Bilsthorpe Flying High Academy

Admissions Policy

2028 - 2029

Admission arrangements for children starting 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 coordinated by Nottinghamshire County Council's Admissions Office, for more information please visit www.nottinghamshire.gov.uk/admissions.

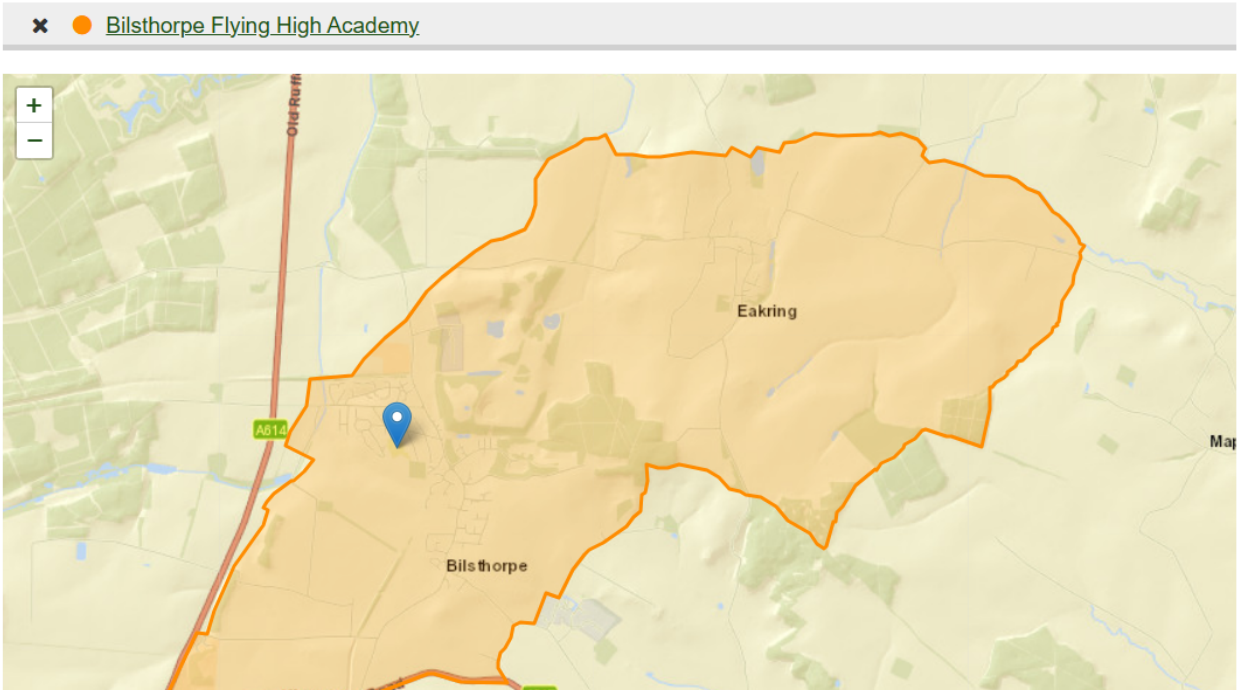
The published admission number per year group is 30.

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 an Education Health Care Plan (EHCP) which names the school:

1. Children looked after by a local authority and previously looked after children including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school.
3. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
4. 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.
5. Children who live in the catchment area.
6. Other children.

NB: Catchment areas can be reviewed and checked using the following county council website: https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas

Catchment Area Map



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 31st December of the intake year. We maintain a clear, fair and objective waiting list until at least 31st December of each school year of admission, each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority is not given to children based on the date their application was received or when their name was added to the list.

Children offered a place in our school who were born between 1st September and 31st August of the appropriate admission year, have the option to start full-time school from the beginning of the autumn term. Parents may choose to defer their child's admission to the following term or until the beginning of the term following their child's fifth birthday, provided that the child's admission takes place within the current school year and subject to discussion with the Head Teacher. Children may also attend part time where the parents wish.

Should parents of summer born children choose to defer their child's admission until the September after their fifth birthday and request their child enter the reception class the admission authority will make a decision on the basis of the circumstances of each individual case.

Outcomes to online applications will be received on National Offer Day (16th April 2028) and for other applications an outcome will be posted out 2nd class on National Offer Day.

Admission of children outside their 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.

If you would like your child to be admitted to the reception year group, outside their normal age group, you must make your application to Nottinghamshire County Council for a school place in the normal admission round. You should submit your request to delay admission alongside the formal application for a school place. 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

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 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.

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 or Education, Health and Care (EHC) plan, 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.

The process is coordinated by Nottinghamshire County Council. Application forms can be obtained from Nottinghamshire County Council's Admissions Office
https://www.nottinghamshire.gov.uk/education/school-admissions/changing-school

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.

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".

Definitions

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

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.

See Section 14A of the Children Act 1989 which 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 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.

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.

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 2026, 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.

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 exceptional circumstances. The School Admissions Code 2021 (paragraph 2.16) sets out these exceptions. This information is also available at www.dfe.gov.uk

Summer Born Children

The term summer born children relates to all children born from 1st April to 31st August. These children reach compulsory school age on 31st August following their fifth birthday (or on their fifth birthday if it falls on 31st August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely)

Further Guidance on applications

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire County Council "Admissions to Schools" booklet and the County Council website www.nottscc.gov.uk. This also outlines how the coordinated admissions scheme and late applications are processed.

Appeals

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. Applicants wishing to appeal should contact the school within 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

Fair Access Protocol

Bilsthorpe Flying High Academy participates in Nottinghamshire County Council's Fair Access Protocol.