



The Equals Trust Policy for:

Admissions
(Keyworth Primary and Nursery
School)

Adopted: 8/2/2017

A handwritten signature in brown ink that reads "Peter Soale".

Signed.....(chair of Trust board)



Rationale

Keyworth Primary and Nursery School provides for the needs of children within the 4 to 11 age range. Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Equals Trust is the Admitting Authority for Keyworth Primary and Nursery School. The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants. The Academy has an agreed Published Admission Number of 30 for the year 2018/2019 and, subject to any changes approved or required by the Secretary of State, for subsequent years.

Variation to Admission Numbers

In accordance with the School Admissions Code, in any specific year, Keyworth Primary and Nursery School may set a higher admission number than its agreed admission number for an applicable year group. The Academy is not required to consult on its PAN where it proposes either to increase or keep the same PAN. The Academy must consult where they propose a decrease to the PAN. Keyworth Primary and Nursery School must notify the Local Authority of its intention to increase the PAN and reference to the change must be made on the Academy's website.

Process of Application

Arrangements for applications for places at Keyworth Primary and Nursery School will be made in accordance with the Nottinghamshire LA's co-ordinated admission arrangements; parents resident in Nottinghamshire can apply online using the common application form at:

www.nottinghamshire.gov.uk/schooladmissions

Parents resident in other areas must apply through their home Local Authority. The Academy will use the Nottinghamshire LA's timetable for applications to Keyworth Primary and Nursery School each year (*Dates used relate to admission arrangements for 2017/18. Exact dates within the months may vary from year to year and can be found at the website address above).

- a) September/October - Keyworth Primary and Nursery School will provide opportunities for parents to visit the Academy.
- b) From 7 November to 15 January* – Parents complete the common application form (CAF) and return it to the LA to administer.
- c) 18 April* – Notification of offers made to parents.

Consideration of Applications

Keyworth Primary and Nursery School will consider all applications for places at the Academy. Where fewer than the published admission number(s) for the relevant year groups are received, Keyworth Primary and Nursery School will offer places to all those who have applied. Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Summer born children

If your child was born between 1 April and 31 August, you may choose not to send them to school until the September following their fifth birthday (the point at which other children in their age range are beginning year 1). You should consider carefully if you want your child to miss reception completely and start in year 1, or start in reception the following year.

If you apply for a reception place the following year, your application will be considered as part of the main admissions round.

You may not be able to get a year 1 place at your preferred school(s) as all of the places may already have been offered to children when they were in reception. However, by applying through the co-ordinated admissions scheme your child will be offered a school place.

If you are a Nottinghamshire resident, you should submit a request in writing to Nottinghamshire County Council's school admissions team stating whether you wish your child to be admitted into the reception year or year 1 the following academic year. Any application to Keyworth Primary and Nursery School will be considered by Equals Trust, taking in to account any special circumstances your child may have, parents' wishes and the views of the headteacher. This will include taking account of the parent's views; information about the child's academic, social and emotional development; and where relevant, their medical history and the views of a medical professional.

You should ensure that your request is submitted as early as possible before the closing date of the admissions round. Any applications received after the closing date are considered as late applications and will be processed after all on-time applications.

If your request to defer admission is not agreed you will need to apply on time for a school place in the normal admissions round. Requests can be sent to admissions.ed@nottscc.gov.uk

You will be notified of the decision in writing, including the year group into which the child will be admitted and the reasons for the decision. If the request to delay is agreed, you will need to apply for a school place the following academic year. If you have already submitted an application for the current year, this application will be withdrawn from the admissions round and you will need to reapply in the following year.

When a deferred admission for a summer born child has been agreed, parents still retain responsibility for applying for a school place within the normal admissions round for the following year.

Procedures where the Keyworth Primary and Nursery School is oversubscribed

Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Oversubscription Criteria

Keyworth Primary and Nursery School will first accept all pupils with a statutory right to a place through a Statement of Special Educational Needs and Disability (SEND) or Educational Health and Care Plan (EHCP) naming the Academy.

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Looked After Children and previously Looked After Children.
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area but will have a brother or sister at the Keyworth Primary and Nursery School at the time of admission.
5. Other children who live outside the catchment area.

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the Academy as the crow flies. In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

If applications exceed the number of places available the Academy will operate a waiting list in which priority for places will be given on the basis of the above criteria. Measuring distance 'as the crow flies' In the event of over-subscription within all but the first criterion, preference will be given to children who live nearest to the Academy as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the Academy by the Local Authority's computerised measuring software. In the event of two distances being equal, lots will be drawn and independently verified.

Acceptance of a place

When the Academy is informed by the Local Authority that a place has been offered, either for first admissions, or in-year admissions, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within four weeks, the school will notify the Local Authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

Arrangements for In-Year Admissions

Keyworth Primary and Nursery School participates in Nottinghamshire County Council's in-year co-ordinated scheme. Application forms and details about how to apply are available at <http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/>

If a place is not available in the year group for which a student applies the academy operates a waiting list. Names are placed on this waiting list in the rank order of our published over-subscription criteria, not in the date order by which they are received.

Late applications

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to 17 February*, the date specified in the Nottinghamshire County Council coordinated scheme, providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, and family trauma. Supporting evidence may be required. When the Academy is informed by the Local Authority that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within four weeks, the school will notify the Local Authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list

Waiting Lists

If, after the offer of places has been made, the Academy is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the school in partnership with the Local Authority for the duration of the co-ordinated admissions scheme. A child's position on this waiting list will be determined by the Academy's published over-subscription criteria. Once the coordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the school. The waiting list will be maintained for the remainder of the current academic year.

Independent Appeals

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Admissions appeals for Keyworth Primary and Nursery School are administered by Nottinghamshire County Council. Parents wishing to appeal should refer to Local Authority guidance available at <http://www.nottinghamshire.gov.uk/education/school-admissions/making-a-school-admission-appeal>

Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances.

Coordinated admission scheme

All applications for places in the normal year of entry are made on the common application form. Keyworth Primary and Nursery School participates in Nottinghamshire County Council's Fair Access Protocol.

Applications outside the normal year of entry

Any parent wanting their child to be admitted out of the normal age group should submit an application to the Academy via the Local Authority as soon as is possible. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to. All such applications will be considered at the time they are submitted.

Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time. The Academy may complete random checks to ensure information submitted is correct. This may require applicants to provide evidence to support their application, eg, proof of address.

DEFINITIONS

Looked after and previously looked after

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).

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 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 (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. The evidence 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.

Parent

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. In all cases, those with parental responsibility must be in agreement with preferences made.

Sibling (a brother or sister)

A brother or sister who shares the same parents.

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.

Catchment Area

Details of the catchment area school for your address can be obtained from the Nottinghamshire County Council website: <http://www.nottinghamshire.gov.uk/findmynearest>

Details of schools catchment areas can be accessed at:

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

Links to the LA online admissions portal can be accessed via Keyworth Primary and Nursery School's website, provided under 'Info – Key information'. The direct link for this page is:

<http://www.Crossdaleschool.com/cms2014/index.php/info/key-information-about-the-school>