



Flying High Trust Partnership

**Admission Policy for
Killisick Junior School**



MAY 2019

Admission Arrangements For Children Starting School

Killisick Junior School provides for the needs of children within the 7 to 11 age range.

The linked infant school for the Killisick Junior School is Pinewood Infant School.

Allocation of places for children about to start school is decided through implementation of the governors' previously determined over-subscription criteria. The process is co-ordinated by Nottinghamshire County Council. Applications must be made through your home local authority. For Nottinghamshire residents, this can be found on the NCC website www.nottinghamshire.gov.uk/learning/schools/admissions and applications should be completed by the closing date for applications as stated in the Nottinghamshire Coordinated scheme.

The published admission number per year group is 60.

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 (including those in receipt of 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 who attend the linked infant school at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
3. Other children who attend the linked infant school at the closing date for applications.
4. Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
5. Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school.
6. Children who live outside the catchment area

Within each of the criteria, priority will be given to children who live nearest to the school as the crow flies (by straight line). 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.

Any late applications received will be considered in line with Nottinghamshire County Council's coordinated arrangements.

Special Circumstances

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 circumstances' will take precedence over all but the first of the numbered criteria.

In Year Admissions

Allocation of places for children about to start school is decided through implementation of the governors' previously determined over subscription criteria but coordinated by Nottinghamshire County Council. Application forms can be obtained from Nottinghamshire County Council, www.nottinghamshire.gov.uk

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. 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 reordered.

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”.

<https://www.nottinghamshire.gov.uk/media/1528492/first-admission-guide-for-parents.pdf>

Some admission authorities use definitions that are different from those of Nottinghamshire County Council. It is important, therefore, that you read the admission oversubscription criteria for individual schools carefully.

Nottinghamshire County Council, as an admissions authority, uses the following 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

Remember that if you are applying for an infant or junior school place and you have another child attending the linked infant or junior school in September 2019, you must include them as a sibling on your application if this will give you higher priority in the admission oversubscription criteria.

For the purposes of admissions, attending the school means being on roll at the time of admission.

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.nottscc.gov.uk including. This also outlines how the co-ordinated admissions scheme and late applications are processed.

Admission Of Children Outside The Normal Age Group

Parents may seek a place for their child outside of their 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.

Admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group.

Admission authorities must make decisions on the basis of 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, their 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. They must also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

Where an admission authority agrees to a parent's request for their child to be admitted out of their 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, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have 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 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 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 in which the child has been educated up to that point.

Appeals

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.

Fair Access Protocol

Killisick Junior School participates in Nottinghamshire County Council's Fair Access Protocol.