



## St. Peter's Cross Keys C of E Academy

### ADMISSIONS ARRANGEMENTS 2019-20

St Peter's Cross Keys Academy is a member of the Diocese of Southwell and Nottingham Multi Academy Trust, who are the admissions authority for the academy.

The admissions process is administered by Nottinghamshire Local Authority on behalf of the Trust, in accordance with the Nottinghamshire Co-ordinated Admissions Scheme. Applications must be made on the home local authority application form. School attendance becomes compulsory from the term after a child's fifth birthday and children will be admitted in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

#### Late Applications

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

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

The school's planned admission number is 30. Pupils will be admitted up to the Published Admissions Number of 30. If there are more applicants than places available, pupils will be admitted in the order of priority listed below.

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 or the linked junior/primary school
3. Other children who live in the catchment area at the closing date for applications
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. 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. 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.

**Children who have a Statement of Special Educational Needs or Education Health and Care Plan** which names the school will be admitted. This will reduce the number of places available to other applicants.

**Special Circumstances:** The following groups of children will be given special consideration in their application to the school. Children whose particular medical need, 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.

Any application under 'special circumstances' will be considered on its merits and the allocation of any such place will be determined by the school's admissions panel, comparing the written evidence presented along with the capacity for the school to cater for the identified needs. Cases agreed under 'special circumstances' will take precedence over criteria 2 to 4 above.

### **Waiting List**

Should there be more children wanting to join the school than the number of places available, a waiting list will be drawn up and places offered if and when vacancies occur, with priority given in accordance with the admissions criteria listed above. For the intake year, this waiting list will operate in line with the local authority co-ordinated scheme. The Governing Body will also hold a waiting list for all other year groups where there are more applications than places available. These waiting lists will remain open until the end of the summer term and will be ranked in accordance with the published admissions criteria.

### **Admissions to Other Year Groups – “In-Year Admissions”**

In-year admissions are those where an application is made outside of the normal time of transfer between schools, for example when a family moves house during a school year. The school will receive and decide upon in-year applications and pupils will be admitted in accordance with the academy's published admissions arrangements. If places are available, the child will normally be admitted to the school. In year admissions are received by and managed by the academy itself.

### **Right of Appeal**

Under the terms of the School Admissions Appeals Code 2012, if you apply for and are refused a place at St Peter's Cross Keys C of E Academy you have the right to appeal. In order to appeal, parents should write within twenty school days of the date of the refusal letter to the following address: The Appeals Co-ordinator, Rothera Dowson Solicitors, 2 Kayes Walk, Stoney Street, The Lace Market, Nottingham NG1 1PZ.

If you are thinking of moving your child to Farndon St. Peter's please call us and arrange a meeting with Mrs Duffell, our Head Teacher, for an appointment and tour.

## **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.**

## **Definitions of Key Terms**

### **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 residence 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. For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, Nottinghamshire County Council will accept a Unit postal address or quartering area address for a service child.

### **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.

### **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.

### **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.