



**ST JOHN THE BAPTIST C OF E PRIMARY SCHOOL
VALE ROAD
COLWICK
NOTTINGHAM
NG4 2ED**

ADMISSIONS POLICY 2017/2018

Last Revised: March 2015

1. Area of Benefit

The original Trust Deed stated that the School is for the benefit of the children of the Parish of Colwick. The Area of Benefit is the Ancient Ecclesiastical Parish of Colwick, which includes the Colwick Park Estate, The Elms in the Parish of Netherfield and a large portion of the Parish of Saint John (Oakdale Road). Applications are invited from parents/carers of any child whether or not they attend any church.

2. The published admission number is 30.

3. Admissions to intake year (foundation) are considered as outlined in Nottinghamshire County Council's coordinated scheme.

4. Applicants should also complete a supplementary information form to confirm regular worship. This is available from the school and should be returned directly to the school.

5. All applicants will be notified of the outcome of their application by their home local authority on offer day. Please refer to the published Nottinghamshire County Council's coordinated scheme for timelines.

6. Should the number of applicants be greater than the places available, the admission oversubscription criteria will be used to determine which children can be offered places. In the event of over subscription in any criterion places will be allocated by lot, drawn by an independent person.

Admission oversubscription criteria

In the event of oversubscription, the following criteria will be applied, in priority order, to determine which applications will be granted after those children with a statement of special educational needs or education health and care plan which names the school.

1. Looked After Children (see Appendix 2) and previously looked after children
2. Children who have a sibling* attending the school at the time of admission
(* “sibling” is defined as having one or both parents/guardians in common)
3. Children or parents who regularly (a least once a month for a minimum period of 12 consecutive months immediately preceding the commencement of the application process) worship at a Church of England Church. Applications should be made to the home local authority.
4. Children or parents who regularly (at least once a month for a minimum period of 12 consecutive months immediately preceding the commencement of the application process) worship at any other Christian Church which is a member of Churches Together in England. Applications should be made to the home local authority.
5. Children living in the school’s area of benefit (the Ancient Ecclesiastical Parish of Colwick). (see paragraph 1 of Admissions Policy).
6. Any other children.

If in any of the above categories the number of eligible children exceeds the remaining available place, names will be drawn by lot (see paragraph 6 of Admissions Policy).

Special Circumstances

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances must be supported by written evidence from a doctor, social worker or other relevant professional at the time of application. The governing body will consider these applications. These cases will take priority over all but the first criterion.

Appendix 1

Churches Together in England

The following is a list of Churches identified within “Churches Together in England” as provided by the Diocese of Southwell **and Nottingham**:

The Baptist Union

The Church of England

The Congregational Federation

The Open Christian Centre

The Methodist Church

The Moravian Church

The Roman Catholic Church

The Salvation Army

The United Reformed Church

The school will operate a waiting list for the intake year group.

Unsuccessful candidates will be retained on this list until the end of the Spring Term during the admission year. In the event of a vacancy, the oversubscription criteria will be applied to determine which applications will be granted.

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

The school participates in Nottinghamshire County Council’s non statutory in-year coordinated scheme.

The school will operate a waiting list for unsuccessful in-year applications and parents given the right to appeal. Intake lists are maintained until the end of the spring term. The in-year waiting list will be retained until the end of the Summer Term. Should a place become available the oversubscription criteria will be applied to determine which applications will be granted.

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the school. Applications will be considered in accordance with the scheme coordinated by Nottinghamshire

How to apply in-year

LA. Application forms and details about how to apply are available at <http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/>

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

Right of Appeal

Any parent or carer whose child is refused a primary school place for which they have applied has the right of appeal to an independent appeals panel.

Any appeals should be addressed to the Clerk of the Governors c/o the school and should be returned to school within 20 school days in line with the School Admissions Appeals Code 2012. (2.1) of the date of the letter of refusal.

Appendix 2

Definitions of “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).

Definition of a Parent

The mother of the child, an adoptive parent, the father of the child where he was married either when the child was born or at a later date, the father of the child if (since 01 December 2003) he was registered as the father on the birth certificate, any other person who has acquired ‘parental responsibility’ through the courts. We may require evidence of this.

Admission of children below compulsory school age and deferred entry to school.

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at the school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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.

Parents should submit a request in writing to the admission authority as early as possible. The admission authority 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 (ie. the age group to which pupils are normally admitted to the school, reception) 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.