

# The Carlton Infant Academy

## Admissions Policy for the School Year 2022 - 2023

### Application for Places

The Published Admission Number (P.A.N.) is in-year 60 per year group.

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 applications 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.

### Application for First Admission Places in Primary Education

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 2022 and 31<sup>st</sup> August 2023.

Parents can 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.

The linked junior school is The Carlton Junior Academy

### Admission oversubscription criteria 2022-23

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 or the linked junior school. (The Carlton Junior Academy)
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 or the linked junior/primary school
- 5 Children who live outside the catchment area

In the event of over-subscription in any criterion, where all applications are deemed equal, **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

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)

#### **Late applications – normal admissions rounds only**

a. Applications received from parents after the closing date may be considered by Nottinghamshire County Council as on time, with the agreement of the relevant admission authority and only in the following circumstances:

- relocation into the area of Nottinghamshire County Council from another local authority Area
- relocation within Nottinghamshire
- exceptional reasons for missing the closing date, for example, family bereavement, hospitalisation or family trauma.

Information outlining why the application was late, together with evidence of relocation, must be provided by:

- 30 November 2021 for children transferring from primary phase to secondary education and atypical schools
- 10 February 2022 for children starting school for the first time and for children transferring from infant school to junior education.

b. Late applications and changes to preference order received after the dates outlined above but before 31 August 2022 will be considered after national offer day. This will be after all on time applications have been processed and decisions have been sent to parents. A maximum of 4 preferences can be processed as late on an application at any one time and parents must wait for the outcome for these preferences before making further changes.

Any applications received after 1 September 2022 will be processed as in-year applications.

#### **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 and then discarded. If places become available before then offers will be made strictly in accordance with the order of priority listed below. 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 for Children other than into Reception (Foundation Stage 2)**

In year applications need to be made directly to the school. Application forms are available on our website [www.thecarltoninfantacademy.org.uk](http://www.thecarltoninfantacademy.org.uk). If a place is not available in the year group for which a student applies, the application will be refused and placed on the waiting list. Names are placed on this waiting list in the rank order of our published over-subscription criteria, not in the date order by which they are received. Parents have the right of appeal to the refusal for a place. Appeals should be addressed to the Admissions Officer c/o the school. 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

In the event of over-subscription in any criterion, where all applications are deemed equal, **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

### **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 Admissions Committee 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.

### **Transfer to junior/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.

### **Fair Access Protocol**

The Carlton Infant Academy 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 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**

- 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.

### **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

### **Definition of Address**

The child's ordinary place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school night (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of residence and other evidence from the court regarding parental responsibilities in these matters may be required.