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HARWORTH CHURCH OF ENGLAND ACADEMY **ADMISSIONS POLICY** **ADMISSION TO SCHOOL 2017-2018**



DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

The Southwell and Nottingham Multi Academy Trust is the admissions authority for Harworth Church of England Academy. The published admission number is 30.

Admission Arrangements

In the event of oversubscription, the criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a “statement of special educational need or education, health and care plan (EHCP)” which names the school.

If there are fewer applications than places available, all applicants will be allocated a place.

1. Looked after children and previously looked after children
2. Children with a sibling attending the school
3. Children whose parent/carer is a practising member of the Church of England (Attendance at least once a month for the last year)
4. Children whose parent/carer is a practising member of any other Christian denomination (attendance at least once a month for the last year)
5. All other children

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from a point at the school campus to a point at the entrance to the child's home using Nottinghamshire County Council's computerised distance measuring software. *In the event of two distances being equal, lots will be drawn by a person independent of the governing body to determine which child can be offered a place.*

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

Waiting lists

The school maintains a waiting list in partnership with Nottinghamshire County Council until the end of the Autumn Term

Coordinated scheme

The school participates in Nottinghamshire County Council's coordinated schemes for both admission at intake and in year (mid-term admissions). For full details, please visit www.nottinghamshire.gov.uk.

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

Definitions

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).

All other definitions (sibling, parent, home address) are the same as those used by Nottinghamshire County Council available at www.nottinghamshire.gov.uk.

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.

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.

Fraudulent information

Where an offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

Where a child starts attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

Appeals

Under the terms of the Education Act 1980, you have a right to make a formal Appeal against the Governors' decision to refuse admission. If you decide that you wish to proceed with an Appeal, you should within 20 school days of the date of the refusal letter, write to the Diocesan Appeals Clerk, Mr. T. Redgate, c/o Rothera Dowson Solicitors, 2 Kayes Walk, Stoney Street, The Lace Market, Nottingham, NG1 1PZ (email: t.redgate@rotheradowson.co.uk) so that the formal Appeal process can be put into motion. Appeals will be heard by an Independent Appeal Panel in accordance with the School Standards & Framework Act 1998.