

Ranskill Admissions arrangements for 2020/2021



This policy will be reviewed autumn 2019 for arrangements for 2021/2022

1. Determined admission policy (2020/2021)

1.1 All references to 'academy' in this document refer to Ranskill Primary School – their **published admission number** for 2020/2021 is **20**.

2. Determined admission arrangements

2.1 Coordinated Scheme: Details of the determined admission arrangements and the coordinated scheme can be obtained from Nottinghamshire County Council (NCC), <http://www.nottinghamshire.gov.uk/education/school-admissions>

2.2 Applications are made to the home local authority by the closing date.

2.3 Date of admission to the academy for 2020/2021 is the beginning of the autumn term.

Note: Although, the SHINE Board of Trustees and its nominated Local Governing Body (Governing Body) have responsibility for deciding on admissions, under law the local authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

2.4 Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, parents will be given an option for their child to enter the primary reception class from the September after their fourth birthday. You do however; have the option of deferring the child's transition from nursery to reception until the term in which the child reaches compulsory school age. The academy will consult with any parent who wishes to defer their child's entry to reception.

2.5 To request a delayed entry parents are required to make an application for their child's admission to their normal age group at the usual time in accordance with this policy and at the same time to submit a request to the admission authority for admission out of the normal age group. Further information about the process will be provided to parents upon their request for admission outside of normal age group or by contacting the academy.

2.6 Further information about summer born children is available in NCC's "Admissions to schools: guide for parents" available at www.nottinghamshire.gov.uk.

3. Admission oversubscription criteria

3.1 The academy will first accept all pupils with a statutory right to a place through a Statement of Special Educational Needs and Disabilities (SEND) or Educational Health and Care Plan (EHCP) naming the academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

1. Children looked after by a local authority and previously looked after children (see definition below).
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a sibling attending the academy (see definition below).
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 have a sibling on roll at point of admission.
5. Children who live outside the catchment area.

3.2 Definitions

3.2.1 '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).

3.2.2 'Catchment Area' – this is the geographical area which the academy ordinarily serves.

3.2.3 If applications are received that meet the above criteria, the academy will first offer places to applicants who live closest to the academy. (see reference 4.1)

3.2.4 'Parent' - Section 576 of the Education Act 1996 defines 'parent' to include:

- natural parents, whether they are married or not; and
- any person who, although not a natural parent, has parental responsibility for a child or young person; and
- any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

3.2.5 'Siblings' – for admission purposes the academy considers the following as siblings:

- A brother or sister who share the same parents;
- A half-brother or half-sister, where two children share one common parent;
- A step brother or step sister, where two children are related by a parent's marriage or civil partnership;
- Adopted or fostered children living in the same household under the terms of a Child Arrangements or Special Guardianship Order.

The academy does not consider these as siblings for the purpose of admissions:

- Cousins or other family relationships not included in 1 above;
- Siblings who at 1 September 2020 will not be registered pupils at the academy.

Where applications are received in respect of twins, triplets or children of other multiple births, the academy will endeavour to offer places to all, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

4. Definition of the distance to an intending pupil's home

4.1 Measurement of distance is in a straight line from the centre point of the property to the academy's main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn, supervised by an

independent officer (see reference 6.1). Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the academy than any above it. Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the academy than any subsequent dwelling counted clockwise.

5. Home address / place of residence

5.1 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 the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be the parental address. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. 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.

5.2 Evidence is required of a single address. Where this is changing, evidence regarding the new address, and disposal of the previous address through a contract for sale or change of tenancy will be required. Parents will be asked to declare that the address used will be their place of residence. The academy will reserve its right to carry out further investigation and require additional evidence, and to reject applications or withdraw offers of places if it believes it has grounds to do so¹. In such cases parents have recourse to putting their application through the independent appeals process.

5.3 Informal arrangements between parents will not be taken into consideration. The Trust Admission's Officer may also seek proof of residence from the courts regarding parental responsibilities in this matter. In all cases all those with parental responsibility must be in agreement with the preferences made.

¹ Offers of places may be withdrawn if they were based on an address which changes before the child is admitted. For example, if a child was offered a catchment area place and the family moves out of catchment before the date of admission, the offer of the place may be withdrawn.

6. Tie break

6.1 If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person outside of the academy.

7. Fair Access Protocol

7.1 All admission authorities must participate in the Fair Access Protocol. The academy participates in NCC's Fair Access Protocol and guidance can be found by accessing the following link <http://www.nottinghamshire.gov.uk/media/108354/fair-access-factsheet.pdf>

Or by contacting:

email: enquiries@nottscc.gov.uk

tel: 0300 500 80 80

8. Late applications

8.1 Late applications for reception:

8.1.1 NCC and the Governing Body of the academy may be willing to accept applications which are received late, i.e. after the closing date of 15 January 2020, but by 10 February 2020 for good reason. For example:

- A family returning from abroad
- A lone parent who has been ill for some time
- A family moving into Nottinghamshire from another area
- Other exceptional circumstances

Each case will be treated on its merits.

8.1.2 Any preferences received by NCC by 10 February 2020, with good reason for being late, and where appropriate, with the agreement of the Governing Body of the relevant academy will be included in the first cycle of allocations and will be notified on the national offer day.

8.1.3 All other late applications for places at the academy received by NCC after 10 February 2020 will be dealt with after the offer day.

Late applications will be dealt with in accordance with NCC's scheme and guidance can be found by accessing the following link

<http://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>

Or by contacting:

email: enquiries@nottsc.gov.uk

tel: 0300 500 80 80

9. Waiting list

9.1 If there is oversubscription within any year group the academy will maintain a waiting list. Waiting lists for reception year and years 1 to 5 will be maintained all-year round from the date of refusal of a place up until the summer half term. Waiting lists will not be maintained for year 6. Inclusion on the waiting list does not mean that a place will eventually become available.

9.2 Where the number of students in a particular year group falls below the admission number and where it will not result in a breach of the infant class size legislation, the person whose name appears at the top of that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the academy's published oversubscription criteria.

9.3 Parents are welcome to ask what position their child currently holds on the list. However, because the academy receives applications for admission throughout the year, the waiting list is subject to being re-ordered. Parents need to be aware that their position on the list may rise and fall over time and therefore, a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

9.4 Children who are the subject of a direction by a Local Authority to admit or who are allocated a place at the academy in accordance with the In-Year Fair Access Protocol, will take precedence over those children on a waiting list.

9.5 Waiting lists will be dealt with by NCC and further guidance can be found by accessing the following link <http://www.nottinghamshire.gov.uk/education/school-admissions>

Or by contacting:

email: enquiries@nottscg.gov.uk

tel: 0300 500 80 80

11. False information

11.1 Where the Governing Body² has made an offer of a place at this academy on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim, the offer of a place may be withdrawn.

11.2 Where a child starts attending the academy on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the academy.

11.3 Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

12. In-year admissions

12.1 All mid-term transfer requests will be co-ordinated through the NCC's Admissions Service for approval before admission takes place.

12.2 Before applying parents are encouraged to arrange to visit the academy, and any other school they wish to apply for, after which the parent should complete the online application form.

12.3 The aim wherever possible is to always process mid-term applications within 10 working days (5 days if child is indicated as in care or previously in care). Delays may occur where further evidence or proof is required e.g. proof of house purchase, tenancy agreement, fair access information for complex or out of authority applications etc.)

² Although, the SHINE Board of Trustees and its nominated Local Governing Body (Governing Body) have responsibility for deciding on admissions, under law the local authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

12.4 Where the mid-term application is made through NCC the decision letter will either offer the place or refuse the place because the academy is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

12.5 Applications outside of the normal admissions round will be dealt with in accordance with NCC's in-year scheme. Application forms and details about how to apply are available at: <http://www.nottinghamshire.gov.uk/education/school-admissions/changing-school>

Or by contacting:

email: enquiries@nottscg.gov.uk

tel: 0300 500 80 80

13. Admission of children outside the normal age group

13.1 Children should only be educated out of the normal age group in very limited circumstances. Nottinghamshire residents should submit a request in writing to NCC'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.

13.2 The views of the Headteacher 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 academy) 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.

14. Appeals against the Governing Body's decision to refuse admission

14.1 If a place has been refused, parents have the right of appeal. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DfE School Admission Appeals Code and will be conducted on behalf Ranskill Primary School by the SHINE Multi Academy Trust. Details of the appeals process will be made available to all unsuccessful applicants.

14.2 Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to the Clerk to Governors at the academy's address. The deadline for lodging appeals will allow appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code. Details of the timeline will be made available to parents who indicate that they intend to make an appeal.

15. Catchment area

15.1 The defined catchment area for the academy is set out by accessing the following link <https://www.nottinghamshire.gov.uk/search-for-a-school#/catchments>

If you require this information in an alternative version such as large print, Braille, tape or help in understanding it in your own language, please contact the SHINE Team on 0115 9786351.

Jeśli potrzebujesz tej informacji w alternatywnej wersji, takich jak duży druk, Braille'a, taśmy lub pomoc w zrozumieniu go w swoim języku, skontaktuj się z zespołem polsk na 0115 9786351.

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اگر آپ اس معلومات میں ایک متبادل ورژن جیسے بڑے حروف میں چھپائی، بریل، ٹیپ یا اس کو اپنی زبان میں سمجھنے میں مدد کی ضرورت ہوتی ہے، 9786351 لائن پر شائن ٹیم سے رابطہ کریں۔