

# Chetwynd Spencer Academy

## Determined Admission Arrangements 2025/2026

### 1. Admissions Authority

The admissions authority for Chetwynd Spencer Academy is The Spencer Academies Trust. The Spencer Academies Trust determines admission arrangements for each academy within the Trust. The arrangements are implemented by the local governing body of each academy including matters relating to local Fair Access arrangements.

### 2. PAN

The Published Admission Number (PAN) for Chetwynd Spencer Academy for 2025-2026 is 60 pupils in Foundation Stage 2 (Reception).

### 3. How to apply and when decisions are made

Applications for first admission into Foundation Stage 2 (Reception) must be made through the child's home local authority (the area where the child lives).

For Nottinghamshire residents this can be found on Nottinghamshire County Council's website at

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

Applications should be completed by the closing date for applications as stated in the Nottinghamshire Coordinated Admissions Scheme.

All other applicants must apply to their home local authority (i.e. the area where the child lives).

Parents will be notified of the outcome of applications on National Offer Day – see details of timeline below:

<https://www.nottinghamshire.gov.uk/education/school-admissions/key-dates>

If this falls at a weekend, it is the next working day

For applications into other year groups, see the section on **in year applications**.

### 4. How late applications are treated

Any applications received after the closing date, including changes of preference, are considered as late applications and will be processed after all on-time applications unless there are exceptional circumstances which must be made clear at the point of application, with supporting evidence, and before places are allocated.

### 5. Catchment Area

Chetwynd Spencer Academy has a defined catchment area, details of which are available as follows:

<https://www.nottinghamshire.gov.uk/search-for-a-school#/details/2315>

The fact that a child lives within the catchment area does not guarantee a school place. See section on Admission Oversubscription criteria.

## **6. Admission Oversubscription Criteria**

In accordance with the School Admissions Code, Chetwynd Spencer Academy operates within the Nottinghamshire Coordinated Admissions Scheme. We do not currently require additional information to consider your application fully.

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:

1. Looked after children and previously looked after children, including those children who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
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. Other children who live outside the catchment area.

Each added child will require the list to be ranked again in line with the published oversubscription criteria.

**Multiple Births** Where one child of a multiple birth can be admitted under the normal admissions process, the other child/children will also be admitted.

## **7. Tie breaker for oversubscription criteria in any year group**

In the event of oversubscription, 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 entrance to the home address point using local authority's computerised distance measuring software.

In the event of two distances being equal the measurement will be taken from the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified by someone independent of the school.

## **8. In Year Applications**

Chetwynd Spencer Academy participates in Nottinghamshire County Council's non-statutory In Year Admissions Scheme, see [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk). The Spencer Academies Trust has regard to the DFE admissions Code in respect of in-year application requests

## **9. Special consideration for all year groups**

In exceptional circumstances, special consideration may be given to 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. The evidence must be presented at the time of application. The governing body 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.

## **10. 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. Children should only be educated out of the normal age group in very limited circumstances.

Parents/carers should submit a request in writing to the Principal 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, their 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.

Where we agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school, the application will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of our determined admission arrangements only, including the application of oversubscription criteria where applicable.

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.

## **11. Admission of children below compulsory school age and deferred entry to school (primary only)**

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.

The academy takes account of the most recent guidance from the DFE when considering such requests: [www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

## **12. Right of appeal**

If your child is not allocated a place then you have a statutory right of appeal.

If you wish to lodge an appeal please contact school, either

- By email [gmoore@chetwyndroad.notts.sch.uk](mailto:gmoore@chetwyndroad.notts.sch.uk)
- Post f.a.o. G Moore  
Chetwynd Spencer Academy  
Chetwynd Road  
Toton  
Notts NG9 6FW
- Telephone 0115 9177353

You will then be sent a proforma which you can complete and return, with supporting documents if appropriate.

### **13. Waiting lists**

Where an application has been refused because the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day (for admission to the intake year) or, for in-year applications, the date when the application was refused.

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 criteria and not by the date an application was received.

Waiting lists are maintained in partnership with Nottinghamshire County Council until the end of the academic year to which the application applies.

Inclusion on a waiting list does not mean that a place will eventually become available.

### **14. 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.

### **15. 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.

### **16. Definitions**

- **Attending school**

Attending school is taken to be on roll at a school for the purposes of admissions.

- **Education, Health and Care Plan** - An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child.

- **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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).
- 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.
- 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).

- **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 by the governing body. The evidence should prove that a child lived at the address at the time of the application with the exception of applications from families of Service and Crown personnel where the address at which the child will live will be used when applying criteria, as long as parents have provided robust evidence of their intended address. Informal arrangements between parents will not be taken into consideration

- **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.

## **17. Fair Access Protocol**

Nottinghamshire County Council's Fair Access Protocol works in partnership with schools, parents and carers to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. Chetwynd Primary Academy participates in Nottinghamshire County Council's Fair Access Protocol.

The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.