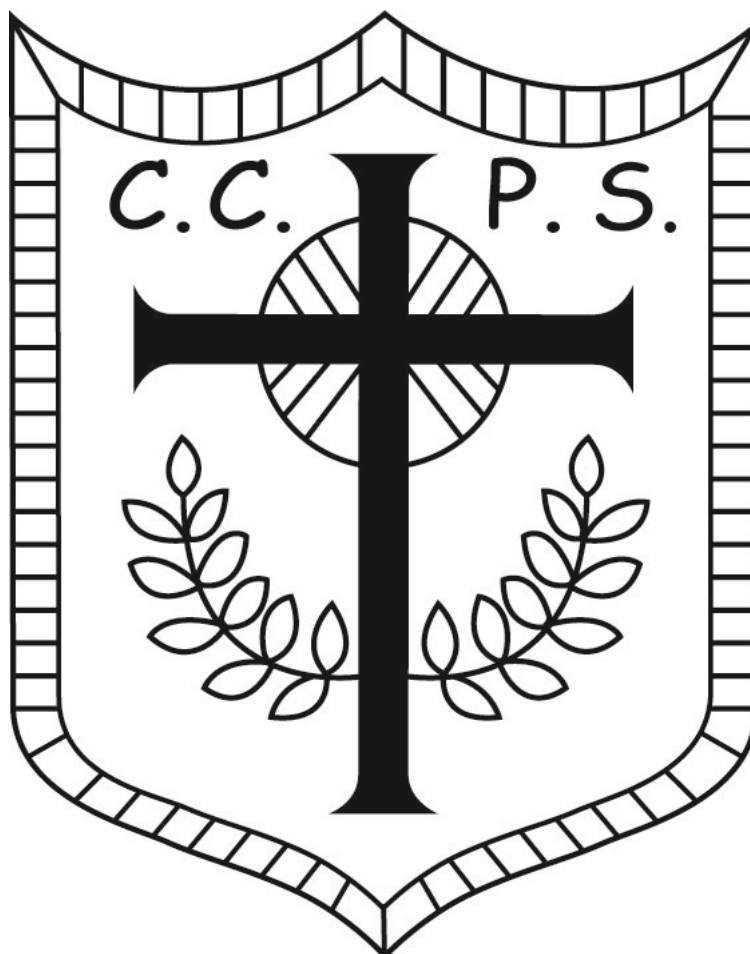


# Cotgrave Church of England Primary School



## ADMISSIONS POLICY 2018-2019

Reviewed

Autumn 2009	Autumn 2015
Spring 2010	Spring 2016x2
Autumn 2010	Summer 2016
Spring 2011	Spring 2017
Summer 2011	
Spring 2012	
Summer 2012	
Spring 2013	
Summer 2013	
Spring 2014x2	
Spring 2015x2	

# Cotgrave Church of England Primary School

## Admissions Policy for 2018-2019

### Introduction

Our school has no catchment area, applications are invited from parents throughout Cotgrave and the surrounding area who wish their child to receive a broad and balanced education in a creative and caring family environment.

There are places available, each school year for children whose fifth birthday falls between 1st September and the 31<sup>st</sup> August of that academic year. Places may be available in other year groups for families that move into the area or transfer children from other schools. Our planned admissions number is 15 per cohort.

Information to support parents in their application is available on the Nottinghamshire County Council website <http://www.nottinghamshire.gov.uk/education/school-admissions>. Applications must be made by the closing date for applications in line with the coordinated scheme. The school also has a supplementary information form used to demonstrate commitment to a church (for those applying under faith criteria). This form must be completed and returned directly to the school by 15<sup>th</sup> January 2018. Parents will be sent a decision from the home local authority on offer day (17<sup>th</sup> April 2018).

Children with an Education, Health and Care Plan which names Cotgrave Church of England Primary School will be allocated a place.

In the event of there being a greater demand for admissions and to preserve the Christian character of the school in accordance with its trust deed, the following admission oversubscription criteria will be applied:

### Admission Oversubscription Criteria (listed in priority order).

1. Children looked after by the local authority, or children who were previously looked after including those who immediately after being looked after became subject to an adoption, residence, child arrangements 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.
2. Children whose parents have a commitment to All Saints Church Cotgrave or any other church which is a member of Churches Together in England/Council for Churches for Britain and Ireland and/or The Evangelical Alliance (for this criterion governors will seek written confirmation of that statement from the appropriate Minister of Religion).
3. Children whose parents indicate on the supplementary information form that they are seeking a Christian environment for their child's education.
4. Any other children.

### Special Circumstances

The following groups of children will be given special consideration by our Admissions Committee in their application to the school, with applications that are upheld given precedence over all except the first numbered criteria:

- 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.

### Additional Information

- Within Criterion 2, governors will differentiate priority according to whether the family are: 'at the heart of the church' (worshipping at least twice per month); 'attached to the church' (worshipping monthly or involved in regular weekday church activities which include an element of worship); or 'known to the church' (worshipping at least once per year, known through a family connection or involved in a regular weekday church activity which does not include an element of worship).
- Within Criteria 2, 3 and 4, governors will give priority to children who have a sibling (as defined by the Local Authority) attending the school at the time of admission.
- Within Criterion 3 we warmly welcome children from families of other faiths or of no faith at all who wish their child(ren) to be educated within a school with a religious character.
- In the event of oversubscription within any criterion, and after priority has been given to siblings, preference will be given to children who live nearest to the school as the crow flies. The distance will be measured in a straight line from the front door of the child's home address to the main entrance of the school using Nottinghamshire County Council's distance measuring software, with those living closer to the school receiving the higher priority.
- In cases where two distances are identical giving a tie for places, the place will be allocated by lot, drawn by an independent person.

### Late Applications

Late applications are considered in line with Nottinghamshire County Council's coordinated scheme.

### Waiting Lists

Waiting lists are kept for admissions to intake year groups only. As with all community infant, community primary and voluntary controlled schools, our reception waiting list runs from offer day for the full academic year for which the application for a place was made. Children are ranked in priority order against the school's published oversubscription criteria.

### In-Year Admissions

The school participates in Nottinghamshire County Council's coordinated scheme. Full details of the 'in-year' coordinated scheme are available at [www.nottinghamshire.gov.uk/education/school-admissions/changing-school](http://www.nottinghamshire.gov.uk/education/school-admissions/changing-school).

### The Military Covenant

In order to honour the spirit of the Military Covenant, and in keeping with the School Admissions Code 2014, the school supports the Government's commitment to removing disadvantage for service children. In the light of this, the school recognises the specific provisions within the Code for children of UK service personnel (UK Armed Forces) admitted both within and outside the normal admissions round and the provision for families of service personnel (UK Armed Forces) with a confirmed posting, or crown servants returning from overseas to live in the area.

### 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 to the Governing Body c/o the school (Cotgrave Church of England Primary School, The Cross, Cotgrave, NG13 3HS or [office@cotgrave-pri.notts.sch.uk](mailto:office@cotgrave-pri.notts.sch.uk)) and should be returned to the school within 20 school days of the date of the letter of refusal.

### Fair Access Protocols

Local authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

This includes admitting children above the published admissions number to schools that are already full. Cotgrave Church of England Primary School participates in Nottinghamshire County Council's Fair Access Protocol.

#### Deferral of an Allocated School Place - Reception Intake

Parents can request that the date their child is admitted to school is deferred until a later date 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 a place part-time until the child reaches the compulsory school age. Places cannot be reserved for the next academic year.

#### 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 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.

#### Definitions of Terms used within this Policy

- Adoption, Residence or Special Guardianship Order: An adoption order is an order under section 46 of the Adoption and Children Act 2002 or the Adoption Act 1976 (Section 12). 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 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 parents' 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.

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. Such evidence should demonstrate that a child lived at the address at the time of the application and will continue to live there after the time of admission. Informal arrangements between parents will not be taken into consideration. The schools Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in this matter. In all cases all those with parental responsibility must be in agreement with the preferences made.

- Looked after child: For school admissions the school will use 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). 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).
- Parents: For school admissions, the school will consider the following as parents:
  - The mother of the child;
  - An 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 if (since 1 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.
- Siblings (brothers or sisters): For school admissions the school will consider the following as sibling:
  - A brother or sister who share the same parents;
  - A half-brother or half-sister or legally adopted child living at the same address as the child;
  - A child looked after by a local authority placed in a foster family with other school age children;
  - Stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted. If their admission created an infant class of more than 30 pupils, the additional child/children would be admitted as an 'excepted pupil' under the infant class size rule.

- 'Attending the school': For admissions purposes, this means on roll at the school at the time of admission.

### Review

All policies are subject to periodic evaluation and update.

Reviewed Summer Term 2016  
(Amended Spring Term 2017)

# Cotgrave Church of England Primary School

The Cross, Cotgrave, Nottingham, NG12 3HS



Head Teacher:

Mr C. A. Moxham BEd (Hons), FCollT, NPQH

Telephone/Fax: 0115 989 2204

office@cotgrave-pri.notts.sch.uk

---

## Supplementary Information Form for Admission during School Year 2018/2019

Child's full name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Family address: \_\_\_\_\_

Please tick which one of the following statements most applies to you as parent/carer:

1. I am at the heart of the church (worshipping at least twice per month);
2. I am attached to the church (worshipping monthly or involved in regular weekday church activities which include an element of worship);
3. I am known to the church (worshipping at least once per year, known through a family connection or involved in a regular weekday church activity which does not include an element of worship);
4. I am seeking a Christian environment for my child's education;

If you have ticked either 1, 2 or 3 above, please provide the name, title, address and telephone number on the lines below of a Priest, Church Minister or similar leader who could verify the statement you have selected.

\_\_\_\_\_

\_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once completed please return the form to the Admissions Committee c/o School Business Manager at Cotgrave Church of England Primary School, The Cross, Cotgrave, NG12 3HS by 15<sup>th</sup> January 2018 who will pass the form on to the nominated Priest, Church Minister or similar leader for verification.

---

**FOR SCHOOL USE ONLY: (to be completed by nominated Priest, Church Minister or similar leader)**

The statement selected above best describes the relationship of the parent(s)/carer(s) of this child to the church.

Priest/Minister's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once completed please return the form to the Admissions Committee c/o School Business Manager at Cotgrave Church of England Primary School, The Cross, Cotgrave, NG12 3HS. If the statement selected by the parent/carer does not best describe their relationship to the church, please indicate which of the statements does best describe their relationship to the church.