



## Admissions Policy for the School Year 2020 to 2021

### **Application for Places**

The Published Admission Number (P.A.N.) for the school is 45 per year group (Year 6 will still be a PAN of 30 until the school expansion is fully completed in 2021/2022). You can check your catchment area by visiting [www.nottinghamshire.gov.uk/findmynearest](http://www.nottinghamshire.gov.uk/findmynearest) and applications for Nottinghamshire residents can be made via the website also.

All first admission applications for places in Foundation Stage 2 should be made to the home local authority (i.e. where the child lives) by the closing date for applications. The school participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

For all other admissions applications should be made directly with the school.

### **Application for First Admission Places**

Children have the right to be admitted to the Reception class in the September following their fourth birthday i.e. children who will reach their 5<sup>th</sup> birthday between 1<sup>st</sup> September and 31<sup>st</sup> August in any year.

Parents have the right to request that the date their child is admitted to the school is deferred until later in the school year or until their child reaches compulsory school age in that year (School Admissions Code 2012, 2.16a) or parents can request that their child attends part time until their child reaches compulsory school age (Admissions Code 2014). Children must be attending school no later than the term after they are 5 years old. (See below for information on summer born children).

Pupils who have an **Education, Health and Care Plan (EHCP), or Statement of Special Educational Needs**, where this school is named will be admitted.

In the event of over subscription, the following criteria will be applied, in priority order, to determine which applications will be allocated.

### **Admission oversubscription criteria 2020/2021**

1. Children looked after by a local authority and previously looked after children (see definition below)
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.
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.
5. Children who live outside the catchment area

In the event of over-subscription in any criterion, where all applications are deemed equal, preference will be given to the child living 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.

Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

**Late applications** (those received after the closing date) These are processed in line with the coordinated scheme.

### **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 for the school for 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 6 above.

### **Multiple births**

Where a child of a multiple birth can be admitted, the other child/children will also be admitted in and outside the normal admissions round.

### **Waiting list**

A waiting list of unsuccessful applicants will be held until the end of the summer term. If places become available before then offers will be made strictly in accordance with the order of priority listed. Places on a waiting list can go up or down depending on applications.

### **Right of Appeal**

If a place is not offered, parents have the right of appeal. Such 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. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

Details of the appeals process will be made available to all unsuccessful applicants at the time of refusal.

### **In Year Applications**

Applications for in year school places (apart from first admissions places for Foundation Stage 2) are managed by school and applications can be made by ringing the school on Tel: 0115 8408068 or by visiting the school website [www.robertmellors.notts.sch.uk](http://www.robertmellors.notts.sch.uk) and downloading the application form. First admission places for Foundation Stage 2 are managed by Nottinghamshire Local Authority and can be made by contacting 0300 500 8080 (Customer Services Centre) or by visiting the Nottinghamshire website [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions).

Parents will have the right to appeal if a place is refused. Waiting lists are held for in-year admissions as above.

### **Admission of Children Outside the Normal Age Group (including summer born children)**

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 (1<sup>st</sup> April-31<sup>st</sup> August) 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 Governing body 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 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. The school will communicate its decision to Nottinghamshire County Council who will notify the parents of 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.

### **Fair Access Protocol**

The School participates in the Nottinghamshire Fair Access Protocol which includes the admission of vulnerable children in collaboration with the local authority.

### **Appendix:**

#### **Definition of 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 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

#### **Definition of siblings**

- brothers and/or sisters who share the same parent(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.

#### **Definition of Parent**

- 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