



**WORKSOP PRIORY C OF E PRIMARY  
ACADEMY**

**ADMISSION ARRANGEMENTS  
2019/2020**



## **WORKSOP PRIORY C of E PRIMARY ACADEMY**

### **ADMISSION ARRANGEMENTS 2019-2020**

Worksop Priory C of E Primary Academy is a member of the Diocese of Southwell & Nottingham Multi Academy Trust, who are the admissions authority for the academy.

Applications must be made through your home local authority on the Common Application form. For Nottinghamshire residents, this can be found on the NCC website [www.nottinghamshire.gov.uk/learning/schools/admissions](http://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 offer of a place will be made by the Local Authority to all parents on the 'offer day' set out in the co-ordinated scheme.

The published admissions number is 30 children per year. All applications for the Reception year will be ranked in accordance with the admission criteria, as set out below. School attendance becomes compulsory from the term after a child's fifth birthday. All children who are allocated a place will be admitted on the first day of the autumn term. 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. Parents may also request that their child takes up the place part-time until the child reaches compulsory school age.

Attendance in our Early Years (Foundation 1) at the Academy does not automatically guarantee a Reception (Foundation 2) place.

The Academy operates a Waiting List for its intake year group in partnership with Nottinghamshire LA. This is kept and prioritised following the oversubscription criteria until the end of the autumn term.

Children with a statement of Special Educational Needs or Education Health and Care Plan that names the Academy will be admitted.

#### **ADMISSION CRITERIA (in order of priority)**

1. Looked after children and previously looked after children.
2. Children whose parents are regular worshipping members of the Church of England in either of the Worksop Priory Congregations, who have attended at least twice a month every month, for a year, immediately prior to the date of application **[Priory Church and Clumber]**;
3. Children whose parents are active members of a Church within the "Churches Together in England", who have attended at least twice a month every month, for a year, immediately prior to the date of application;
4. Children whose sibling(s) will be in attendance at the Academy at the time of admission, giving priority to those living nearest to Academy as the crow flies:**[See definition of "sibling" on final page]**
5. Children of other parents, giving priority to those living nearest to the Academy as the crow flies.

**Parents claiming admission under criteria 2 or 3 must complete the supplementary admission form, with Minister verification.**

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.

Special Circumstances: The following groups of children will be given special consideration by governors in their application to the Academy.

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 Academy is the only Academy which could cater for the child's particular needs. The evidence must be presented at the time of application.

### **ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR**

The Academy participates in Nottinghamshire County Council's in-year coordinated scheme. Governors will consider admission requests and places will be filled in accordance with the admissions arrangements. To avoid unnecessary delay, these decisions will normally be made by the Chair in consultation with the Chair of the Admissions Committee/Local Governing Body and reported to the next meeting.

All pupils admitted will normally be placed on the Academy roll at the start of the next term or half term, unless there are extenuating circumstances supporting an earlier admission.

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

### **LATE APPLICATIONS**

Should the Academy receive any late applications either directly or from the LA, these will be dealt with by the Governors. If a space is available, the late application with any others on the waiting list will be viewed alongside the Academy's admission criteria and the place offered to the child with highest priority rating, strictly in accordance with the Admissions Criteria.

Should the year group be full, the family will be notified there is no space available. In both cases the communication with the family will be through the LA.

### **TRAVELLER CHILDREN**

Should any request be made for a place for a traveller pupil, then this will again be dealt with in accordance with the Academy's Admissions Criteria. If a place in the year group is available, it will be offered, but if the year group is full, no place will be offered. Again this information will be communicated via the LA.

### **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.**

### **RIGHTS OF APPEAL**

When mid-year requests for admission are refused, the applicants will be informed in writing of the reasons by the LA and will have the right of appeal.

For admissions into the intake year through the co-coordinated admissions scheme, the home LA will inform applicants of the outcome of their application and of their right of appeal. Parents should be aware that the Academy does not

deal directly with “Appeals” rather, parents should contact the Diocesan Solicitors as stated and outlined in their written communication. Appeals should be lodged within 20 school days of the date of the refusal letter.

## **DEFINITIONS**

### Parent

The term ‘parent’ is defined as those who have legal responsibility for the upbringing of a child.

## Looked after 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 Academy.

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).

## Siblings

- A brother or sister who share the same parent, who live in the same household, and who will be on the Academy roll at the start of the year for which application is being made
- A half brother or sister where two children share one common parent
- A step brother or step sister, where two children are related by a parent's marriage
- Adopted or fostered children living in the same household under the terms of a Residence Order
- Where one child of a multiple birth can be admitted, his or her brothers and sisters will also be admitted. Where this would extend the class size beyond 30, the Governing Body may relax this rule in consultation with the LA.

Parents may seek a place for their child outside of their normal age group, eg 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.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, their 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. They will also take into account the views of the Headteacher of the Academy.

## MINISTER'S VERIFICATION

All applications claiming admission under criteria 2 or 3 must ensure that the supplementary form is completed by their minister or vicar of religion. This should contain verification they have practiced their faith by worship, at least twice a month every month, for a year, immediately prior to the date of application.

**If we receive an application which contains fraudulent or deliberately misleading information, any offer of a place will be automatically withdrawn.**



## Worksop Priory C of E Primary Academy

### Supplementary Admission Form

You should complete this form if you are applying for a place and consider that you and your child meet the Academy's faith-based admissions criterion. This supplementary form must accompany the appropriate common application form.

In determining faith admission applications priority is given to children whose parents are worshipping members of the Church of England in either of the Worksop Priory Congregations, who have attended at least twice a month every month, for a year, immediately prior to the date of application [**Priory Church and Clumber**]; and children whose parents are active members of a church within the "Churches Together in England", who have attended at least twice a month every month, for a year, immediately prior to the date of application.

Please complete the first two sections (Child details and Parent(s)/Carer(s) declaration) and ask your minister to complete the third section. The completed form should be returned to the Academy office by 15<sup>th</sup> January 2019.

<b>1. Child details [Please print]</b>			
Child's Name:		Child's Date of birth:	
Parent/Carer's name:			
Parent/Carer's address:			
<b>2. Parent/Carer Declaration [Please print]</b>			
I/We the parent(s)/carer(s) ..... have worshipped at least twice a month every month for a year at .....			
Signed (Parent/Carer):		Date:	
<b>3. Minister's section</b>			
Countersigned by minister of religion:		Date:	
Name of Minister [Please print]:		Telephone number:	
Address:			
Any other comments:			