

# BEESTON FIELDS PRIMARY SCHOOL



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## ADMISSIONS POLICY

## **Admission arrangements for children starting school**

Admissions for children about to start school are allocated according to the published arrangements and oversubscription criteria, but coordinated by Nottinghamshire County Council's Admissions Office.

The published admission number per year group is 50.

### **Application Process**

Parents wishing to make an application to school must contact their 'home LA', the local authority under which they live. For most parents applying for Beeston Fields Primary School that would be either Nottinghamshire County Council or Nottingham City Council. The admissions department at the 'home LA' can offer advice about the application process;

*Nottinghamshire County Council*

Tel: 0800 500 8080 or [enquiries@nottscc.gov.uk](mailto:enquiries@nottscc.gov.uk)

<http://www.nottinghamshire.gov.uk/education/school-admissions>

*Nottingham City Council*

Tel: 0115 841 5568 or [schooladmissions@nottinghamcity.gov.uk](mailto:schooladmissions@nottinghamcity.gov.uk)

<http://www.nottinghamcity.gov.uk/education-and-schools/school-admissions/>

### **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 a statement of special educational needs or an education, health and care plan which names the school:

1. Children looked after by a local authority and previously looked after children
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 in the catchment area

**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>

4. All other children

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. Within each of the criteria, priority 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 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.

Children offered a place in our school who were born between 1 September and 31 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 following discussion with the Head of School.

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.

### **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 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 to year groups other than the intake year**

Admission into school is allocated according to the published arrangements and oversubscription criteria decided by the governors of the school, but coordinated by Nottinghamshire County Council. Applications forms can be obtained from Nottinghamshire County Council, these and more information can be found on their website - [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

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 following definitions:

#### ***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.

***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).

***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.

***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.

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire County Council's "Admissions to Schools" booklet and the County Council website [www.nottsgov.uk](http://www.nottsgov.uk) including. This also outlines how the co-ordinated admissions scheme and late applications are processed.

***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.

### **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 Flying High Trust Partnership, Admissions and Appeals. 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.

- . The form required for appeal is given in Appendix 1.

### **Fair Access Protocol**

Beeston Fields Primary School participates in Nottinghamshire County Council's Fair Access Protocol.

FOR OFFICE USE ONLY:			
DATE RECEIVED	SCHOOL	REF No.	YEAR



## APPEAL AGAINST AN ADMISSION DECISION

PREFERRED SCHOOL	
REQUESTED DATE OF ADMISSION	

### *PUPIL'S DETAILS*

PUPIL'S SURNAME		DATE OF BIRTH	DAY	MONTH	YEAR
PUPIL'S FIRST NAME(S)			MALE / FEMALE*		
PUPIL'S HOME ADDRESS	POSTCODE				
PRESENT SCHOOL					

### *PARENT/GUARDIAN'S DETAILS*

TITLE	FIRST NAME	SURNAME
RELATIONSHIP TO CHILD		

HOME ADDRESS (IF DIFFERENT FROM CHILD'S)	POSTCODE	
HOME ☎	WORK ☎	MOBILE ☎

DO YOU WISH TO ATTEND THE APPEAL COMMITTEE IN PERSON? YES/NO\*

- Please state most convenient time of day for you to attend:-.....am .....pm
- Dates unavailable to attend.....

**(Although every effort will be made, it may not be possible to comply)**

- Will you be accompanied by a friend, supporter or professional representative? YES/NO\*
- Will you require the services of an interpreter? YES/NO\*
- If yes, please tell us which language you require? .....

(\*Delete as appropriate)

Date \_\_\_\_\_ Signature \_\_\_\_\_

**(1) This form should be fully completed and sent by post to the Admissions Appeals, Flying High Trust, C/O Cotgrave Candleby Lane School, Candleby Lane, Cotgrave,**



NG12 3JG or by email to [nlayfield@flyinghightrust.co.uk](mailto:nlayfield@flyinghightrust.co.uk). Please return your form within 28 days of the date of the letter notifying you of the decision to refuse admission to the preferred school.

- (2) This appeal form will be acknowledged on receipt. If you do not receive a letter/email within 10 days, please contact the Flying High Trust on 0115 989 1915.