



DIOCESE OF SOUTHWELL  
& NOTTINGHAM  
MULTI ACADEMY TRUST



Burntstump Seely Church of  
England Primary Academy  
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## Admission Arrangements 2020/21

Burntstump Seely Church of England Primary Academy is part of the Diocese of Southwell and Nottingham Multi Academy Trust, who are the admissions authority for the academy. We welcome new admissions to the school and all parents of children who wish to apply for a place are most welcome to visit the school.

The Published Admissions Number (PAN) for the school is **19** children in each year group (from Foundation Stage 2 to Year 6).

### **Application for Admission into Reception Class**

For admission in the intake year (reception class), information on how to apply will be issued by the local authority where the parents live. Applications must be made through the parents/carers 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). Applications must be completed by the closing date for applications, as stated in the Nottinghamshire coordinated scheme. Applicants will be sent a decision by the home local authority on the offer day.

School attendance becomes compulsory from the term after a child's fifth birthday and the academy's policy is to admit children into the Foundation 2 (Reception) class at the start of the Autumn term who are aged five between 1<sup>st</sup> September and 31<sup>st</sup> August.

Parents may 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.

Applicants applying who wish church commitment to be taken into consideration (oversubscription criterion 4 and 5) should also complete the school's supplementary form which must be returned to the school before the closing date for applications. Supplementary forms are available directly from the school.

Attendance in our Early Years (Foundation 1) at the Academy does not automatically guarantee a place in Reception (Foundation 2). Applications for full time school must be made for all children, including any who have attended the early year's provision.

## Special Circumstances

The following groups of children will be given special consideration in their application for the school:

- 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 at the time of application and where it can be demonstrated that Burntstump Seely is the only school which could cater for the child's particular needs.

Governors will (in consultation with the Head Teacher), consider each case on its merits and determine the allocation of any such places. Cases agreed under special circumstances will take precedence over all but the first criterion.

## Oversubscription Criteria

In the event of over-subscription, the Governors will apply the following criteria, 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 Needs or an Education, Health and Care Plan (EHCP) which names the school.

1. Children who are looked after or previously looked after (see below)
2. Children living in the immediate vicinity of the school  
Children living in the rural area surrounding the school defined at the Governors' meeting dated 5/2/68 as;  
  
*"The area bounded on the east by the road from Leapool to Haywood Oaks; on the north by Longdale Lane to Kighill; on the west by Mansfield Road from Kighill to Leapool". This includes both sides of the road.*
3. Where the child has a full brother or a sister already in the school, or a half brother or sister, or a step-brother or sister already in school, providing that they live in the same house as the child.
4. Where the parent(s) or carer(s) worship at a Church of England church or another Christian church that is a member of Churches Together in England. In event of oversubscription within this category the following criteria will apply:
  - a) whether the applicant is '**at the heart of the church**' – a regular, committed worshipper, attending once a month.
  - b) Whether the applicant is '**attached to the church**' – a regular, but not frequent worshipper attending 4 times a year
5. Any other child

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.

### **Multiple births**

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

### **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)

When a child is offered a place at Burntstump Seely Church of England Primary Academy, they will be informed of the starting date. The academy's policy is to admit children at the start of the Autumn term who are aged five between 1<sup>st</sup> September and 31<sup>st</sup> August.

### **Fair Access Protocol**

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

### **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

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

Burntstump Seely Church of England Academy participates in Nottinghamshire County Council's in-year coordinated scheme. Full details are available at [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions)

### **Right of Appeal**

All applicants refused a place in the academy have the right of appeal to an independent appeals panel. 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.

### **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. The governors of the school in consultation with Nottinghamshire County Council 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.

### **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**

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).

#### **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.