details of the appeals process will be made available to all unsuccessful applicants at the time of refusal. Repeat applications in the same academic year will not be considered unless this is a significant material change in circumstances.

In Year Applications

In year applications need to be made directly to the academy. Application forms are available on our website www.robertmellors.co.uk

Allocation of places for children about to start school for the first time is decided through implementation of the governors' previously determined over subscription criteria but coordinated by Nottinghamshire County Council. Application forms can be obtained from Nottinghamshire County Council, www.nottinghamshire.gov.uk

Applications for admission to year groups other than the intake year group will be considered in relation to the published admission limit which applied when the year group was first admitted to the academy. If places are available within the year group, the child will be admitted. If there are more applications than places available, the previously outlined oversubscription criteria will be used to determine which child can be offered a place.

A waiting list will be in operation for all other years where the academy receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year.

Where the number of pupils in a particular year group falls below the published admission number, the person whose name appears first on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the academy's published oversubscription criteria.

Parents of children who are on the waiting list will be contacted at the start of each half term to establish if they wish to remain on the waiting list.

Parents are welcome to ask what position they currently hold on the list. However, because the academy constantly receives applications for admission throughout the year, the waiting list is continually being reordered.

Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place. Children who are the subject of a direction by a Local Authority to admit or who are allocated to the academy in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

The governors use the same definitions (sibling, parent, home address) as those of Nottinghamshire County Council – these are published in the “Admissions to schools: guide for parents” www.nottinghamshire.gov.uk

Some admission authorities use definitions that are different from those of Robert Mellors Primary Academy and Nottinghamshire County Council. It is important, therefore, that you read the admission oversubscription criteria for individual schools carefully.

The Robert Mellors Primary Academy and Nottinghamshire County Council, as admissions authorities, use the following definitions:

Home Address/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 that of the foster parent may be used. If a child’s parents live at separate addresses, the address where the child permanently spends at least three ‘school’ nights (that is, 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 and this should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, we will accept a Unit postal address or quartering area address for a service child.

Looked After and Previously Looked After Children

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. 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).

Also given the highest priority are:

- Children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted (that is, children looked after by a public authority, religious organisation or another provider of care whose sole purpose is to benefit society, such as orphanages or other settings).

Parents

- the mother of the child
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by Robert Mellors Primary Academy or Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. Robert Mellors Primary Academy or Nottinghamshire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, Robert Mellors Primary Academy or Nottinghamshire County Council will establish where the child lives for the majority of the time.

Siblings (Brothers or Sisters)

- brothers and/or sisters who share the same parents(s)

- 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.

Multiple Births

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

Infant Class Size

The law limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 and 7 during the school year) to 30 pupils per school teacher. The class size legislation makes allowance for the entry of an additional child in certain limited circumstances. The School Admissions Code 2021 sets out these exceptions.

For the purposes of admissions, attending the academy means being on roll at the time of admission.

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire County Council's "Admissions to Schools" booklet and the County Council website www.nottscc.gov.uk . This also outlines how the co-ordinated admissions scheme and late applications are processed.

Deferred Entry

Children will be offered a full-time place for the September following their 4th birthday. Parents may choose to defer their child's entry until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents can also choose for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. Any allocated place must be taken up within the academic year and requests to defer to another year will require a new application for that year.

Further information on summer born children is available at www.nottinghamshire.gov.uk or by visiting the DFE Schools Admissions Code (para 2.17)

Admission of Children Outside the Normal Age Group

Nottinghamshire residents wishing to apply for their children to be educated outside their normal year of entry, including delayed entry to Reception should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible, with any supporting evidence that may need to be considered. Nottinghamshire County Council Designated officers will consult the Admissions Lead officer of Robert Mellors Primary Academy and 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
- The child's medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- 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.

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. If the request to delay entry to formal education (Reception) is agreed, you will need to apply for a school place the following academic year.

Parents/carers who do not live in Nottinghamshire wishing to apply for their children to be educated outside their normal year of entry, including delayed entry to Reception, should consult their home Local Authority for advice before submitting an application.

Transfer to 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 Secondary education. 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.

Right of Appeal

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless this is a significant and material change in circumstances. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that an application was unsuccessful to prepare and lodge your written appeal. Please address this to the Admission Officer and submit to the school.

Fair Access Protocol

Robert Mellors Primary Academy participates in the Nottinghamshire Fair Access Protocol which includes the admission of vulnerable children in collaboration with the local authority.

Relevant legislation

Robert Mellors Primary Academy complies with the regulations and legislation set out in the Schools Admissions Code 2021 and the School Admission Appeals Code 2012, including;

- Equality Act 2020
- Human Rights Act 1998
- School Standards and Framework Act 1998