



LOWDHAM CHURCH OF ENGLAND PRIMARY SCHOOL ADMISSIONS 2020-2021

The published admission number is 30. The Governors will not admit over this admission limit. Where the pupil has a **Statement of Special Educational Needs** or an **Education Health and Care Plan** which names the school, then the child will be admitted.

Admission Criteria

Application for admission to the **Reception Class** should be received by the Local Authority by the closing date. All in-year applications are dealt with by the LA in line with the published **Nottinghamshire Co-ordinated Admissions Scheme**. The co-ordinated schemes are a mechanism to ensure that every parent or carer resident in Nottinghamshire who has applied for a school place for their child receives, where possible, a single offer of a school place. It is intended to make admission to school easier, more transparent and less stressful for all parents and carers. Parents should apply by the closing date (15th January) to the home local authority.

Should there be more than 30 applications then applicants will be considered by the Governors having regard to the following criteria, in priority order, as listed below:-

- 1) Where the pupil is a '**Looked After Child**' or a child who was previously looked after. The definition of this is: 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).
- 2) Whether the child will have a brother or sister* attending the school and is resident within the catchment area at the time of admission.
- 3) Whether the child, at the time of admission, will have a brother or sister* attending the school.
- 4) Whether the child attends organised religious worship linked to the Church of England (i.e. being regular worshippers, at least once per month), and/or are actively involved in the work of the church (including worship) and have been so for a period of at least 12 months prior to the date of application according to the clergy reference.
- 5) Whether one or both parents** are practising members of the Church of England (i.e. being regular worshippers, at least once per month), and/or are actively involved in the work of the church (including worship) and have been so for a period of at least 12 months prior to the date of application according to the clergy reference.
- 6) As for 5 and 6 but in a C.T.E. (Churches Together in England)***
- 7) Other applications from children who are outside the catchment area.

* The term 'brother or sister' includes all children (and multiple births) normally resident in the same household who are regarded as members of the same family.

**The term 'parent or guardian' is defined as the person who has legal responsibility for the upbringing of the child.

***In all cases in 2, 3, 4 and 5, supporting evidence will be required from the relevant authority (in the case of 4 and 5, verification from clergy).



In each of the above situations, all things being equal, nearness to school will be a deciding factor (distances will be measured as the crow flies, from the front door of the child's home address to the main entrance door of the school using Local Authority Software). In the rare event of two distances being equal, lots will be drawn and independently verified.

N.B. Regardless of the above criteria (with exception to criterion 1), the Governors will, if there are any specific social or medical needs why the child should attend this school in preference to any other school, give consideration to admitting such a child. This would need to be evidenced by a Social Worker, G.P. or a member of the Clergy. This would be considered by a sub-committee of Governors.

Late Applications

Late applications will be processed in line with Nottinghamshire County Council's Co-ordinated scheme. Where places are not available, the applications will be refused and placed on to a waiting list according to the above criteria; no reference will be made to the date of the application.

Twins/Multiple Births

The school's admission numbers for each class is 30; if the 30th place offered is taken up by twins (or multiple births), then the school will exceed the cap of 30. For example: if a 30th place is available and is taken by twins, the numbers for that class will then be 31.

Waiting List

The Waiting List will operate until the end of the academic year for which the application is made. The waiting list will close at the end of each academic year. Parents wishing to remain on the waiting list will need to re-apply for a school place in the next academic year. Waiting lists are held in oversubscription criteria order.

Deferred Admission – From NCC new Code guidance (23.12.14)

Admission of children below compulsory school age and deferred entry to school

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at the school:

- that child is entitled to a full-time place in the September following their fourth birthday;
- the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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. Children should only be educated out of the normal age group in very limited circumstances.

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 headteacher 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.

Transfer to junior and secondary school

Where a child has been educated out of the normal age group it is the parents' responsibility to again request admission out of the normal age group when they transfer to junior secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Admission to all Year Groups

Lowdham Church of England Primary School participates in **Nottinghamshire County Council's in-year coordinated scheme**. Full details are available at www.nottinghamshire.gov.uk/admissions. Governors will consider admission requests and places will be filled in accordance with the admission criteria up to the admission limit (30 pupils per year group). The Governors will not exceed this figure as it is felt that to do so would be prejudicial to the provision of efficient education and/or the efficient use of resources.

Lowdham CofE Primary School participates in Nottinghamshire County Council's Fair Access Protocol.

Right of Appeal

When a request for admission is refused, the applicants will be informed in writing of the reason by the Pupil and Personnel Committee together with their right to appeal. Appeals should be lodged within 20 school days of the date of the refusal and will be heard by an independent appeal panel

Catchment areas

A catchment area map is available from the school and parents can also check the catchment area for their home address at <http://www.nottinghamshire.gov.uk/findmynearest>

Reviewed and amended: February, 2019