

**ADMISSION ARRANGEMENTS 2022-2023**  
**Elston, All Saints Anglican/Methodist Primary School**

The published admission number is 15 children per year. In the event of over subscription, all applications for the reception year will be considered in accordance with the admission oversubscription criteria, as set out below. We are our own admission authority.

Children who are allocated a place will be admitted full time at the beginning of the academic year in which they are 5. Parents may defer their child's admission into school, up to compulsory school age, in which case the place will be kept open for them during the reception year. Where parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age. For parents of summer born children any allocated place must be taken up within the year of admission in which it is allocated. Parents who choose to defer their child's admission until the September after their fifth birthday must reapply.

The academic year is from 1<sup>st</sup> September to 31<sup>st</sup> August. Please contact the Head Teacher if you wish to discuss your child's specific admission arrangements.

Attendance at the early years provision (Foundation 1) at the school does not automatically guarantee a Reception (Foundation 2) place. To register for Early Years provision please contact the school.

Applications made in the normal admissions rounds must be made on the Common Application Form and returned to the home Local Authority. In support of applications made in accordance with the Church Criteria a Supplementary Admissions form, as published below, must be completed and returned to the school. The offer of a school place will be made by the home Local Authority to all parents on the 'offer day' set out in the coordinated scheme. This is for on time applications only – the closing date for on time applications is 15 January. National offer Day is 16 April or the next working day if this falls at a weekend.

**Late Applications**

Late applications are those submitted after the closing date (15 January) for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. There is a link on the school website to the co-ordinated scheme.

The school operates a waiting list for the normal year of entry (Reception) in partnership with Nottinghamshire Local Authority. This is kept and prioritised following the oversubscription criteria until the end of the Autumn term. After this date **All** waiting lists for all years are closed at the end of each academic year.

**Admission Oversubscription Criteria (In order of priority)**

Children who have an Educational Health Care Plan which names the school will be admitted which will reduce the number of places available to other applicants.

1. Looked after children, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order
2. Children living in the catchment area, which consists of the parishes of Elston, East Stoke, Thorpe and Sibthorpe, who, at the time of admission to school, have a sibling living in the same household on the school roll.
3. Children living in the catchment area which consists of the parishes of Elston, East Stoke, Thorpe and Sibthorpe.
4. Those out of catchment children who have a sibling living in the same household on the school roll at the time of admission to the school.
5. Children who have attended worship at a Church of England Church, Methodist Chapel or a Church that is a member of Churches Together in England at least once a month over the previous year. (Applicants under this criterion are advised that the school will request information from their Minister of Religion). *(In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship)*

6. A child that has been Baptised/Dedicated in a Church as listed in point 5 above.
7. Other children who live outside the catchment area.

Within each category priority will be given to pupils who live closest to the school. Distances will be measured “as the crow flies” from the child’s home address to the main entrance of the school using Nottinghamshire County Council’s computerised distance measuring software. In the event of two distances being equal lots will be drawn and independently verified.

### **Special Circumstances**

The following groups of children will be given special consideration, by the Admissions Panel of the Governing Body, in their application to the 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 application.

Cases agreed under “special circumstances” will take precedence over all but the first numbered criteria.

### **In –Year admissions**

All Saints Anglican/Methodist Primary School, Elston participates in Nottinghamshire County Council’s In-Year coordinated scheme. Full details are available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

Governors will consider admission requests and places will be filled in accordance with the admissions criteria. To avoid unnecessary delay these decisions will normally be delegated to the Head Teacher in consultation with the Chair of Governors and the Strategic Development and Pupil Committee (including Admissions) and reported at the next Governing Body meeting. The school will normally admit pupils up to the PAN set for the year group when it was first admitted.

Admission date will be agreed with the Head Teacher

### **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. Allocated places must be taken up within the academic year and requests to defer to another academic year will require a new application for that year.

Parents should submit a request in writing to Nottinghamshire County Council’s school admissions team as early as possible. The admission 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 parents 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. 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 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.

### **Rights of Appeal**

When requests for admission are refused the applicants will be informed in writing of the reasons by Nottinghamshire County Council (as part of the In-Year coordinated scheme), together with their rights of appeal. If parents wish to appeal they must set out their grounds for appeal in writing to the admission authority. For admissions into the intake year through the coordinated admissions scheme the home Local Authority will inform applicants of the outcome of their application and of their right of appeal. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful.

### **Definitions:**

#### **1. Parent**

- 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

#### **2. 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 arrangement 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).

#### **3. Siblings**

- 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.
- Where one child of a multiple birth can be admitted his or her brothers or sister will also be admitted

#### **4. 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, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The Governing Body may also seek proof of residence from the courts regarding parental responsibilities in these matters. If we receive an application which contains fraudulent or deliberately misleading information any offer of a place based on that information will be automatically withdrawn.

### **Catchment Area**

The catchment area consists of the parishes of Elston, East Stoke, Thorpe and Sibthorpe.

### **Fair Access Protocol**

The school participates in Nottinghamshire County Council's Fair Access Protocol.

### **Guidelines for a Ministers Verification**

Applications on denominational grounds must be supported by a supplementary form completed by the parent(s) with verification from a minister of religion that the child and parent(s) have practised their faith by worship at least once per calendar month at the Minister's place of worship for at least the past year *(In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship)*

## Supplementary Admissions Form

You should complete this form if you are applying for a place and consider that your child meets the schools faith-based admissions criteria.

This supplementary form must be returned directly to the school.

In determining admission applications priority is given to children who have practised their faith by worship at least once per calendar month at the Minister's place of worship for at least the past year – (In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship)

Please complete the first two sections and ask your minister to complete the third section. The completed form should be sent to the school office by

### 1. Child's details

Child's name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Parent/carer's name: \_\_\_\_\_

Parent/carer's address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 2. Parent/carer declaration

I/We the parent(s)/Carer(s) \_\_\_\_\_ have

worshipped at least once a month for the last year at \_\_\_\_\_

My/our child \_\_\_\_\_ has also worshipped at least

once a month for the last year at \_\_\_\_\_

Signed Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

### 3. Minister's section

Countersigned by Minister of Religion \_\_\_\_\_ Date \_\_\_\_\_

Name of Minister \_\_\_\_\_

Telephone number \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your help