



**2022 – 2023  
Admission Policy  
for Bilsthorpe  
Flying High  
Academy**

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

Allocation of places for children about to start school is decided through implementation of the governors' previously determined oversubscription criteria. The process is coordinated by Nottinghamshire County Council's Admissions Office.

Applications should be made to Nottinghamshire County Council Admissions - 0300 500 8080 or [admissions.ed@nottscc.gov.uk](mailto:admissions.ed@nottscc.gov.uk)

The published admission number per year group is 40.

## **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 Education and Health Care Plan (EHCP) 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 outside the catchment area and who, at the time of admission, will have a brother or sister attending the school
4. Children who have a parent working at the school 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 is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Children who live in the catchment area
6. 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. 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 31<sup>st</sup> December of the intake year. We maintain a clear, fair and objective waiting list until at least 31 December of each school year of admission, each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority is not given to children based on the date their application was received or their name was added to the list.

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 it is a parent's right to defer entry. Following discussion with the Head Teacher, parents may choose to take up the place part time. Parents may seek a place for their child outside of their 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

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 or Education, Health and Care (EHC) plan, 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**

Allocation of places for children about to start school is decided through implementation of the governors' previously determined over subscription criteria. The process is coordinated by Nottinghamshire County Council. Application forms can be obtained from Nottinghamshire County Council's Admissions Office – 0300 500 8080 or [admissions.ed@nottscc.gov.uk](mailto:admissions.ed@nottscc.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).

### **First admission and transfer to junior/primary**

#### **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.

The person making the application must hold parental responsibility.

If those with parental responsibility are unable to agree on the preferences received by Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. Nottinghamshire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, Nottinghamshire County Council will establish where the child lives for the majority of the time.

### **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 “Admissions to Schools” booklet and the County Council website [www.nottscc.gov.uk](http://www.nottscc.gov.uk)] This also outlines how the co-ordinated admissions scheme and late applications are processed.

## **Appeals**

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. 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.

## **Fair Access Protocol**

Bilthorpe Flying High Academy participates in Nottinghamshire County Council’s Fair Access Protocol.