

Fairfield Primary Academy Admission arrangements 2022-2023

Fairfield Primary Academy is located on Toton Lane, Stapleford NG9 7HB. The primary has two points of entry:

- reception - PAN of 60 and
- Year 3 – PAN of 60

Applying for a school place

Parents of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire Local Authority

Applicants who do not live within Nottinghamshire Local Authority boundaries must apply to their home local authority (the area where they live).

Closing date and outcomes for applications

Closing date for applications and supplementary or supporting information including any special circumstance for Reception and Year 3 is 15th January.

Offers are communicated to all parents on National Offer Day which is 16th April, or the next working day where this falls at a weekend. Emails will be sent to Nottinghamshire parents who applied on-line and opted to receive an email. Letters are posted second class.

For applicants who do not live in Nottinghamshire, outcomes will be communicated by the child's home local authority.

Special consideration for all year groups:

Children with particular medical needs, mobility support needs, special educational needs or other social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the only school which could cater for the child's particular needs will be considered.

The evidence must be presented at the time of application. The school's Admissions Committee will consider the written evidence provided to decide whether the application may be processed as special circumstances. Admission under special circumstances will have priority over all but the first numbered criteria.

In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have an education, health and care plan (EHCP) which names the school.

Reception – PAN of 60 (Key Stage 1) - admission oversubscription criteria:

1. Children who are looked after by a local Authority in England - including previously looked after children

2. Children who are looked after by a local Authority outside of England - including previously looked after children
3. 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 infant school (William Lilley Infant School)
4. Other children who live in the catchment area at the closing date for applications
5. Children who live outside the catchment area and who at the time of admission will have a brother or sister attending the school
6. Other children who live outside the catchment area

Year 3 – junior PAN of 60 (Key Stage 2) admission oversubscription criteria

1. Children who are looked after by a Local Authority in England – including previously looked after children
2. Children who are looked after by a local Authority outside of England - including previously looked after children
3. Children who attend the linked infant school (William Lilley Infant School) and who, at the time of admission, will have a brother or sister at Fairfield Primary Academy or William Lilley Infant School
4. Other children who attend the linked infant school (William Lilley Infant School)
5. Children who live inside the catchment area and who, at the time of admission, will have a brother or sister attending Fairfield Primary Academy or William Lilley Infant School
6. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending Fairfield Primary Academy
7. Other children who live inside the catchment area
8. Other children who live outside the catchment area

In the event of oversubscription, within any criterion, preference will be given to children who live nearest to Fairfield Primary Academy as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school (using eastings and northings as defined by Ordnance Survey) as provided by Nottinghamshire County Council's computerised distance measuring system. In the event of two distances being equal the measurement will be taken from the next decimal point. In the event that two distances remain equal, lots will be drawn by a person independent of the school.

In Year Applications

Fairfield Primary Academy participates in Nottinghamshire County Council's non-statutory In Year Admissions Scheme to (a) assist in safeguarding matters and (b) to help prevent parents/carers from having to make multiple applications. To apply in year, please visit www.nottinghamshire.gov.uk/education/school-admissions/changing-school

Definitions

Looked After Children 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).
- 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).

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.
- Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address.
- If a child's parents live at separate addresses, where the child permanently spends at least 3 '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 when 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. Such evidence should demonstrate that a child lived at the address at the time of the application. Informal arrangements, even between parents, will not be taken into consideration.
- The school Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

Parents

For school admissions the school will consider the following as parents:

- the mother of the child
- an adoptive parent

- 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
- any other person who has acquired 'parental responsibility through the courts

Siblings

For school admissions the school will consider the following as sibling:

- a brother or sister who share the same parents
- a half-brother or half-sister or legally adopted child living at the same address as the child
- a child looked after by a local authority placed in a foster family with other school age children
- Stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

Twins and multiple births - where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Waiting lists

During a normal admissions round where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day.

- Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated.
- Priority on the waiting list will be determined by reference to the admission oversubscription criteria and not by the date an application was received. Waiting lists are maintained until the end of the Autumn Term in partnership with Nottinghamshire County Council. Inclusion on a waiting list does not mean that a place will eventually become available. Places on the waiting list are determined by the published oversubscription criteria.

Fairfield Primary Academy does not operate waiting lists for in-year applications. An exception is made for late applications for intake rounds (i.e. Reception (F2) and Year 3) where waiting lists are still in place for the Autumn term. These applications will be included within waiting list processes albeit managed as an in-year application.

Late Applications - normal admissions rounds only

1. Applications from parents/ carers received after the closing date may be considered by Nottinghamshire County Council as on-time, with the agreement of the relevant admission authority (Fairfield Primary Academy), in the following circumstances:
 - relocation into the area of Nottinghamshire County Council from another local authority
 - relocation within Nottinghamshire
 - exceptional reasons for missing the closing date, e.g. family bereavement, hospitalisation or family trauma

Information outlining why the application was received late together with evidence of relocation must be provided.

2. Late applications received will be considered after the offer day in line with the coordinated arrangements irrespective of the individual circumstances. Any applications received will be processed in line with Nottinghamshire County Council's coordinated scheme.

Repeat applications

Repeat applications on behalf of the same child, for admission in the same academic year, will not be considered unless the applicant can provide evidence that there has been a significant change in the particular circumstances of that child.

False Information

Where the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

Where a child has started attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

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

Admission of children below compulsory school age and deferred entry to school

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Where a place has been offered: a) that child is entitled to a full-time place in the September following their fourth birthday; b) the child's parents can defer the date their child is admitted to the school until later in the school year; and c) where the parents wish, children may attend part-time until later in the school year.

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 the normal age group - to reception rather than year 1. You may wish to discuss this option with the Principal of the school.

Parents should submit a request in writing to the admission authority as early as possible. The admissions authority 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 Principal 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 group (i.e. the age group to which pupils are normally admitted to the school) the 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 offered a place at the school but it is not in their preferred age group.

Admission Appeals

Fairfield Primary Academy is responsible for determining its own admissions and appeals arrangements. If your child is not allocated a place then you have a statutory right of appeal, appeals should be lodged within 20 school days of the outcome of your application. Applicants wishing to appeal should contact the school to obtain the necessary forms via theooffice@fairfield.notts.sch.uk. Once lodged, appeals are forwarded to an Independent Appeal Clerk who makes all the necessary arrangements for the appeal to be heard by an Independent Appeals Panel within the required timelines. The appeals timetable is published on the school website. Appeals will begin from June 2022 onwards.

Fair Access Protocol

Nottinghamshire County Council operates a Fair Access Protocol to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum. Fairfield Primary Academy participates in Nottinghamshire County Council's Fair Access Protocol.

Catchment areas

Fairfield Primary Academy has two distinct catchment areas:

- There is a defined catchment area for admission to key stage 1 (reception to year 2) and
- a larger area for admission to key stage 2 (year 3 to year 6). The key stage 2 catchment area incorporates the defined catchment area of the linked infant school, William Lilley Infant School. The map included at appendix 1 gives details of the catchment areas and can also be found on the **Information** section of the Fairfield Primary School website: <http://www.fairfieldprimaryacademy.co.uk/>

