

St Luke's C of E (Aided) Primary School Shireoaks

ADMISSIONS ARRANGEMENTS 2017/2018

The published admission number for St. Luke's CE Primary School is 20 children per year. In the event of over subscription, all applicants for the reception year will be considered in accordance with admission criteria, as set out below.

FIRST ADMISSIONS

Children who are allocated a place will be admitted full-time in September.

All children will be offered a school place from the September of the academic year in which they turn 5. Parents have the legal right to defer beyond this point and in such cases these arrangements need to be agreed with the school on an individual basis. The home Local Authority (LA) will distribute a Common Admission Form to be returned to the LA. Parents will be able to express preferences for schools. The Local Authority will make offers of places on the Offer Day.

Full-time applications must be made on the Nottinghamshire common application form which Nottinghamshire County Council issue. A supplementary application form from the school should also be completed at the time of application. The supplementary form can be found on the school website www.st-lukes.notts.sch.uk

The school operates a waiting list for its intake year group in partnership with Nottinghamshire LA. This is kept for a period of one year and prioritised following the oversubscription criteria.

Children with an Educational, Health and Care Plan and/or children with a Statement of Special Educational Needs that names St. Luke's C of E Primary School will be admitted.

Any late applications received after the closing date will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is received on time.

ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR

In the first instance contact should be made with the Admissions team at Nottinghamshire County Council or by contacting the school office on 01909 475821.

<http://www.nottinghamshire.gov.uk/education/school-admissions>

In Year application will follow the same criteria as for the first admissions.

All other admission requests will necessitate the completion of the appropriate application form by parents/carers. Children will be admitted except where the

admission would prejudice the provision of efficient education or the efficient use of resources. If the school is not oversubscribed all applicants will be offered a place.

All students admitted will normally be placed on the school roll at the start of the next term or half term unless there are genuine reasons for an earlier admission (e.g. students moving into the catchment area or coming under the Special Circumstances).

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 Department.

ADMISSION CRITERIA FOR FIRST ADMISSIONS AND IN-YEAR ADMISSIONS (in order of priority)

1. Looked after children and previously looked after children.
2. Children who live in the Ecclesiastical Parish of Shireoaks and Rhodesia (catchment area) and have a sibling attending the school at the time of admission.
3. Children who live in the catchment area of the school.
4. Children who live outside of the parish of St Luke's who have attended worship at a Church of England church or a church that is a member of "Churches Together in England" at least once per calendar month for the past year. Applications on denominational grounds must be supported by a supplementary form available from the school completed by the parent(s) with verification from a minister of religion that the child and parent(s) have practised their faith by worship at least once per calendar month at the minister's place of worship for at least the past year.
5. Children who live outside the catchment area and have a sibling attending the school at the time of admission.
6. Other children living nearest to the school at the time of application. Distances will be measured "as the crow flies" from the child's home address to the main entrance of the school (using Local Authority software). In the event of two distances being equal, lots will be drawn and independently verified.

Within each category priority will be given to pupils who live closest to the school "as the crow flies".

SPECIAL CIRCUMSTANCES

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

Cases agreed under 'special circumstances' will take precedence over all the above numbered criteria.

RIGHTS OF APPEAL

For first admissions Nottinghamshire County Council will inform applicants of the outcome of their application and of their right to appeal.

Appeals should be logged within 20 days of the date of the appeal letter. The appeal letter should be addressed to the Headteacher at the school.

DEFINITIONS

Parent

The term 'parent' is defined as:

The mother of the child

The adoptive parent

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 (since 1 December 2003) was registered as the father on the birth certificate

Looked after children and previously looked after children

A 'looked' after child who was previously looked after but immediately after being looked after became subject to adoption, residence or special guardianship order. 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 (see the definition in section 22 (1) of the Children Act 1989)

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).

Home address

The child's place of residence is taken to be the parental home, other than in the case of children being 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 parent's address. If a child's parents live at separate addresses, 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.

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.

Governors of St Luke's CE Aided Primary School Shireoaks