

# **Admission Policy for All Saints C of E (Aided) Infant and Pre-School**



**Date: January 2020**

**Date of review: January 2021**

## Admission Arrangements 2020-2021

The Governing Body has determined a planned admission number (PAN) of 30. This is the number of children who can be admitted into the “intake year” and preferences are agreed until the PAN has been reached.

The following oversubscription criteria will be used to determine how places are allocated when there are more applications than places available. In the event of oversubscription, within **any** criterion, preference will be given to children who live nearest to the school. Distances are measured from the main administrative point at the school site 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, lots will be drawn and independently verified.

Children who have a statement of special educational need or education, health and care plan (EHCP) that names All Saints CE Infant School will be admitted. This will reduce the number of places available for other children.

### **Criteria:**

- 1 Children who are “looked after” or have been “previously looked after”.
- 2 Children who, at the time of admission, have a sibling (brother or sister) who attend the school, or Woodland View Primary School **and** whose parents have a commitment to All Saints Church, Huthwaite\*
- 3 Children who, at the time of admission, have a sibling (brother or sister) who attend the school, or Woodland View Primary School and whose parents have a commitment to other churches who are members of Churches Together in England or the Evangelical Alliance\*
- 4 Children who, at the time of admission, have a sibling (brother or sister) who attend the school, or Woodland View Primary school
- 5 Children whose parents have a commitment to All Saints Church, Huthwaite\*
- 6 Children whose parents have a commitment to any other churches who are members of Churches Together in England or the Evangelical Alliance\*
- 7 Any other children, including those whose parents have a commitment to any other faith group.

\*Within criteria 2, 3, 5 and 6 Governors will differentiate priority according to whether the parents are

- “at the heart of the church” – worshipping usually at least twice per month
- “attached to the church” – worshipping usually monthly or involved in regular weekday church activities
- “known to the church” – worshipping occasionally, known through a family connection or involved in a regular weekday church activity which does not include an element of worship.

## **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 dealt with by the school governors. Admission under 'special circumstances' will take precedence over all but the first numbered criteria.

All Saints C. of E. Infant School participates in Nottinghamshire's Fair Access Protocol. All applications must be made on the common application form issued by the home Local Authority. The form must be completed and returned by the closing date. In addition, applicants applying under criterion 2, 3, 5 or 6 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.

All applications received after the closing date will be accepted but considered after those received on time in accordance with the Nottinghamshire Coordinated Scheme.

If applications exceed the number of places available, the school will operate a waiting list in accordance with the above oversubscription criteria. Places on the waiting list may go up or down depending on whether places become available, or if late applications are received. The Governors of the school, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated scheme until 31<sup>st</sup> December.

If a child is not allocated a place, parents/carers have a statutory right of appeal. Appeals can be lodged by writing to the Governors. 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 appeals are heard by an independent appeals panel. The decision of the panel will be binding on parents and on the school.

The Governing Body operates a single entry admission policy prior to a child's fifth birthday, admitting children full-time at the beginning of the Autumn Term. Some parents may wish to defer the start of full-time education until compulsory school age or take up a place on a part-time basis. If you would like to take up any of these options, 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.

## **In-year admissions**

The school participates in the County Council's co-ordinated admissions scheme for in year applications. This does not affect the rights and duties of the governing body to set and apply their own admission arrangements and oversubscription criteria. The school will communicate their decision to the local authority who will notify the parent of the decision to either offer or refuse a place. Parents will be required to confirm their acceptance of a place to the local authority within 14 days. All applications received for in-year admission 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 Governors but communicated to parents by Nottinghamshire LA; parents will be offered the right of appeal. Waiting lists will be held for the academic year of admission. Each added child will be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

Children of nomadic travellers will be allocated a place at the school where a place is available. In the event of oversubscription the school will liaise with the Local Authority to enable a place to be found in a school without delay.

### **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.

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 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 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.

## **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).

All Saints CE Infant School Governors use the same definitions as published in Nottinghamshire County Council's Admissions to Schools Booklet in respect of home address, parents, siblings, twins and multiple births and nomadic travellers. (See below for full details).

## **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 (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, the governors will accept a Unit postal address or quartering area address for a service child.

### **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 the governors/ Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. The governors and 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, the governors will establish where the child lives for the majority of the time.

### **Sibling (brother or sister)**

- brothers and/or sisters who share the same parent(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 (twins, triplets etc)**

Where one child of a multiple birth can be admitted, the other child/children will also be admitted. (This counts as an exception to the infant class size rule if, say, one twin made the class size 30, you could, therefore, admit the other, creating a class of 31).

### **Nomadic Travellers**

Children of nomadic travellers will be allocated a place at the school in line with the admission criteria stated above.

**ALL SAINTS CE INFANT SCHOOL - SUPPLEMENTARY APPLICATION FORM**

**PARENT USE ONLY**

Child's name \_\_\_\_\_ Date of birth \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Parent's full name \_\_\_\_\_

Parent's contact number \_\_\_\_\_

**CHURCH MINISTER USE ONLY  
VERIFICATION OF CRITERION 2, 3, 5 OR 6**

**I confirm that the parents of the above named child are:**

Please indicate with an X which of the following statement applies	(X)
<b>At the heart of the church</b> – worshipping usually at least twice per month	
<b>Attached to the church</b> – worshipping usually monthly or involved in regular weekday church activities	
<b>Known to the church</b> – worshipping occasionally, known through a family connection or involved in regular weekday church activity which does not include an element of worship	

Signed ..... Date .....

Church minister's full name .....

Church .....