



HOLLYWELL PRIMARY SCHOOL: 2022-23 ADMISSION ARRANGEMENTS



Admission arrangements for children starting school

Admissions for children about to start school are decided by the governors of the school, but the process is coordinated by Nottinghamshire County Council. All information is available at www.nottinghamshire.gov.uk Parents/carers are required to apply on a common application form through their 'home' local authority by the national closing date of 15th January 2022

The published admission number (PAN) for Reception is 30.

Admission oversubscription criteria 2022/2023

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 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 within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the school using the Nottinghamshire County Council'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 overseen and verified by an independent person not connected with the school.

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

The school will maintain a waiting list for Reception whilst the year group is full or until the end of the academic year. Places on the waiting list will be ranked according to our oversubscription criteria as described above.

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

Withdrawing an offer of a place

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Children can start full time in Reception school in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the school year, or until the term in which the child reaches compulsory school age within this year.

This is subject to discussion with the Head Teacher. Parents may also request their child takes up the place part time until the child reaches compulsory school age. This is also subject to discussion with the Head Teacher.

The school will maintain a waiting list for Reception whilst the year group is full or until the end of the academic year. Places on the waiting list will be ranked according to our oversubscription criteria as described above.

Fraudulent or misleading information

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with higher priority for the place at the school, the offer of a place may be withdrawn.

Where the allocation has been withdrawn, the application will be reconsidered and the usual statutory right of appeal will be made available if a place is subsequently refused.

The School will check the home address on any applications where there are doubts about the information provided.

Infant class sizes

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (that is, a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2014 (2.15) states that additional children **may** be admitted under limited exceptional circumstances.

These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Special consideration

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.

Late Applications

Late applications are dealt with via the co-ordinated admissions scheme. Further details can be found at www.notinghamshire.gov.uk

In year admissions

Admission into school throughout the academic year is decided by the governors of the school. Application forms can be obtained from the school itself.

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 used for first admissions (please see above) will be used to determine which child can be offered a place.

A waiting list will be in operation for all other years where the school receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year.

Where the number of students in a particular year group falls below the published admission number, the person whose name appears first on that particular year group's waiting list will be offered a place.

A child's position on this waiting list will be determined by the application of the school's published oversubscription criteria.

Parents are welcome to ask the position they currently hold on the list. However, because the school constantly receives applications for admission throughout the year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

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 and the Nottinghamshire authority admissions team as early as possible. The decision will be made 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.

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.

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. If a child's parents live at separate addresses, the address 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. The evidence 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.

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 or any other person who has acquired 'parental responsibility' through the courts. Evidence of this may be required. In all cases all those with parental responsibility must be in agreement with the preferences made.

Siblings (brothers or sisters)

A brother or sister who shares the same parents, 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 or 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.

Catchment Areas

Hollywell Primary School has a defined catchment area, details of which are available on the public website <https://www.nottinghamshire.gov.uk/search-for-a-school#/catchments> Postcode: NG16 2JL.

Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

A Looked After Child

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).
- Children who were previously in state care outside of England (looked after by a public authority, religious organisation or another provider of care whose sole purpose is to benefit society, such as orphanages or other settings).

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 school within 20 school days of the refusal letter to obtain the necessary forms.

As an academy our appeals arrangements are handled directly by the school as part of East Midlands Education Trust. (EMET) All appeals received by the school are handled by an independent appeals clerk and panel who will make all the necessary arrangements to ensure all appeals are compliant with statutory guidelines.

Fair Access Protocol

Hollywell Primary School recognises its responsibility to fulfil its statutory duties under the admission code and participates in Nottinghamshire County Council's Fair Access Protocol.