



DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

St John's Church of England Academy Admissions Policy 2019/20



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The Diocese of Southwell and Nottingham Multi Academy Trust is the admissions authority for the school, and is responsible for determining the admissions arrangements.

Application Procedures

First admission

School attendance becomes compulsory from the term after a child's fifth birthday. All children will be offered a school place from the September of the academic year in which they turn 5. Parents have the legal right to defer beyond this point and in such cases these arrangements need to be agreed with the school on an individual basis.

Applications must be made through your home local authority. For Nottinghamshire residents, this can be found on the NCC website www.nottinghamshire.gov.uk/learning/schools/admissions and applications should be completed by the closing date for applications as stated in the Nottinghamshire Coordinated scheme. The Local Authority will make offers of places on the Offer Day.

Admission oversubscription criteria

The school has a published admissions number of 60. If the school is not oversubscribed, all applicants will be offered a place. If the school is oversubscribed then the following 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.

OVERSUBSCRIPTION CRITERIA

1. Children looked after by a local authority and previously looked after children
2. Children who live in the catchment area at the closing date for applications 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 at the closing date for application
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school
5. 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. Distances will be measured from the child's home address to the main entrance of the academy using Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation will be used to allocate places supervised by someone independent of the academy.

The school will offer places over and above the planned admission number where the child whose twin or sibling from a multiple birth is admitted. In the case of infant class size the additional sibling would be an "excepted pupil".

Consideration will be given by governors to applicants who can establish particular medical, special educational needs or social grounds relating to their child with supporting written evidence, from a doctor, social worker or other relevant professional at the time of application and where it can be demonstrated that St John's is the only academy which could cater for the child's particular needs. Each case will be determined according to the merits of the case. It may be decided to accord a higher priority to an individual case.

Late Applications

Late applications will be processed in-line with the Nottinghamshire Coordinated Scheme. Full details are available at www.nottinghamshire.gov.uk/schooladmissions

Transfer from Another School and Applications for Admission outside of the Normal Admission Round (In-year admissions)

St John's Church of England Academy participates in Nottinghamshire County Council's in-year coordinated scheme. Full details are available at www.nottinghamshire.gov.uk/schooladmissions

The school participates in the Nottinghamshire County Council Fair Access Protocol.

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 Department.

Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to an area, or crown servants returning from overseas to live in the area, the governors will require an official letter declaring a relocation date and a Unit postal address or quartering area address in order to consider the application correctly against the admission oversubscription criteria. **This must be provided at the time of application.**

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

All applicants refused a place in the academy have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place to the clerk of appeals at Rothera Dowson, 2 Kayes Walk, Stoney Street, The Lace Market, Nottingham, NG1 1PZ (email: t.redgate@rotheradowson.co.uk and to the academy.

DEFINITIONS

LOOKED AFTER CHILD

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).

PARENT is deemed to be 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 1st December 2003) he was registered as the father on the birth certificate or any other person who has acquired 'parental responsibility' through the courts. We may require evidence of this.

SIBLING is deemed to be a brother, sister, half brother, half sister, stepbrother or stepsister

HOME ADDRESS is deemed 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 different parts 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 different addresses, where the child spends at least three school nights (Sunday, Monday, Tuesday, Wednesday, Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.

WAITING LIST

For first admission, the waiting list lasts until the end of the admission year and is maintained in strict admission criteria order irrespective of date of application.

For transfer or application outside the normal admission round, the waiting list lasts until the end of the current academic year and is maintained in strict admission criteria order irrespective of date of application.

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