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# Admission Arrangements for Parkdale Primary School

Approved by the Governing Body February 3<sup>rd</sup> 2021

**Admission arrangements for children starting school 2022-2023**

Admissions for children about to start school are decided by the governors of the school, but the process is coordinated by Nottinghamshire County Council's Admissions Office - [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions) email: [admissions.ed@nottscc.gov.uk](mailto:admissions.ed@nottscc.gov.uk)

## Process of Application

Arrangements for applications for places at Parkdale Primary School will be made in accordance with the Nottinghamshire LA's co-ordinated admission arrangements; parents of children resident in Nottinghamshire can apply online using the common application form at: [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions)

Applications from parents of children **not** resident in Nottinghamshire must apply through their home Local Authority. It should be noted that Parkdale is situated within 400 metres of the Nottingham City border. Applicants are advised to check carefully which authority they reside in. Typically, NG3 postcodes are Nottingham City, whilst NG4 are Nottinghamshire County.

The Academy will use the Nottinghamshire LA's timetable for applications to Parkdale Primary School each year. Exact dates within the months may vary from year to year and can be found at the website address above).

- a) September/October – Parkdale Primary will provide opportunities for parents to visit the Academy.
- b) From November to January – Parents complete the common application form (CAF) and return it to the LA to administer.
- c) April – Notification of offers made to parents



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## **The published admission number per year group is 60.**

In accordance with the School Admissions Code, in any specific year, Parkdale Primary School may set a higher admission number than its agreed admission number for an applicable year group. The Academy is not required to consult on its PAN where it proposes either to increase or keep the same PAN. The Academy must consult where they propose a decrease to the PAN. Parkdale Primary School must notify the Local Authority of its intention to increase the PAN and reference to the change must be made on the Academy's website.

### **Late applications for school places**

Any late applications will be processed in line with the coordinated scheme.

### **Consideration of Applications**

Parkdale Primary School will consider all applications for places at the Academy. Where fewer than the published admission number(s) for the relevant year groups are received, Parkdale Primary School will offer places to all those who have applied. Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### **Deferred admission for first entry to school**

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

### **Summer born children**

If your child was Summer-born, between 1 April and 31 August, you may choose not to send them to school until the September following their fifth birthday (the point at which other children in their age range are beginning Year 1).

Parents of a Summer-born child may request that they are admitted out of their normal age group – to Reception rather than Year 1

If you are a Nottinghamshire resident, you should submit a request in writing to Nottinghamshire County Council's school admissions team stating whether you wish your Summer-born child to be admitted into the Reception Year or Year 1 the following academic year.



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Any application to Parkdale Primary School will be considered by the Governors, taking in to account any special circumstances your child may have, parents' wishes and the views of the headteacher. This will include taking account of the parent's views; information about the child's academic, social and emotional development; and where relevant, their medical history and the views of a medical professional.

You should ensure that your request is submitted as early as possible before the closing date of the admissions round. Any applications received after the closing date are considered as late applications and will be processed after all on-time applications.

If your request to defer admission is not agreed you will need to apply on time for a school place in the normal admissions round.

Requests can be sent to [admissions.ed@nottsgov.uk](mailto:admissions.ed@nottsgov.uk)

You will be notified of the decision in writing, including the year group into which the child will be admitted and the reasons for the decision. If the request to delay is agreed, you will need to apply for a school place the following academic year. If you have already submitted an application for the current year, this application will be withdrawn from the admissions round and you will need to reapply in the following year.

When a deferred admission for a Summer born child has been agreed, parents still retain responsibility for applying for a school place within the normal admissions round for the following year



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### **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 (including those in receipt of 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 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.



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## The Catchment Area

The catchment area for Parkdale Primary is broadly the Bakersfield area, as shown on the map below.



This map can be enlarged to view specific addresses at:

<https://www.nottinghamshire.gov.uk/search-for-a-school#/details/2234>

Details of the catchment area school for your address can be obtained from the Nottinghamshire County Council website:

<https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>



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## **Arrangements for In-Year Admissions**

Parkdale Primary School participates in Nottinghamshire County Council's in-year coordinated scheme. Application forms and details about how to apply are available at:

<http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/>

If a place is not available in the year group for which a student applies the academy operates a waiting list. Names are placed on this waiting list in the rank order of our published over-subscription criteria (see above), not in the date order by which they are received.

### **Late applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to 8th February 2022, the date specified in the Nottinghamshire County Council coordinated scheme, providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, and family trauma. Supporting evidence may be required.

When the Academy is informed by the Local Authority that a place has been offered, it will write to or telephone the parent(s) seeking confirmation that they will take up the place. If this confirmation is not received within four weeks, the school will notify the Local Authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list

### **Waiting Lists**

If, after the offer of places has been made, the Academy is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the school in partnership with the Local Authority for the duration of the co-ordinated admissions scheme. A child's position on this waiting list will be determined by the Academy's published over-subscription criteria. As new applications are received, the waiting list is re-ranked in line with the over-subscription criteria. Places are not fixed at the point of application. Inclusion on a waiting list does not mean that a place will eventually become available

Once the coordinated scheme is closed, the waiting list will remain open but will be administered by the school.

The waiting list will be maintained for the remainder of the current academic year.





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## **Independent Appeals**

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Admissions appeals for Parkdale Primary School are administered by Nottinghamshire County Council. Parents wishing to appeal should refer to Local Authority guidance available at:

<http://www.nottinghamshire.gov.uk/education/school-admissions/making-a-schooladmission-appeal>

Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. A significant and material change in circumstances is something that alters the decision already made. A house move may not necessarily be considered a substantial change and will not give a further right of appeal.

## **Coordinated admission scheme**

All applications for places in the normal year of entry are made on the common application form. Parkdale Primary School participates in Nottinghamshire County Council's Fair Access Protocol.

## **Applications outside the normal age group**

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented, has experienced ill health or is a Summer born child wishing to start school in reception instead of year 1. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools and from primary to secondary schools. Nottinghamshire County Council's designated officers will consider requests for admission outside the normal age group and 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 for not being born prematurely. The views of the headteacher of the school will also be taken into account. When parents are told the decision about the year group to which the child should be admitted, they will also be given 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 an intake age group (for example, reception), the County Council will process the application as part of the main admissions round. Parents have 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.



## **Withdrawing an offer of a place**

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time. The Academy may complete random checks to ensure information submitted is correct. This may require applicants to provide evidence to support their application, eg, proof of address.





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## **Glossary**

### **Looked after and previously looked after**

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).

### **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 (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.

### **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. The person making the application must hold parental responsibility. In all cases, those with parental responsibility must be in agreement with preferences made.



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### **Sibling** (a brother or sister)

- 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.
- 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.
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### **Catchment Area**

The defined geographical area the school is intended to serve. This is dependent on your address.

Details of the catchment area school for your address can be obtained from the Nottinghamshire County Council website

[:https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas](https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas)

Links to the LA online admissions portal can be accessed via Parkdale Primary School's website, provided under 'Key information - Admissions':

<http://www.parkdale-notts.co.uk/admission-arrangements/>