

# **Determined Admission Arrangements 2020/2021 at Fairfield Primary Academy**

Implementation September 2020

Review July 2021

The Published Admission number (PAN) at Fairfield Primary Academy is 60 pupils for Reception aged children and an additional 40 pupils for Year 3.

## **Admission oversubscription criteria**

In accordance with the School Admission Code, Fairfield Primary Academy operates within the Nottinghamshire County Council's Coordinated Admissions Scheme. We do not currently require additional information to consider your application fully.

### **Special consideration for all year groups:**

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the only school which will be considered.

The evidence must be presented at the time of application. The school's Admissions Committee will consider the written evidence provided to decide whether the application may be processed as special circumstances. Admission under special circumstances will have priority over all but the first numbered criteria.

In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have a statement of special educational need or education, health and care plan (EHCP) which names the school.

A link to a map showing the defined catchment area can be found via the Fairfield Primary Academy website at:

<http://www.fairfieldprimaryacademy.co.uk/images/doc/Catchment%20Area%20Map.pdf>

### **Reception (Key Stage 1) - admission oversubscription criteria:**

1. Children who are looked after by a local Authority - including previously looked after children within or outside of England
2. Children who live in the catchment area 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 school (William Lilley Infants and Nursery and School)
3. Other children who live in the catchment area at the closing date for applications
4. Children who live outside the catchment area and who at the time of admission will have a brother or sister attending the school or the linked school (William Lilley Infant and Nursery School)
5. Other children who live outside the catchment area

### **Year 3 junior (Key Stage 2) admission oversubscription criteria**

1. Children who are looked after by a Local Authority including previously looked after children within or outside of England
2. Children who attend William Lilley Infant and Nursery School, live in the catchment area and who, at the time of admission, will have a brother or sister at Fairfield Primary Academy or William Lilley Infant and Nursery School
3. Children who attend William Lilley Infant and Nursery School, do not live in the catchment area but who, at the time of admission, will have a brother or sister at Fairfield Primary Academy or William Lilley Infant and Nursery School
4. Children who live inside the catchment area but who do not attend William Lilley Infant and Nursery School but who, at the time of admission, will have a brother or sister attending Fairfield Primary Academy or William Lilley Infant and Nursery School
5. Children who live outside the catchment area and who do not attend William Lilley Infant and Nursery School but who, at the time of admission, will have a brother or sister attending Fairfield Primary Academy or William Lilley Infant and Nursery School
6. Other children who attend the linked school (William Lilley Infants and Nursery School) and live in the catchment area at the closing date for applications
7. Other children who live in the catchment area and do not attend William Lilley Infant and Nursery School
8. Other children who live outside the catchment area and attend William Lilley Infant and Nursery School
9. Other children who live outside the catchment area

Attending school is taken to be on roll at a school for the purposes of admissions.

### **Oversubscription**

In the event of oversubscription, within any criterion, preference will be given to children who live nearest to Fairfield Primary Academy as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school using Nottinghamshire County Council's computerised distance measuring system. In the event of two distances being equal the measurement will be taken from the next decimal point. In the event that two distances remain equal, lots will be drawn by a person independent of the school.

### **In Year Applications**

Fairfield Primary Academy participates in Nottinghamshire County Council's non-statutory In Year Admissions Scheme to (a) Assist in safeguarding matters and (b) to help prevent parents/carers from having to make multiple applications. To apply in year, please visit [www.nottinghamshire.gov.uk/education/school-admissions/changing-school](http://www.nottinghamshire.gov.uk/education/school-admissions/changing-school)

## **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. This includes children looked after by a public authority, religious organisation or other provider as defined in the Department for Education guidance, and children who were previously in state care outside of England (looked after by a local authority, religious organisation or another provider of care whose sole purpose is to benefit society, such as orphanages or other settings).
- 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).

### ***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 the foster parent's address may be used.
- Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address.
- If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights *i.e.* 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 when 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. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. If evidence is not provided of permanent residence at the address supplied, any place offered may be withdrawn.
- The school Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

### ***Parents***

For school admissions the school will consider the following as parents:

- the mother of the child
- an adoptive parent
- 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
- any other person who has acquired 'parental responsibility through the courts

### **Siblings**

For school admissions the school will consider the following as sibling:

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

Twins and multiple births - where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### **Waiting lists**

During a normal admissions round where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day (16 April 2020).

- Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated.
- Priority on the waiting list will be determined by reference to the admission oversubscription criteria and not by the date an application was received. Waiting lists are maintained until the end of the Autumn Term in partnership with Nottinghamshire County Council. Inclusion on a waiting list does not mean that a place will eventually become available.
- If the school is oversubscribed, new or late applications received will be refused, right of appeal given and the child's name placed on the waiting list according to the published admissions oversubscription criteria. This will create an automatic refresh of the waiting list rank order

Fairfield Primary Academy does not operate waiting lists for in-year applications. An exception is made for late applications for intake rounds (i.e. Reception (F2) and Year 3) where waiting lists are still in place for the Autumn term. These applications will be included within waiting list processes albeit managed as an in-year application.

### **Late Applications - normal admissions rounds only**

1. Applications from parents/ carers received after the closing date (15 January) may be considered by Nottinghamshire County Council as on-time, with the agreement of the relevant admission authority (Fairfield Primary Academy), in the following circumstances:
  - relocation into the area of Nottinghamshire County Council from another local authority
  - relocation within Nottinghamshire
  - exceptional reasons for missing the closing date, e.g. family bereavement, hospitalisation or family trauma

Information outlining why the application was received late together with evidence of relocation must be provided for children starting school for the first time.

2. Late applications received will be considered after the offer day in line with the coordinated arrangements irrespective of the individual circumstances. Any applications received will be processed in line with Nottinghamshire County Council's scheme. National offer day for primary schools is 16 April each year.

### **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 the normal age group - to reception rather than year 1. Any decision to admit outside the normal age group will be made by the admission authority considering the circumstances of the case however, you may wish to discuss this option with the Principal of the school, as the Principal's views may be taken into account.

Parents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. Designated officers at Fairfield Primary Academy 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 group (i.e. the age group to which pupils are normally admitted to the school) the 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 offered a place at the school but it is not in their preferred age group.

Parents can take the opportunity to request this in advance

### **Admission Appeals**

Fairfield Primary Academy is responsible for determining its own admissions and appeals arrangements. If your child is not allocated a place then you have a statutory right of appeal, appeals should be lodged within 20 school days of the outcome of your application. Currently, appeals received are forwarded to an Independent Appeal Clerk who makes all the necessary arrangements for the appeal to be heard by an Independent Appeals Panel within the required timelines. The appeals timetable will be published on the school website. Appeals will begin from June 2020 onwards.

## **Fair Access Protocol**

Nottinghamshire County Council operates a Fair Access Protocol to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum. Fairfield Primary Academy participates in Nottinghamshire County Council's Fair Access Protocol.

### **Deferred / part-time entry into reception**

All children have the right to start school on a full time basis from the September following their 4th birthday. Where a place has been offered the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made. In addition, parents may wish their child to attend part-time until later in the school year but not beyond the point at which the child reaches compulsory school age.