

**Supplementary information form for Harworth Church of England Academy**  
**2020/21**

**This form is to be completed by a person with parental responsibility or the legal carer responsibility for the child.**

**Child's Surname:** .....

**Christian name:** .....

**Date of Birth:** .....

**Address at which the child resides:**

.....  
.....

**If the parent(s) live elsewhere please give that address:**

.....  
.....

**Telephone Number: Land Line:** .....

**Mobile:** .....

**1. Are you a practising member of the Church of England?      Yes                  No**

That means that you attend church services regularly at least once a month for at least the last year and are considered by the priest/minister/congregation to be at the heart of the worshipping community and therefore known to key members of that congregation.

**Which church do you attend?** .....

**2. Are you are a practising member of another Christian denomination?    Yes                  No**

That means that you attend church services regularly at least once a month for at least the last year and are considered by the priest/minister/congregation to be at the heart of the worshipping community and therefore known to key members of that congregation.

**If Yes, please state which denomination.** .....

**Which church do you attend?** .....

(Note: You will require a reference from the priest/minister/religious leader to verify the information you have given. See notes below).

**All applicants who have stated they attend church regularly should complete the statement below and ask their priest/minister/religious leader to complete the reference:**

**Signed (parent/carer)**

**Date:**

**Full name:**

**Priest/Minister/Religious Leader Reference: Please state how you know the parent/carer and how frequently they worship within your community.**

Signed .....

Date .....



Together we inspire  
Together we achieve  
Together we respect  
and shape the world

## **HARWORTH CHURCH OF ENGLAND ACADEMY** **ADMISSIONS POLICY** **ADMISSION TO SCHOOL 2020 -2021**



DIocese OF SOUTHWELL  
& NOTTINGHAM  
MULTI ACADEMY TRUST

The Southwell and Nottingham Multi Academy Trust is the admissions authority for Harworth Church of England Academy. The published admission number is 30.

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](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. School attendance becomes compulsory from the term after a child's fifth birthday.

All applications will be considered by the school's Governing Body and prioritised according to the published Admissions Criteria. The result of the Governors' decision will be given to the LA who will relay this to parents on the offer day. 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 may also request that their child takes up the place part-time until the child reaches compulsory school age.

Parents whose children are not offered a place will be advised of the procedure for appealing against the decision, and placed on the waiting list. For first admissions, this lasts until the end of the Autumn Term and is maintained in strict admission criteria order irrespective of date of application.

### **Late Applications**

Late applications will be processed in line with the coordinated scheme.

### **Admission Arrangements**

In the event of oversubscription, the 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.

If there are fewer applications than places available, all applicants will be allocated a place.

1. Looked after children and previously looked after children
2. Children with a sibling attending the school at the time of admission
3. Children whose parent/carer is a practising member of the Church of England (Attendance at least once a month for the last year)
4. Children whose parent/carer is a practising member of any other Christian denomination (attendance at least once a month for the last year)
5. All other children

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 (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority'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.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

**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 5 above.

### **Waiting lists**

The school maintains a waiting list in partnership with Nottinghamshire County Council until the end of the Autumn Term

### **Coordinated scheme**

The school participates in Nottinghamshire County Council's coordinated schemes for both admission at intake and in year (mid-term admissions). For full details, please visit [www.nottinghamshire.gov.uk/learning/schools.admissions](http://www.nottinghamshire.gov.uk/learning/schools.admissions)

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

### **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**

### **Looked after children 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 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).

### **Sibling (brother or sister)**

- Brothers and/or sisters who share the same parent(s).
- A half-brother, half-sister or legally adopted child living at the same address
- A child looked after by the local authority placed in a foster family with other school aged 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.

### **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.

### **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 and this 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.

### **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. 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 account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's 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. The views of the head teacher of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the 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 (i.e. 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.

### **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**

Under the terms of the Education Act 1980, you have a right to make a formal Appeal against the Governors' decision to refuse admission. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal and send it 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](mailto:t.redgate@rotheradowson.co.uk) and to the academy, so that the formal Appeal process can be put into motion. Appeals will be heard by an Independent Appeal Panel in accordance with the School Standards & Framework Act 1998.