



Gamston Church of England (Aided) Primary School

Admissions Policy

for the Academic Year beginning 1 September 2021 / 2022

General Information

The school's catchment area is that covered by the (civil) Parish Council (i.e. Gamston, Eaton, West Drayton, Rockley and Markham Moor). A copy of the map detailing this catchment area is available on the school website at www.gamstonschool.com/admission-arrangements/ or from the school office. However, the school has an excellent reputation and many pupils are attracted to the school from further afield. We are a member of the Tuxford Family Collaboration and therefore a feeder school to Tuxford Academy (www.tuxford-ac.org.uk/admissions/feeder-primary-schools/). Gamston School is a Church of England Voluntary Aided Primary School and as such its Governing Body, working within the School Admissions Code and with Nottinghamshire County Council, is responsible for the school's Admissions Policy.

The Published Admission Number (PAN) for each year group is 15.

First Admissions

Parents should apply using the Local Authority Application Form, to be returned online to their home Local Authority, before the closing date. For Nottinghamshire residents this form can be found on the Nottinghamshire County Council website at www.nottinghamshire.gov.uk/learning/schools/admissions. If the application is made on faith grounds, Gamston School's own Faith Reference Form (see Appendix A) should also be completed and returned directly to the school by the published closing date for applications. Failure to complete this supplementary form will disadvantage the application. Late applications will be processed in line with Nottinghamshire County Council's co-ordinated scheme. The School's Admissions Committee will then apply the oversubscription criteria outlined below if there are more applications than places available.

In February, on receipt of the list of applications for places at Gamston School from Nottinghamshire County Council, the Governing Body Admissions Committee meets, ranks places according to the system outlined below and places children in order of priority against the oversubscription criteria. In April, Nottinghamshire County Council informs parents whether a place has been offered. Those children not allocated places will be given the right of appeal and have their names placed on a waiting list according to the ranking given. For first admissions (i.e. those children applying for a school place in Reception year), the waiting list will open on offer day and will close on 31st December of that year. If a place becomes available it is allocated to the next child on the waiting list. The school will liaise with Nottinghamshire County Council on admissions and act according to timescales laid down in the School Admissions Code.

Children are entitled to a full-time place in the September following their fourth birthday. Pupils will be admitted to school in one entry in September for that academic year. However, a child may be admitted to the school, at the parent's request, on a part-time basis until the term in which the child reaches compulsory school age. Parents who wish their child or children to attend the school are welcome to make an appointment with the Headteacher in order that they may visit the school.

Attendance at the Early Years (nursery) provision (Foundation 1) at the school does not guarantee a Reception (Foundation 2) place. To register for the Early Years provision please contact the school office.

In-year admissions

Details of the application process for 'in year' admissions are on the Nottinghamshire County Council website (www.nottinghamshire.gov.uk/schooladmissions) and applications should be made directly to them. Parents can apply online or by telephoning 0300 500 80 80. For transfer or application outside the normal admissions round, a waiting list for each year group is held until the end of the current academic year. It is maintained in strict 'admission oversubscription criteria' order, irrespective of the date of application and is re-ranked every time there is a new application. Whenever a vacancy arises the Governors review all those waiting for a place in that particular year group and apply the oversubscription criteria detailed below to determine which place is offered. The parents will then be informed.

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 school as early as possible. The school's Admissions Committee 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 will also be taken into account. When parents are told of the decision about the year group to which the child should be admitted, they will also be given 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 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 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.

Equal Opportunities

The school operates an inclusive, equal opportunities admissions policy.

Admissions oversubscription criteria in order of priority

Children with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) that names Gamston School will be admitted.

In the event of requests for places exceeding availability, places at the school will be allocated by the Governing Body according to the following criteria:

1. Children looked after by a local authority and all 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 adopted¹
2. Children whose place of residence² is in the school's catchment area
3. Out of catchment area children who will have a sibling³ attending the school at the time of admission.
4. Out of catchment area children who are applying on faith grounds under the following criteria:
 - (i) Where the child has been admitted to communion in the Church of England before confirmation
 - (ii) Where the child has been baptised and has a parent⁴ who is a communicant member of the Church of England or a church that is a member of "Churches Together in England" or the Evangelical Alliance and regularly attends worship ** please refer to paragraph below on measurement of attendance.
 - (iii) Where the child has a parent⁴ who regularly attends worship at:
 - a) a Church of England or a church that is a member of "Churches Together in England" or the Evangelical Alliance.
 - b) a place of worship which follows the teachings of one of the other major world faiths (Buddhism, Hinduism, Islam, Judaism, Sikhism).** please refer to paragraph below on measurement of attendance.

Applications on faith grounds must be supported at the time of application by a Faith Reference Form. Places in this category will be allocated by the governing body according to the degree of involvement which will be determined by consideration of the evidence given on the Faith Reference Form

'Regularly attends' is defined as attendance for at least once a month in the 6 months prior to the date of the application ** please refer to paragraph below on measurement of attendance.

Measurement of Attendance

** In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, 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 in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

5. All other children.

In the event of oversubscription, within all but the first criterion, preference 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 Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a randomized process will be used supervised by someone independent of the school

Special Circumstances

Consideration will be given to applicants who may establish at the time of application medical, special educational or social needs with supporting evidence from a relevant professional. The evidence must be presented at the time of application. Each case will be judged on its merits and the admission authority (the Governing Body) may accord a higher priority to the applicant.

The allocation of any such place will be determined by comparing the written evidence presented along with the capacity of the school to meet the identified needs. In order to make an assessment of the case, reference may be made to local head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over criteria 2 to 5 above.

Fair Access Protocol

The government has stated that all Local Authorities must have a Fair Access agreement that allows hard to place children to be given a place before any over-subscription criteria are applied and before anyone is considered under the oversubscription criteria. Gamston School participates in Nottinghamshire County Council's Fair Access Protocol. The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Definition and interpretation

¹ 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).

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. 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 Internationally adopted previously looked after children (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.

² 'Place of residence' is defined as the parental home, other than in the case of Looked After children, where either the parental address or the foster parental 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's or parents' address. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least 3 'school nights' [i.e. Sunday, Monday, Tuesday, Wednesday or Thursday] will be taken as 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 all or part of the week. The School's Admissions Committee or Nottinghamshire County Council may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters. Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that the child lived at the address before the application is made and will continue to live there after admission to the school. Informal arrangements, even between parents, are not acceptable.

³ By 'sibling' we mean: children who live as brother or sister in the same house, including natural brothers or sisters, a legally adopted child living at the same address, stepbrothers or sisters and foster brothers and sisters.

⁴ Section 576 of the Education Act 1996 defines 'parent' to include: All natural parents, whether they are married or not, and any person who, although a natural parent, has parental responsibility for a child or young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through: Being granted a residence order; Being appointed a guardian; Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare); or adopting a child.

Evidence

Evidence may be sought by the school's Admissions Authority on any of the above criteria. Applications made in accordance with criterion 4 (on faith grounds) are required to include written confirmation from their vicar/minister or faith leader that the criteria are satisfied using the Faith Reference Form, available from the school website (www.gamstonschool.com/admission-arrangements/) or from the school office. This evidence must be received in school before the published admission closing date. The final decision on admissions will be made by the Admissions Committee on behalf of the Governing Body.

Should anyone have any concerns regarding admissions, please contact the school and we will be happy to help clarify the process.

Appeals

If a place is not offered, parents have the right of appeal. Appeals against refusal of a school place will be heard by an Independent Appeals Panel formed in accordance with the DfE School Admissions Appeals Code. Appeals should be lodged within 20 school days from the date of notification that the application was

unsuccessful. The appeals process for a place at Gamston School is handled by the Diocese of Southwell & Nottingham, and details can be obtained from the school's website (www.gamstonschool.com/admission-arrangements/) or from the school office (email: office@gamston.notts.sch.uk / tel: 01777 838631). If your child is of infant school age (Reception, Year 1 or Year 2), then Infant Class Size Legislation may apply for your appeal. Please read the guidance for infant age children for more information on this: <https://www.nottinghamshire.gov.uk/education/school-admissions/appeal-a-school-admission-decision/guidance-for-parents-and-carers-infant-age-children>

Reviewing Our Admissions Policy

Where changes are proposed the school's Governing Body will carry out consultation in accordance with the School Admissions Code.