

# **Admission Policy for Greythorn Primary School**



**GREYTHORN**  
PRIMARY SCHOOL

**2020/21**

## **Admission arrangements for children starting school**

Admissions for children about to start school are decided by the governors using the oversubscription criteria, but the process is coordinated either by Nottinghamshire County Council's Admissions

Call Centre:

0300 50 80 80

or <http://www.nottinghamshire.gov.uk/education/school-admissions>

Or, for parents living in Wilford village:

Nottingham City Council Admissions Office- 0115 8415568

[www.nottinghamcity.gov.uk/education-and-schools/school-admissions](http://www.nottinghamcity.gov.uk/education-and-schools/school-admissions)

and parents/carers are required to apply on a common application form through their 'home' local authority.

The published admission number per year group is 45.

### **Admission oversubscription criteria**

In the event of over subscription, the following criteria will be applied, 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 which names the school:

1. Children looked after by a local authority and previously looked after children
2. Children whose application has been determined to deserve special consideration (see below)
3. Children who live in the catchment area\* and who, at the time of admission, will have a brother or sister attending the school
4. Children who live in the catchment area\*
5. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school
6. Children who have a parent working at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
7. Other children

\*Following a period of consultation the governors of Greythorn Primary School changed the catchment area for Greythorn for admissions from September 2018/19 onwards. Please see the map in Appendix 1 for the catchment area and Appendix 2 for street names in Wilford that have been added.

In the event of over subscription within all but the first 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.

In the event of two distances being equal, random allocation will be used as tie-break. This process will be independently verified.

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

Waiting lists are held for the reception intake year and will be held until 31<sup>st</sup> December of the intake year.

### **Special Consideration**

The following groups of children will be given special consideration in their application for a particular 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 stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of the application.

The governors will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special consideration' will take precedence over all but the first of the numbered criteria.

### **In year admissions to year groups other than the intake year**

Admission into school is decided by the governors using the oversubscription criteria, but coordinated by Nottinghamshire County Council and, in the case of residents of Wilford, Nottingham City Council. Applications forms can be obtained from:

Nottinghamshire County Council:

[www.nottinghamshire.gov.uk/education/school-admissions](http://www.nottinghamshire.gov.uk/education/school-admissions)

Nottingham City Council: [www.nottinghamcity.gov.uk/education-and-schools/school-admissions](http://www.nottinghamcity.gov.uk/education-and-schools/school-admissions)

Applications for admission to year groups other than the intake year group will be considered in relation to the published admission limit which applied when the year group was first admitted to the school, subject to infant class size restrictions. If places are available within the year group, the child will be admitted. If there are more applications

than places available, the oversubscription criteria above will be used to determine which child can be offered a place.

A waiting list will be in operation for all other years where the academy receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year.

Where the number of students in a particular year group falls below the published admission number, the person whose name appears first on 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.

Parents of children who are on the waiting list will be contacted at the start of each half term to establish if they wish to remain on the waiting list.

Parents are welcome to ask what position they currently hold on the list. However, because the academy constantly receives applications for admission throughout the year, the waiting list is continually 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.

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

The governors use the same definitions (sibling, parent, home address) as those of Nottinghamshire County Council – these are published in the “Admissions to schools: guide for parents”.

A definition of 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). 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).

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire County Council's "Admissions to Schools" booklet and the County Council website [www.nottinghamshire.gov.uk/education/school-admissions](http://www.nottinghamshire.gov.uk/education/school-admissions). This also outlines how the co-ordinated admissions scheme and late applications are processed.

For parents living in Wilford the documents 'Going to school in Nottingham 2018/19' and 'Summary Guide for infant, junior and primary applicants 2018/19' are available from the Nottingham City admissions team: [www.nottinghamcity.gov.uk/education-and-schools/school-admissions](http://www.nottinghamcity.gov.uk/education-and-schools/school-admissions)

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

Compulsory school age is the term following a child's fifth birthday.

All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the school year 2020-21, or until the term in which the child reaches compulsory school age within this year. The school year is also referred to as the 'academic year.'

Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the 2020 -21 school year. For children born before 1 April, parents must ensure that they apply for a school place before the closing date of 15 January 2019 if they want their child to start in the reception class.

The parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that the child is admitted out of the normal age group- to reception rather than year 1.

### **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.

Residents should submit a request in writing to their home local authority 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 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 parent's responsibility to again request admission out of the normal age group when they transfer to junior and 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.

### **Appeals**

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. Applicants wishing to appeal will be given 25 school days to submit an appeal. Following submission of the appeal applicants will be given at least 10 days notice

of a hearing. Appeals must be heard within 40 days of the deadline for making an appeal.

### **Fair Access Protocol**

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

**Reviewed: February 2019**

**Review: Annually**

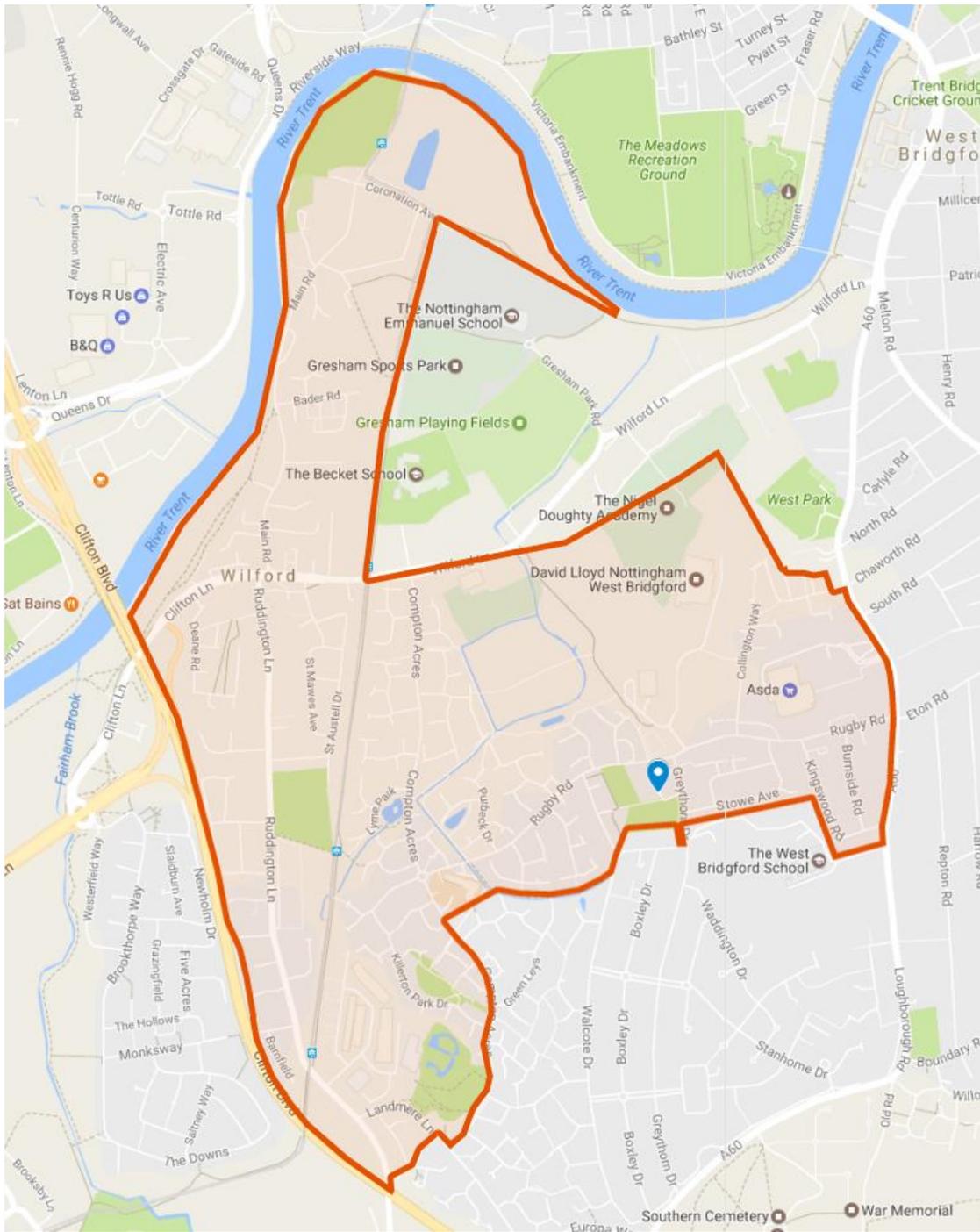
**Chair of Governors:**



**Head Teacher:**



**Appendix 1- Map showing Greythorn's catchment area for 2020/21**



Appendix 2

Greythorn Primary School

Additional Catchment Area (for admissions from 1 September 2018)

*Aaron Close*

*Ashdown Close*

*Bader Road*

*Barnes Close*

*Barnfield*

*Becket Grove*

*Bell Lane*

*Bradbourne Avenue*

*Brewill Grove*

*Chancery Court*

*Coronation Avenue*

*Cribb Close*

*Deane Road*

*Fieldway*

*Glebe Cottage Walk*

*Grange Close*

*Hannah Crescent*

*Holly Avenue*

*Horwood Drive*

*Hunters Close*

*Kenny Avenue*

*Launceston Crescent*

*Lamorna Grove*

*Leander Close*

*Lucerne Close*

*Main Road*  
*Manor House Close*  
*Maple View*  
*Maplestead Avenue*  
*Pinfold Lane*  
*Rectory Drive*  
*Regents Place*  
*Roland Avenue*  
*Ruddington Lane*  
*Scarf Walk*  
*St Austell Drive*  
*St Ervan Road*  
*St Mawes Avenue*  
*St Wilfrid's Church Drive*  
*Vernon Avenue*  
*Wakefield Close*  
*Whitfield*  
*Wilberforce Road*  
*Wilford Lane*  
*Winifred Close*

These streets lie within the boundary for The City of Nottingham. Streets within the Nottinghamshire County Council border can be checked at:

<http://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>

*Correct at the original time of publication and may not include any 'new builds' which have recently been developed within our catchment area*

### **Definitions**

#### **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 (that is, 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 and this 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.

### **Looked after 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).

### **Parents**

- the mother of the child
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. Nottinghamshire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, Nottinghamshire County Council will establish where the child lives for the majority of the time.

**Siblings (brothers or sisters)**

- brothers and/or sisters who share the same parents(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

**Multiple births**

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

**Infant class size**

The law limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 and 7 during the school year) to 30 pupils per school teacher. The class size legislation makes allowance for the entry of an additional child in certain limited circumstances. The School Admissions Code 2014 (section 2.15) sets out these exceptions.

This information is also available at [www.dfe.gov.uk](http://www.dfe.gov.uk)