

## Admission Criteria 2018/19 for Farnsfield St. Michael's C.E. Primary School (VA)

Children will be admitted to start School in Reception Year at the start of the Autumn Term ( for those having their 5<sup>th</sup> birthday between September 1<sup>st</sup> 2018 and August 31<sup>st</sup> 2019) in line with the Notts County Council Co-ordinated Admissions Scheme. The school will have as an aim a desire to have an inclusive policy in regard to pupils and families. Places will be offered to pupils of any faith (or no faith) based on the following criteria:

### Normal allocation

Up to 40 places are available per Year Group. These 40 places will be allocated according to the following criteria :

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order <sup>1</sup>. 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)

2. Children resident within the village of Farnsfield and the surrounding 'catchment area'. A map of the catchment area is available on the school website at [www.st-michaels.notts.sch.uk](http://www.st-michaels.notts.sch.uk) .<sup>2</sup>

3. Those who will have siblings <sup>3</sup> in the school at the time of admission.

4. Attendance <sup>4</sup> at St Michael's Parish Church as supported by a statement of confirmation from the Parish Priest (or during a vacancy by a Church Warden).

5. Attendance <sup>4</sup> at Farnsfield Methodist Church as supported by a statement of confirmation from the Minister (or during a vacancy by a Church Secretary).

6. Attendance <sup>4</sup> at any other C of E Church as supported by a statement of confirmation from the Parish Priest (or during a vacancy by a Church Warden).

7. Attendance <sup>4</sup> at any other Christian Church as supported by a statement of confirmation from the Priest/Minister/Leader.
8. Children who have been baptized according to the rites of the Church of England or recognised being valid by the Church of England.
9. Other children not meeting any of the previous criteria.

Children with an Education, Health and Care plan that names Farnsfield St Michael's CE Primary School (VA) will be admitted.

### **Late Applications**

Late applications will be considered according to the above criteria and placed onto a waiting list if there are no places available. The waiting list will operate until the end of the academic year in which the application is made.

### **Deferred Entry**

Parents of children who are offered a place at the school before they are of compulsory school age may choose to defer their child's entry until later in the school year. When entry is deferred, the Governing Body will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

### **Exceptional circumstances**

Consideration will be given to applicants who can establish medical, special educational need or social grounds with supporting evidence from a relevant professional. Each case will be determined on its merits and the admission authority may accord a higher priority to the applicant.

### **Arrangements for admissions**

- Applications for first entry to School (i.e. to start in the reception year)

Information is issued directly by the home LA to known parents. For Nottinghamshire, information on how to apply for school places is available on the public website, [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

All applications should be sent to the home local authority. The Governing Body (as a Voluntary Aided School) is the admitting authority. The Governing Body has determined that the year group figure of 40 will be adhered to and that once this has been filled further applications will be rejected. This is on the basis that in Key Stage 1 it is a legal requirement not to exceed 30 children in each class. <sup>5</sup>Applications must be made on the Common Application Form. The offer of a school place will be made by the home local authority to all parents on the 'offer day' set out in the coordinated scheme. The school operates a waiting list for its intake year group in partnership with Nottinghamshire County Council. This is kept and prioritised following the oversubscription criteria until the end of the academic year in which the application is made.

- In Year Admissions

All other admission requests will be in line with Notts County Council's 'in year' co-ordinated scheme and will necessitate the completion of the appropriate application form by parents/carers. The school will admit pupils up to the PAN set for the year group when it was first admitted. Governors will consider admission requests and places will be filled in accordance with the admissions criteria. 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. This is in line with the 'in year' coordinated admissions scheme.

### **Tie breaker**

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal, Nottinghamshire County Council measures to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

### **Fair Access Protocol**

Nottinghamshire County Council's Fair Access Protocol (FAP) works in partnership with schools, parents and carers to ensure that children in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. Referral to fair access is made when a parent of an eligible child has not secured a school place under in-year admission procedures.

### **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 stating whether they wish their child to be admitted into the reception year or year 1 the following academic year.

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 into account information such as: the parent's views; the child's academic, social and emotional development; the child's medical history and the views of a medical professional, where relevant; whether the child has previously been educated out of their normal age group; whether the child 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. When informing a parent of the decision on the year group to which the child should be admitted, the County Council will also include 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 (that is, 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.

### **Rights of Appeal**

All applications refused will be given the right to appeal. To lodge an appeal please write directly to the school, all appeals must be lodged within 20 school days of the date of the decision letter from the home local authority.

### **Notes**

<sup>1</sup> 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)

<sup>2</sup> Proof of residency should be available to confirm that the family home is within the catchment area as outlined on the map.

<sup>3</sup> Siblings is taken to include:

- 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
- Step-children or children who are not related but live as a family unit, where parents both live at the same address as the child.

<sup>4</sup> Attendance is taken to mean that the family attends services in over 25% of the weeks of the year. For each of the three criteria preference will be given to those attending to this level and secondarily to those attending less than this.

<sup>5</sup> KS1 is made up of Reception Year, Year 1 and Year 2 children – if the three year groups were all full this would lead to the four classes all having 30 children. This would then mean that no other children could be added.