



## **Leverton Church of England Academy**

### **Admissions Policy**

#### **The admission of pupils to Leverton Church of England Academy 2020/21**

1. This document sets out the admission arrangements for Leverton Church of England Academy, Main Street, North Leverton, Retford, Notts. DN22 0AD.

#### **Admission arrangements approved by the Secretary of State**

2. Admission arrangements are subject to any changes approved by the Secretary of State;

As per agreement with the Department of Education, the Academies agreed published admission number (PAN) is 20. This is the number of children who can be admitted into the 'intake year' and preferences are agreed until the PAN has been reached.

3. The governing body operates a single entry admission policy prior to the child's fifth birthday, admitting children full-time at the beginning of the Autumn Term. The children are offered a part-time place in school for the preceding Summer Term. Some parents wish to defer the start of full-time education until compulsory school age, parents may also opt to take up a place for their child on a part time basis (see school admissions code para 2.16) If you would like to take up this option, you may arrange the details with the Head Teacher. However, if your child's birthday falls between 1 April and 31 August, deferring admission until compulsory school age would result in your child being admitted into a different admission year and it is advisable to speak to the Local Authority if you are considering this option.

#### **Application process**

4. Parents must apply for a place through the standard Nottinghamshire Local Authority admissions process. The form must be completed by the closing date. In addition, applicants applying under religious criterion should also complete the supplementary application form which requires verification from a minister. If this document is not completed your child may be ranked in a lower criterion.

#### **Consideration of applications**

5. The Academy will consider all applications for places which arrive before the deadline. Where fewer than the published admission number for any relevant age group are received, the Academy will offer places to all those who have applied. All applications received after the closing date will be processed in line with the coordinated scheme.

#### **Allocation of places**

Where the number of applications for admissions is greater than the published admissions number, applications will be considered against the criteria, and in the order, set out below.

In the event of oversubscription, within any criterion, preference will be given to children who live nearest to the school as the crow flies. 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.

6. Any tie break applications will be considered by an independent admissions panel.

The Academy will admit any child with a statement of special educational needs that names the Academy under the terms of section 324 of the Education Act 1996. This will reduce the number of places available for other children. After the admissions of children with statements of special educational needs or an Education Health and Care plan which name the Academy on the statement, application will be considered from:

- a). Children looked after or previously looked after.
- b). Children who live within the Catchment area of the Academy and who, at the time of admission, will have a sibling (brother or sister) attending Leverton Church of England Academy.
- c). Children who live outside of the catchment area and who, at the time of admission, will have a brother or sister attending Leverton Church of England Academy.
- d). Children who live inside the catchment area.
- e). Children who live outside of the catchment area and whose parents/carers regularly attend the 'Churches of the Levertons'. Parents applying under this criterion must also complete the supplementary admission form.  
In determining faith admission applications priority is given to children who have worshipped regularly with their parent/carer (at least monthly for at least the previous year) at the 'Churches of the Levertons'.
- f). Any other children

### **Special Circumstances**

Children whose particular medical needs, mobility support needs, special educational needs or other 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 will be given special consideration. The evidence must be presented at the time of application and will be considered by the Admissions Panel. Admission under 'Special Circumstances' will take precedence over all but the first numbered criteria.

### **Admission of children outside the normal age**

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 head teacher of the Academy 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.

#### **7. Offer of a place**

The Local Authority will make the formal offer of a place to parents or guardians on behalf of the Governing Body of the Academy. Parents should contact the Academy within 14 days of the date stated on the offer letter to either accept or reject the offer of a place. This will in no way affect parent's right of appeal for a place at another school.

#### **8. Refusal of a place**

In the event of parents being informed that their child has not secured a place within the Academy the letter issued by the local authority will include, the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed that if they wish to appeal, they have to set out grounds for an appeal in writing.

#### **9. Waiting List**

If applications exceed the number of places available, the Academy will operate a waiting list in accordance with the above oversubscription criteria. The Academy maintains a clear, fair and objective waiting list. Positions on the waiting list may go up or down depending on whether places become available, or if late applications are received. Priority will **not** be given to children based on the date that their application was received. Looked after Children, and those allocated a place in line with the Fair Access Protocol will take precedence over those on the waiting list, as agreed with the Secretary of State. The waiting list ceases to exist on 31<sup>st</sup> December of each Academic year.

#### **10. In-year admissions**

In-year applications should be made to Nottinghamshire County Council and information is available at:

<http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool> . This does not affect the rights and duties of the governing body to set and apply their own admissions arrangements and oversubscriptions criteria. The school will communicate their decision to the LA who will notify the parent of the decision to either offer or refuse a place. Parents will be required to confirm their acceptance of the place within 14 days. All applications received for in-year admissions will be dealt with in accordance with the above criteria. In the event of a place being available in the appropriate year group then that will be offered by the Governors but communicated to parents by the home LA; parents will be offered the right of appeal. Waiting lists will not be held for in-year admissions.

## **11. Appeals Procedure**

If a child is not allocated a place, parents/carers have a statutory right of appeal. Parents who are dissatisfied with an admissions decision made by the Academy have the right to appeal. Appeals should be addressed to the Admissions Offer at the Academy, 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.

The appeal will be heard by an Independent Appeals Panel and parents will receive advanced notification of the time and date of the appeal hearing, to which they can go and make their case. Following the appeals hearing, the Clerk of the appeals panel will write to parents informing them of the panel's decision.

The Appeal panel will be independent of the Academy and arrangements will be in line with the School Admission Appeals Code 2012 published by the Department for Education (DfE, 2012). The appeals panel will be formed in accordance with the School Admission Appeals Code 2012 and is binding on all parties involved.

### **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.

### **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 residence order or special guardianship order). Previously looked after children are those who were adopted immediately following having been looked after. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).

Leverton Church of England Academy uses the definitions in the link below [www.nottinghamshire.gov.uk/media/1528492/first-admission-guide-for-parents.pdf](http://www.nottinghamshire.gov.uk/media/1528492/first-admission-guide-for-parents.pdf) in respect of home address, parents, siblings, twins and multiple births.

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



## Leverton Church of England Academy

### Admissions supplementary Application Form

Please note that applicants who wish attendance at a place of worship to be considered as part of the application need to complete this form. Please complete in CAPITAL LETTERS.

Child's Surname .....

Child's forenames .....

Child's date of birth ..... Sex (M/F) .....

Address .....

.....

Parent/Guardian Surname ..... Forename .....

Tel.no. .... Mobile no. ....

E-mail address .....

Name of present school .....

Which Church does the child attend? .....

Describe the child's church attendance .....

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In determining faith admission applications priority is given to children who have worshipped regularly with their parent/carer (at least monthly for at least the previous year) at the 'Churches of the Levertons'.

Please provide the name, full address and telephone number of a priest/minister to whom reference may be made to confirm your child's church attendance

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..... Telephone no. ....

SIGNATURE ..... DATE .....

NAME .....

Please return the completed for to the Admissions Administrator, Leverton Church of England Academy, Main Street, North Leverton, Retford, Notts. DN22 0AD.