



'Feeding Minds, Touching Hearts'

Admission Arrangements 2020-2021

Parents who live in Nottinghamshire wishing to apply for a school place should use Nottinghamshire County Councils coordinated admissions scheme which can be found on their website. Parents living outside Nottinghamshire should apply through their home LA.

OVERSUBSCRIPTION CRITERIA

In accordance with the School Admissions Code 2014 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, in addition, parents can request that their child takes up the place part-time until the child reaches compulsory school age. *In either case the place will be kept open for them during the reception year.* The school participates in Nottinghamshire County Councils Fair Access Protocol. For further information on admission of summer born children, please refer to Nottinghamshire County Council's website www.nottinghamshire.gov.uk/schooladmissions.

The published admission number for the schools is 15.

If there are more applications than the 15 places available, the following admission oversubscription criteria as laid down by the Governing Body will apply after those children with an Education, Health and Care Plan, which names the school, have been allocated. Priority will be given to children in the following order:

1. Looked after children. * or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children with a sibling**, attending school at the time of application
3. Those parents***/children who are frequent**** worshippers at a Church of England within the parishes of Gunthorpe or Caythorpe.
4. Those parents***/children who are frequent**** worshippers at any other Church of England.
5. Those parents***/children who are currently members of any other Christian Church.
6. All other children

In each of the above criteria, (except criterion 1) those living nearest the school as the crow flies will be offered a place. 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. In the event of a tie-break, lots will be drawn and independently verified. For criteria 3, 4 and 5, a supplementary information form is available in Appendix 1.

Where children have exceptional medical or social circumstances each case will be considered on its merits. Confirmation and supporting information from other relevant professionals **must be submitted with the application** for consideration by the Governing Body.

Multiple births (twins, triplets etc)

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

Appeals

When an application for a school is refused, the parent has a right to appeal to an independent appeal panel. Parents are informed of this when they receive their outcome.

National offer day This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area. For primary pupils, offers are sent out by the home local authority on 16 April. These dates are relevant to all on-time applications in the primary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

Closing Date

The closing date for applications and the offer date will be in line with the coordinated admission arrangements for Nottinghamshire. Late applications will be processed in line with the coordinated scheme.

In-year admissions

The school participates in Nottinghamshire County Council's in-year coordinated scheme. Full details are available at www.nottinghamshire.gov.uk.

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.

Parents considering this should make an application in writing to the head teacher who 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.

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 school 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 secondary school

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to 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.

Waiting Lists

Children's names will be added to the school's waiting list if they are refused a place. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. If any applications are received that have higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available. If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time. This will include all applications that have been received requesting a place at that school.

Waiting lists are held for admission to year groups reception to year 5 and are held until the end of the summer term. Waiting lists will close at the end of the summer term and parents would need to make a new application for the next academic year.

The school Governors, under regulations, must review the admission criteria annually. For up to date information please contact the Head Teacher. A parent has the right to appeal in the event that their application was unsuccessful. 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. If the committee decides that a child should be offered a place at the school, then he or she must be admitted.

Definitions:

* 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 is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

*** Parent is defined as those with current parental responsibility or legal guardianship.

**** Minimum monthly attendance

This form should be returned to the head teacher at the point of application to the local authority.

Supplementary Admissions Form to be signed by the relevant member of the clergy or ministry.

Name of Child. _____ **d.o. b** _____

*The parents/carers of the above child have applied for a place at **Gunthorpe Church of England Primary School**, and have cited their Christian background as a reason for their choice.*

Pease could you provide us with some supplementary information in support of this application.

To the Governors of the school:

I can confirm that _____ (please enter the name(s) of the applicant(s) or their child) **frequently**(minimum monthly attendance) **worship(s) at**

_____ (name and address of church)

They are known to me and have been attending church for _____ (state length of time)

Signed _____ Print _____

Role in church if not clergy. _____