



**ST JOHN THE BAPTIST C OF E PRIMARY SCHOOL**  
**VALE ROAD**  
**COLWICK**  
**NOTTINGHAM**  
**NG4 2ED**

**ADMISSIONS POLICY 2025/2026**  
**Last Consultation: December 2023**  
**Last Revised: December 2023**

1. Area of Benefit

The original Trust Deed stated that the School is for the benefit of the children of the Parish of Colwick. The Area of Benefit is the Ancient Ecclesiastical Parish of Colwick, which includes the Colwick Park Estate, The Elms in the Parish of Netherfield and a large portion of the Parish of Saint John (Oakdale Road). Applications are invited from parents/carers of any child whether or not they attend any church.

2. The published admission number is 30.

3. Admissions to intake year (foundation) are considered as outlined in Nottinghamshire County Council's coordinated scheme. Admissions to intake for Foundation year within the normal round should be made to the home local authority. In Nottinghamshire, admissions are made with the County Council's co-ordinated scheme.

4. Applicants may also complete a supplementary information form to confirm regular worship. This is available from the school and should be returned directly to the school.

5. All applicants will be notified of the outcome of their application by their home local authority on National Primary Offer day (16<sup>th</sup> April or the next working day if this falls at the weekend). Please refer to the published Nottinghamshire County Council's coordinated scheme for timelines.

6. Should the number of applicants be greater than the places available, the admission oversubscription criteria will be used to determine which children can be offered places.

Priority will be given to children who live nearest to the school by straight line. In the event of over subscription in any criterion, places will be allocated by distance from the school (as the crow flies), determined by the local authority based on the address provided at admissions. Children on the

waiting list will be prioritised by distance. 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. Where two or more applicants are equal in all respects, lots will be drawn and independently verified. If a child is offered a place as a result of random allocation (drawing lots) and also has a sibling from a multiple birth, the other child / children will also be offered a place.

7. Late Applications are processed in line with the coordinated scheme.

### **Admission oversubscription criteria**

In the event of oversubscription, the following criteria will be applied, in priority order, to determine which applications will be granted after those children with an education health and care plan (EHCP) which names the school.

1. Looked After Children (see Appendix 2) and previously looked after children. Applications should be made to the home local authority.
2. Children who have a sibling (see Appendix 2) attending the school at the time of admission. Applications should be made to the home local authority.
3. Children or a parent who regularly (at least once a month for a minimum period of 12 consecutive months immediately preceding the commencement of the application process) worship at a Church of England Church. Applications should be made to the home local authority.\*\*
4. Children or a parent who regularly (at least once a month for a minimum period of 12 consecutive months immediately preceding the commencement of the application process) worship at any other Christian Church which is a member of Churches Together in England. Applications should be made to the home local authority\*\*
5. Children living in the school's area of benefit (the Ancient Ecclesiastical Parish of Colwick). (see appendix 3). Applications should be made to the home local authority.
6. Any other children. Applications should be made to the home local authority.

If in any of the above categories the number of eligible children exceeds the remaining available place, places will be allocated based on distance from school (see paragraph 6 of Admissions Policy).

\*\*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### **Late Applications**

Late applications are to be considered in line with Nottinghamshire County Council's co-ordinated scheme.

### **Special Circumstances**

Children whose particular medical needs, mobility support needs or social circumstances must be supported by written evidence from a doctor, social worker or other relevant professional, or EHCP at the time of application. The governing body will consider these applications. These cases will take priority over all but the first criterion.

### **Fair Access Protocols**

Local authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number to schools that are already full. In accordance with the School Admissions Code 2021 St John the Baptist CofE Primary School participates in Nottinghamshire County Council's Fair Access Protocol.

### **The Military Covenant**

In order to honour the spirit of the Military Covenant, and in keeping with the School Admissions Code 2021, the school supports the Government's commitment to removing disadvantage for service children. In light of this, the school recognises the specific provisions within the Code for children of UK service personnel (UK Armed Forces), admitted both within and outside the normal admissions round, and the provision for families of service personnel (UK Armed Forces) with a confirmed posting, or crown servants returning from overseas to live in the area. This is detailed in the School Admissions Code 2021 point 2.21.

a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. St Johns will not refuse to process an application and will not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

b) St Johns will use the address at which the child will live at when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. A Unit or quartering address can be used as the child's home address when considering the application against St Johns oversubscription criteria, where a parent requests this.

c) St Johns will not reserve blocks of places for these children.

d) St Johns will ensure that admissions arrangements support the Government's commitment to removing disadvantage for service children. Arrangements will be appropriate for the area and be in line the local authority's composite prospectus.

## **Appendix 1**

### **Churches Together in England**

The following is a list of Churches identified within "Churches Together in England" as provided by the Diocese of Southwell and Nottingham:

The Baptist Union

The Church of England

The Congregational Federation

The Open Christian Centre

The Methodist Church

The Moravian Church

The Roman Catholic Church

The Salvation Army

The United Reformed Church

The school will operate a waiting list for the intake year group. This list will be re-ranked as new applications are made.

Unsuccessful candidates will be retained on this list until the end of the Spring Term during the admission year. In the event of a vacancy, the oversubscription criteria will be applied to determine which applications will be granted.

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

The school participates in Nottinghamshire County Council's non statutory in-year coordinated scheme.

The school will operate a waiting list for unsuccessful in-year applications and parents given the right to appeal. Intake lists are maintained until the end of the spring term. The in-year waiting list will be retained until the end of the Summer Term. Should a place become available the oversubscription criteria will be applied to determine which applications will be granted.

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the school. Applications will be considered in accordance with the scheme coordinated by Nottinghamshire

### **How to apply in-year**

LA. Application forms and details about how to apply are available at  
<http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/>

The school participates in Nottinghamshire County Council's Fair Access Protocol.

### **Right of Appeal**

Any parent or carer whose child is refused a primary school place for which they have applied has the right of appeal to an independent appeals panel.

Any appeals should be addressed to the Clerk of the Governors c/o the school and should be returned to school within 20 school days in line with the School Admissions Appeals Code 2012. (2.1) of the date of the letter of refusal.

### **Appendix 2**

## **Definitions of “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.

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. Children looked after by a local authority and all previously looked after children, including those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC).

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).

To be eligible for IAPLAC priority, the child must appear (to the admission authority) to have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) and ceased to be in state care as a result of being adopted.

## **Definition of a Parent**

The mother of the child, an adoptive parent, the father of the child where he was married either when the child was born or at a later date, the father of the child if (since 01 December 2003) he was registered as the father on the birth certificate, any other person who has acquired ‘parental responsibility’ through the courts. We may require evidence of this.

**Definition of a Sibling:** For school admissions, the school will consider the following as sibling:

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

Where one child of a multiple birth can be admitted, the other child/children will also be admitted. If their admission created an infant class of more than 30 pupils, the additional child/children would be admitted as an ‘excepted pupil’ under the infant class size rule.

## **Definition of 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, 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 three '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 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. 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 between parents will not be taken into consideration. The schools Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in this matter. In all cases all those with parental responsibility must be in agreement with the preferences made.

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

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at the school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) 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 which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## **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. Children should only be educated out of the normal age group in very limited circumstances.

Parents should submit a request in writing to the admission authority as early as possible. The admission authority 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 (ie. the age group to which pupils are normally admitted to the school, reception) 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.

### Appendix 3

The Area of Benefit is the Ancient Ecclesiastical Parish of Colwick, which includes the Colwick Park Estate, The Elms in the Parish of Netherfield and a large portion of the Parish of Saint John (Oakdale Road).



The blue line shows the Ancient Ecclesiastical Parish of Colwick.

A larger map is available on request from the school.