

# Admissions Arrangements 2021/22



## St Mary's C of E Primary School

Paddock Close  
Edwinstowe  
NG21 9LP

Tel: 01623 822518

Headteacher:  
Maria Parkin

The published admission number ['PAN'] is **15** children in each year group (from Foundation Stage 2 to Year 6).

In the event of oversubscription, all applications for first, full time places will be considered in accordance with the admission criteria, as set out below.

Attendance at any Early Years provision (Foundation Stage 1) at the school does not automatically guarantee a place in Reception (Foundation Stage 2). **Applications for full time school must be made for all children, including any who have attended the early year's provision.**

## Starting School

Admission of children below compulsory school age and deferred entry to school is the term following a child's fifth birthday.

All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the school/academic year or until the term in which the child reaches compulsory school age within this year.

Parents can request that their child takes up a place part-time until the child reaches compulsory school age within the **2021-2022** school year. Parents must ensure that they apply for a school place before the closing date of **15 January 2021** if they want their child to start in a reception class.

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.

Applications must be made on the home Local Authority Common Application Form. Parents will also be invited to complete a St Mary's School Supplementary Admissions form if they wish to make an application to be considered in accordance with the religious/faith criteria.

The offer of a school place will be made by the home Local Authority to all parents on the 'offer day' set out in the coordinated scheme. St Mary's CE Primary School participates in the Nottinghamshire County Council's Fair Access Protocol.

Should an application for a place be received after the stated closing date, it will be processed in accordance with the provisions of the Notts County Council coordinated scheme.

### **Admissions to Year Groups other than the Intake Year**

St. Mary's School must offer all applicants a place if it is not over-subscribed. The School uses the in-year coordinated scheme set out by Notts County Council. Applications for in-year admission will then be considered on behalf of the Governing Body as the admissions authority. The offer of a place will be made within fifteen days of the application being received by Notts County Council, or twenty days for applications by Nottinghamshire residents for a school place in a neighbouring authority

To avoid unnecessary delay, the admission panel will delegate the decision-making to the Head Teacher in consultation with the Chair of Governors and this will be reported to the next Governing Body meeting. Parents will be required to confirm their acceptance of a school place to Notts County Council within two weeks of the offer being posted out to them.

### **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.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. Designated officers 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 (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.

### **Right of Appeal**

Under the terms of the School Admissions Appeals Code 2012, if you apply for and are refused a place at St Mary's C of E Primary Academy you have the right to appeal.

Admission Appeals at SNMAT academies are managed by Nottinghamshire County Council Appeals Team, who provide an independent appeals process. If you decide that you wish to proceed with an appeal, you should within 20 school days of the date of the refusal letter complete the online form on Nottinghamshire County Council's website:-

<https://www.nottinghamshire.gov.uk/education/school-admissions/appeal-a-school-admission-decision>

For parents/carers who are unable to use the online form, a printed form can be requested from NCC's customer contact centre – 0300 500 80 80.

Appeals at SNMAT academies will be heard by an Independent Appeals Panel in accordance with the School Admissions Code 2021, The School Admissions Appeals Code 2012 and Part 3 of the School Standards and Framework Act 1998.

Further information on appeals may also be obtained from the School Office.

### **Waiting List**

Parents whose children are not offered a place will be placed on a waiting list which is maintained in partnership with Nottinghamshire County Council until the end of the autumn term. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. The waiting list is re-ranked every time there is a new application. If any applications are received that have a higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available. If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time.

### **Repeat Applications**

Repeat applications to the academy will not be considered in the same school year unless there has been a significant and material change in the circumstances of the application or those of the academy. A significant and material change in circumstances is something that alters the decision already made.

### **Admission Criteria**

The Governing Body has adopted a fair, open and objective system for considering all requests for admission when there is an oversubscription of applications for the places available. A child who has a statement of special educational needs (Education Health & Care plan) which names St Mary's CE Primary School will be admitted. When there is an oversubscription situation the following criteria will be applied in the priority order given.

- A. 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 adopted.(see Notes below).
- B. A child who has a sibling attending the school on the date of admission of the child.  
[Please see note 2 below]
- C. A child or parent/carer who is a regular twice monthly worshipper at a Church of England church for at least the previous twelve months. **\*\* please refer to paragraph below on measurement of attendance.**
- D. The Governing body will consider request from a child or parent/carer who is a regular twice monthly worshipper at any member of Churches Together in England for at least the previous twelve months. **\*\* please refer to paragraph below on measurement of attendance**
- E. The Governing body will consider requests for pupils whose particular medical needs, mobility support needs, special educational needs or social needs and who has written evidence from a doctor, social worker or other relevant professional stating that in his or her opinion St Mary's School is the only school which could cater for the child's particular needs.
- F. The Admissions Committee will give priority in their oversubscription criteria to the children of staff in either or both of the following criteria:
  - 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 to the school is made, and/or

- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

G. All other pupils.

#### Measurement of Attendance:

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.

In each category, a child living nearest the school will be given priority. Distances will be measured in a straight line from the child's home address to the main entrance of the school using the Local Authority's computerised measuring system.

In respect of multiple births, the school will offer places, over and above the PAN, where the child whose twin or sibling of a multiple birth is admitted otherwise than as an 'excepted pupil'.

#### Notes

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).

1.7 of the School Admissions Code 2021 provides a definition of IAPLAC and the new DfE guidance for admission of IAPLAC offers the following:-

"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."

- 2 'Sibling' means a brother or sister including half-brother or half-sister or legally adopted child living at the same address as the applicant child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit where the parents both live at the same address as the child.
- 3 'Parent' is defined by s.576 Education Act 1996 as including :
  - a. All natural parents, whether they are married or not; and
  - b. Any person who, although not a natural parent, has parental responsibility for a child or young person; and
  - c. Any person who, although not a natural parent, has care of 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 adopting a child, or being granted a residence order, or being appointed a guardian, or 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].

- 4 Home address or 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 address may be used. Where a child spends part of a 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, whichever of the 2 addresses the child permanently spends at least 3 '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 a place of residence, even when the child stays there for all or part of the week. The Governors reserve the right to seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.



## SUPPLEMENTARY ADMISSIONS FORM

You should complete this form if you are applying for a place and consider that you or your child meets the School's faith-based admissions criteria. The appropriate Common Application form must be sent to Nottinghamshire County Council admissions.

In determining admission applications priorities C & D are given to children or their parent/carer who are regular twice monthly worshippers at a Church of England or a Churches Together in England church for at least the previous twelve months.

Please complete the first two sections and ask your Minister to complete the third section. The completed form should be sent to the School Office by the closing date given for the Common Application procedure.

<b>1: Childs Details</b>	
Name	
Date of Birth	
Parent/Carer name	
Parent/Carer address	
<p><b>2: Parent/Carer declaration</b></p> <p>I the Parent/Carer have regularly worshipped at least twice a month for the last twelve months at:</p> <p>Signed: _____ Dated: _____</p>	
<b>3: Minister's Section</b>	
Countersigned by Minister of Religion	
Date	
Name of Minister	

Telephone Number	
Address	