

# Ranskill Admissions arrangements for 2023/24



### Management log

<b>Document</b>	Ranskill’s admissions arrangements
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<b>Body responsible for the document</b>	Board of trustees
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<b>Signed</b>	<b>Signed</b>



Chair of the Board



CEO

### Document history

Version	Date authored	Author	Date approved	Date issued	Comments
V1	November 2017	Helena Brooks	15 March 2018	16 March 2018	To secure Ranskill’s admissions arrangements for 2019/20 since their conversion to SHINE as the admissions authority. Consultation process adhered as per the Admissions Code.
V2	September 2018	Helena Brooks	21 March 2019	22 March 2019	Annual review – revised and updated admission arrangements for 2020/21. Consultation process adhered as per the Admissions Code.
V3	September 2019	Helena Brooks	26 February 2020	27 February 2020	Annual review – revised and updated admission arrangements for 2021/22. Consultation period: 25 November 2019 until 13 January 2020 (six weeks).
V4	21 May 2020	Helena Brooks	21 May 2020	21 May 2020	Updated in light of correspondence from NCC dated 18 May 2020.

V5	21 October 2020	Helena Brooks	26 January 2021	28 January 2021	Annual review – revised and updated admission arrangements for 2022/23. Issued once the LA have had an opportunity to offer an opinion.
V6	30 September 2021	Helena Brooks	4 October 2021	4 October 2021	Following a mandatory change to the School Admissions Code – revised admission arrangements for 2021/22 and 2022/23 to define highest priority is given to “looked after children and all 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.
V7	October 2021	Helena Brooks	24 February 2022	24 February 2022	Annual review – revised and updated admission arrangements for 2023/24. In response to the LA’s opinion of John Hunt’s admissions arrangements via consultation – two mandatory amendments were applied to ensure the arrangements for Ranskill comply with the School Admissions Code 2021. These being reference that waiting lists will be reranked and the definition of looked after and previously looked after children having been in state care outside of England.

**Related policies**

**Policy**

Complaints

Equality

General Data Protection Regulation (GDPR)

**Website link**

<https://shine-multi-academy-trust.secure-primariesite.net/business-and-personnel/>

<http://www.shine-mat.com/pupil-welfare/>

<http://www.shine-mat.com/gdpr/>

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## 1. Determined admission policy (2023/24)

**1.1** All references to ‘academy’ in this document refer to Ranskill Primary School – their **published admission number** for 2023/24 is **20**.

## 2. Determined admission arrangements

**2.1** Coordinated Scheme: Details of the determined admission arrangements and the coordinated scheme can be obtained from Nottinghamshire County Council (NCC), [www.nottinghamshire.gov.uk/education/school-admissions/hub](http://www.nottinghamshire.gov.uk/education/school-admissions/hub).

Or by contacting:

**email:** enquiries@nottscc.gov.uk

**tel:** 0300 500 80 80

**2.2** Parents should apply to the home local authority for the address where the child lives by the closing date (15 January 2023). The outcome of applications will be communicated to applicants by the child’s home local authority on the national offer day for primary schools (17 April 2023).

**2.3** Date of admission to the academy for 2023/24 is the beginning of the autumn term.

**Note:** Although, the SHINE Multi Academy Trust<sup>1</sup> (SHINE), as the admissions authority, has responsibility for deciding on admissions, the local authority<sup>2</sup> has an obligation to co-ordinate all first-time admissions in its area; SHINE also uses the local authority’s service to coordinate in-year applications. The local authority will communicate all decisions to parents.

**2.4** Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, children are entitled to a full-time place at the allocated school from the September following their fourth birthday. However, parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age<sup>3</sup> and not beyond the beginning of the final term of the school year for which the offer of a place was made. Where the parent(s) wish, children may attend part-time until later in the school year but not beyond

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<sup>1</sup> SHINE’s registered address: c/o Whitemoor Academy, Bracknell Crescent, Whitemoor, Nottingham NG8 5FF

<sup>2</sup> Nottinghamshire County Council support the local area to which Ranskill Primary School serve.

<sup>3</sup> Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

the point at which they reach compulsory school age. The academy will consult with any parent who wishes to defer their child's entry to reception.

**2.5** Parents who wish to delay their child's entry into the academy outside their normal age group (see section 12).

### **3. Admission oversubscription criteria**

**3.1** If the academy is undersubscribed, all children will be admitted up to and including the PAN. If the number of applications exceeds the PAN, applications will be ranked according to the oversubscription criteria set out below.

**3.2** The academy will first accept all pupils with a statutory right to a place through an Educational Health and Care Plan (EHCP) naming the academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

- 1.** Places will first be allocated to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted<sup>4</sup>. 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. 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. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's 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. Section 14A of

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<sup>4</sup> 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.

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).

2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a sibling attending the academy (see definition below).
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 have a sibling on roll at point of admission.
5. Children who live outside the catchment area.

Note: In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the academy (see section 4).

### 3.3 Definitions

**3.3.1** '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 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).

**3.3.2** 'Catchment area' – this is the geographical area which the academy ordinarily serves (See reference 14).

**3.3.3** 'Parent' - Section 576 of the Education Act 1996 defines 'parent' to include:

- natural parents, whether they are married or not; and
- any person who, although not a natural parent, has parental responsibility for a child or young person; and

- any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

**3.3.4 'Siblings'** – for admission purposes the academy considers the following as siblings:

- A brother or sister who share the same parents;
- A half-brother or half-sister, where two children share one common parent;
- 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;
- Adopted or fostered children living in the same household under the terms of a child arrangements or special guardianship order.

The academy does not consider these as siblings for the purpose of admissions:

- Cousins or other family relationships not included in 1 above;
- Siblings who at 1 September 2023 will not be registered pupils at the academy.

Where applications are received in respect of twins, triplets or children of other multiple births, the academy will exceed the PAN taking in to consideration exceptions to The Schools Admissions (Infant Class Sizes) (England) Regulations 2012.

#### **4. Definition of the distance to an intending pupil's home**

**4.1** Measurement of distance is in a 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 and held in the local authority's data base) for the child's home using the local authority's computerised distance measuring software. Where there is equal distance then lots will be drawn, supervised by an independent officer (see reference 6.1). Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the academy than any above it. Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the academy than any subsequent dwelling counted clockwise.



## 5. Home address / place of residence

**5.1** 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, their place of residence will be taken to be the parental address. If a child's parents live at separate addresses, the address where the child permanently spends at least three '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 if the child stays there for all or part of the week.

**5.2** Evidence is required of a single address. Where this is changing, evidence regarding the new address, and disposal of the previous address through a contract for sale or change of tenancy will be required. Parents will be asked to declare that the address used will be their place of residence. The academy will reserve its right to carry out further investigation and require additional evidence, and to reject applications or withdraw offers of places if it believes it has grounds to do so. In such cases parents have recourse to putting their application through the independent appeals process.

## 6. Tie break

**6.1** If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person outside of the academy.

## 7. Fair Access Protocol

**7.1** All admission authorities must participate in the Fair Access Protocol. The academy participates in NCC's Fair Access Protocol and guidance can be found by accessing the following link [www.nottinghamshire.gov.uk/education/school-admissions/hub](http://www.nottinghamshire.gov.uk/education/school-admissions/hub) and the guidance about the FAP in Nottinghamshire is provided as part of the information about changing schools (in-year).

Or by contacting:

**email:** [enquiries@nottscg.gov.uk](mailto:enquiries@nottscg.gov.uk)

**tel:** 0300 500 80 80

## 8. Late applications

**8.1** Late applications for reception (normal admissions round only):

**8.1.1** Applications received from parents after the closing date of 15 January 2023 may be considered as on time 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 10 February 2023.

**8.1.2** Where SHINE, as the admissions authority, accepts there is good reason for an application being received late we will endeavour to ensure the application is included in the first cycle of allocations and parents will be notified of the outcome.

## **9. Waiting list**

**9.1** If the reception year group is oversubscribed in the normal admissions round a waiting list will be maintained in partnership with the local authority until the 31 December 2023. Inclusion on the waiting list does not mean that a place will eventually become available.

**9.2** The order of places on the waiting list is decided by the admission oversubscription criteria (see section 3). No reference will be made to the date your application is received or whether you have chosen to appeal and each time a child is added to the waiting list the list will be reranked again in line with the oversubscription criteria.

**9.2.1** Your position on a waiting list may change. If any late applications have a higher priority within the admission oversubscription criteria, they will be placed higher than applications that have been on the list for some time.

**9.2.2** If the number of allocated places falls below the PAN for the academy, the local authority will write to offer a place to the applicant at the top of the waiting list.

**9.3** Parents are welcome to ask what position their child currently holds on the list.

**9.4** Waiting lists will be dissolved at 31 December. Following this no waiting lists will be held, and applications will be dealt with in line with this policy and if a place is available at the point of application this will be offered.

**9.5** Children who are allocated a place at the academy in accordance with the In-Year Fair Access Protocol, will take precedence over those children on a waiting list.

**9.6** If your application to Ranskill has been refused, we will not consider another application in the same school year unless there have been significant and material changes in your circumstances, or those of the school.

**9.7** Waiting lists will be dealt with by NCC and further guidance can be found by accessing the following link [www.nottinghamshire.gov.uk/education/school-admissions/hub](http://www.nottinghamshire.gov.uk/education/school-admissions/hub).

Or by contacting:

**email:** enquiries@nottsc.gov.uk

**tel:** 0300 500 80 80

## **10. False information**

**10.1** Where SHINE<sup>5</sup> has made an offer of a place at this academy on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim, the offer of a place may be withdrawn.

**10.2** Where a child starts attending the academy on the basis of fraudulent and intentionally misleading information the place may be withdrawn by SHINE, depending on the length of time that the child has been at the academy.

**10.3** Where a place or an offer has been withdrawn, the application will be re-considered, by SHINE and a right of independent appeal offered if the place is refused.

## **11. In-year (or mid-term) admissions**

**11.1** Applications for in-year admissions should be made using the local authority online common application form. All in-year transfer requests will be co-ordinated through the NCC's Admissions Service for approval before admission takes place.

**11.2** Before applying parents are welcome to arrange a visit to the academy.

**11.3** Applications outside of the normal admissions round will be dealt with in accordance with NCC's in-year scheme. Application forms and details about how to apply are available at: <https://www.nottinghamshire.gov.uk/education> or by contacting:

**email:** enquiries@nottsc.gov.uk

**tel:** 0300 500 80 80

## **12. Admission of children outside the normal age group**

**12.1** Parents may seek a place for their child outside of their normal age group for example, if the child is gifted and talented or has experienced problems such as ill health.

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<sup>5</sup> Although, the SHINE Board of trustees have responsibility for deciding on admissions, the local authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

- 12.2** Parents of a summer-born child, that is, those children born from 1 April to 31 August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group, for example, to Reception rather than Year One.
- 12.3** To request a delayed entry parents are required to make an application for their child's admission to their normal age group at the usual time in accordance with this policy and at the same time to submit a request to SHINE for the attention of the leader of governance at [SHINE's registered address](#) for admission out of the normal age group. Further information about the process will be provided to parents upon their request for admission outside of normal age group or by contacting the School.
- 12.4** Decisions will be made by SHINE as the admissions authority on the basis of the circumstances of each case and in the best interests of the child concerned. This will take into account parents' views, information about the child's academic, social and emotional development, where relevant their medical history and any views of a medical professional, whether they have previously been educated outside of their normal age group and whether they may have fallen in to a lower age group if the child was not born prematurely. The views of the headteacher of the academy must be taken in to account. Decisions made by SHINE will be clearly set out.
- 12.5** When informing a parent of the decision on which year group the child should be admitted to, the reason(s) will be given.
- 12.6** Where SHINE agrees to the parent's request for their child to be admitted to a year out of their normal age group, it will be necessary for the parent(s) to apply again for a place at the appropriate time, and as a consequence the child will be admitted to a relevant age group (the age group to which pupils are normally admitted to the school). SHINE in partnership with the local authority will process the application 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 determined admission arrangements only including the priority criteria when this applies.
- 12.7** One admission authority cannot be required to honour a decision made by another. Upon transfer, it will be a matter for that admission authority. Decisions will be made by SHINE regarding the parental request for admission out of normal age group in time for parents to make an informed decision about whether their child will start school

before compulsory school age. An application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

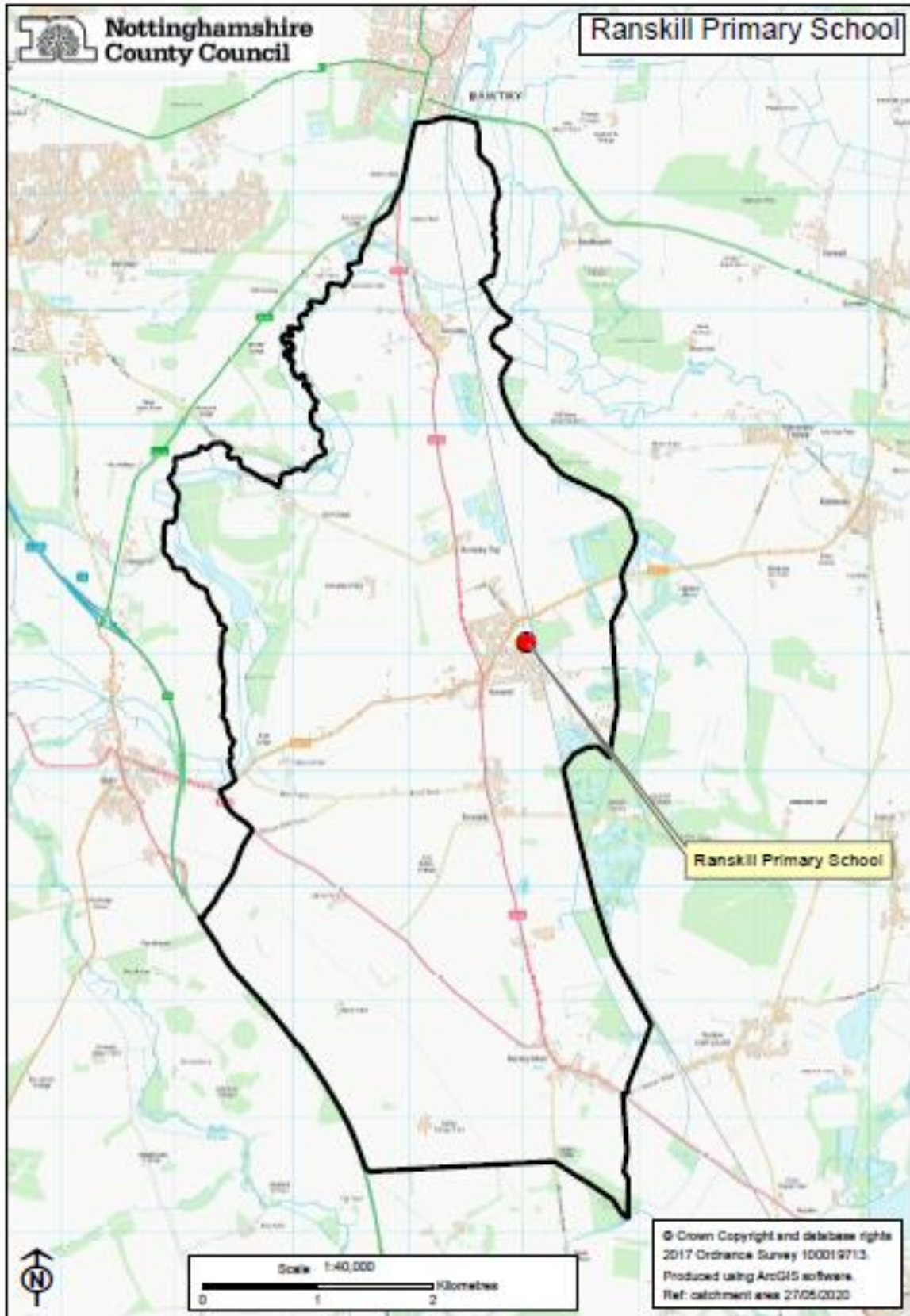
**12.8** Parents' statutory right to appeal against or refusal of a place at a school for which they have applied does not apply if they are offered a place at the academy, but it is not their preferred age group.

### **13. Appeals against the SHINE's decision to refuse admission**

**13.1** If a place has been refused, parents have the right of appeal. Such appeals against non-admission will be heard by an independent appeals panel formed in accordance with the DfE School Admission Appeals Code. Details of the appeals process will be made available to all unsuccessful applicants.

**13.2** Parents who intend to make an appeal against SHINE's decision to refuse admission must submit a notice of appeal to the leader of governance at [SHINE's registered address](#). The deadline for lodging appeals will allow appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code. Details of the timeline will be made available to parents who indicate that they intend to make an appeal.

14. Catchment area



**If you require this information in an alternative format such as large print, Braille, tape or help in understanding it in your own language, please contact the SHINE Team on 0115 9786351.**

Jeśli potrzebujesz tej informacji w alternatywnej wersji, takich jak duży druk, Braille'a, taśmy lub pomoc w zrozumieniu go w swoim języku, skontaktuj się z zespołem polsk na 0115 9786351.

Jei jums reikia šią informaciją alternatyvi versija pvz stambiu šriftu, Brailio raštu, juostos ar padėti suprasti savo gimtąja kalba, prašome susisiekti su valymo komanda 0115 9786351.

यदि आप एक वैकल्पिक संस्करण में इस जानकारी की आवश्यकता है जैसे बड़े प्रिंट, ब्रेल, टेप या इसे अपनी खुद की भाषा में समझने में मदद, कृपया 0115 9786351 पर शाइन टीम से संपर्क करें.

Dacă aveți nevoie de această informație într-o versiune alternativă, cum ar fi imprimare mari, Braille, bandă sau ajutor în înțelegerea-l în limba dumneavoastră, vă rugăm să contactați echipa de pantofi pe 0115 9786351.

اگر آپ اس معلومات میں ایک متبادل ورژن جیسے بڑے حروف میں چھپائی، بریل، ٹیپ یا اس کو اپنی زبان میں سمجھنے میں مدد کی ضرورت ہوتی ہے، 9786351 لائن پر شائن ٹیم سے رابطہ کریں۔