



**TUXFORD**  
Primary Academy

# Tuxford Primary Academy Admissions Policy 2021-2022

## Office use

<b>Published:</b> Mar 2020 <b>Consultation took place</b> 2/12/19 – 24/1/2020	<b>Next review:</b> Determined Feb 2020	<b>Statutory/non:</b> Statutory	<b>Lead:</b> Jo Witham Principal Michele Wright
<b>Associated documents:</b>			
<a href="http://www.nottinghamshire.gov.uk">www.nottinghamshire.gov.uk</a> <a href="http://www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision">www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision</a> <a href="http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool">www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool</a> <a href="http://www.gov.uk/schools-admissions/admissions-criteria">www.gov.uk/schools-admissions/admissions-criteria</a>			
<b>Links to:</b>			
<a href="http://www.tuxfordprimary-ac.org.uk">www.tuxfordprimary-ac.org.uk</a>		<ul style="list-style-type: none"> <li>• The Equality Act 2010</li> <li>• Dfe – School Admission Code</li> <li>• S85(2) The School Standards and Framework Act 1998</li> <li>• Adoption Act 1976</li> </ul>	
<ul style="list-style-type: none"> <li>• Adoption and Children's Act 2001</li> <li>• S8 of the Children and Families Act 2014</li> <li>• 14a of the Children Act 1989 – 'special guardianship order'</li> </ul>			

## Tuxford Primary Academy Admissions

These Admission Arrangements are the responsibility of Tuxford Primary Academy.

Each Academy within Diverse Academies Trust is required by its funding arrangement to comply with 'the code' and the law relating to admissions, although the Secretary of State has the power to vary this requirement where there is demonstrable need.

### Admission numbers

Tuxford Primary Academy has the following admission numbers:

- Reception: 45 pupils

### Applications for admission to Reception

All applications for the 2021 cohort are managed through the Nottinghamshire County Council Co-ordinated Scheme and Tuxford Primary Academy participates in Nottinghamshire's Fair Access Protocol. Parents or carers should apply through the Common Application Form either online or by mail through their 'home' local authority. The closing date for applications for places in the 2021 cohort is 15<sup>th</sup> January, 2021. Applications received after this date will be regarded as late and processed after the first round of applications has been considered. For more information regarding the application process, please visit Nottinghamshire County Council's website:

[www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

### Oversubscription Criteria

When the school is undersubscribed all applicants will be admitted.

When the Academy is oversubscribed, after the admission of children who have an Education, Health and Care Plan (EHCP) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:

(1) 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 at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002.

Child Arrangements Orders are defined in s.8 of the Children Act 1989, as amended by s.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. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special

guardian (or special guardians).

- (2) Children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

- (3) Children who live in the catchment area\* and who, at the time of admission, will have a sibling attending Tuxford Primary Academy.
- (4) Children of staff who have been employed at Tuxford Primary Academy for at least two years and/or are recruited to fill a demonstrable skill shortage.
- (5) Other children who live in the catchment area.
- (6) Children who live outside the catchment area and who, at the time of admission\*, will have a sibling\*\* attending Tuxford Primary Academy.
- (7) Other children who live outside the catchment area.

\*A map of the catchment area is available on request or through the Nottinghamshire County Council Website <https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>

1. In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school. Distance measurement - Within each of the criteria, 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 (Nottinghamshire County Council will be consulted for confirmation of distances using Notts CC software) to the child's home using the local authority's computerised distance measuring software. In the event of two applications that cannot be separated by distance, both applications will go to the local academy committee and decision made by drawing lots. The drawing of lots will be witnessed by someone independent of the school. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

\*'At the time of admission' for the above purpose means on roll at the school at the time of admission.

\*\*For school admissions the academy 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

Step-children or children who are not related but live as a family unit, where parents both live at the same address as the child.

### **Special Circumstances**

The following groups of students will be given special consideration in their application for a particular place.

Children whose particular medical needs, mobility support needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the academy is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The Academy Committee 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 numbered criteria.

## **Appeals**

If a child has been refused a place, the parents have the right to appeal against the decision. 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. Advice on how to lodge an appeal will be included in the letter advising that a place has been refused and more details on the appeals process can be found on the County Council's website:

[www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

## **In Year Admissions**

The Academy participates in Nottinghamshire County Council's in-year scheme. For full details, please refer to the County Council's website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk). In-year applications for admission to any year group are considered by the Governors' Admissions Panel, and dealt with according to the oversubscription criteria contained within this policy.

Three documents to confirm proof of address may be required in the form of:

1. Solicitors letter confirming completion of a house move, signed tenancy agreement or rent book
2. Utility bill, driving licence or evidence of council tax payment schedule.
3. Child benefit book, child tax credit record or doctor's record

## **Waiting lists**

The academy will operate a waiting list where in any year it receives more applications for places than there are places available. The waiting list will operate until the end **December 2021**. Names will automatically be placed on the waiting list following an unsuccessful application unless we hear from parents to the contrary.

Children's position on the waiting list will be determined solely by ranking in accordance with the oversubscription criteria set out above. Where places become vacant these will be ranked and allocated to children on the waiting list in accordance with the oversubscription criteria.

Priority will not be given to children based on the date the application was received or the date their name was added to the list. Looked after Children, previously looked after children and those allocated a place in accordance with a Fair Access Protocol will take

precedence over those on the waiting list.

### **Withdrawal of Offered Places**

An offer of a place at the Academy may be withdrawn if the parent has not responded by the deadline for acceptance as outlined in the original offer. A reminder letter will be sent to anyone who has not responded by this date. If the Academy has still not received confirmation that the place is required by the extended deadline outlined in the reminder letter, it will be assumed that a place is not required and the offer will be withdrawn.

The offer of a place will also be withdrawn if it has been obtained through a fraudulent or intentionally misleading application.

### **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.

Nottinghamshire residents should submit a request in writing to Tuxford Primary Academy via Nottinghamshire County Council's school admissions team as early as possible. Decisions will be 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 and whether they have previously been educated out of their normal age group. 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 in the school but it is not their preferred age group.

The School Admissions Code 2014 paragraph 2.16 states "Admission authorities **must** provide for the admission of all children in the September following their fourth birthday. The authority **must** make it clear in their arrangements that, where they have offered a child a place at a school:

- 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.

### **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 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.

Signed..... Chair of Governors

Date.....