



**Archbishop Cranmer C. of E. Academy**  
(Part of the Aspire Multi-Academy Trust)

**Admissions Policy for the School Year 2023 - 2024**

**Application for Places**

Our school serves the catchment area of Aslockton, Whatton, Scarrington, Hawksworth, Thoroton and Shelton. Our Published Admission Number (P.A.N.) is 30 per year group. In the event of under subscription from our catchment area, we also welcome out of catchment applications.

Please visit <https://www.nottinghamshire.gov.uk/education/school-admissions> for detailed information about school admissions and to apply for a school place.

N.B. As of 1st September, 2021, a new statutory change involving children who were Internationally Adopted Previously Looked After Children but outside of England (IAPLAC – see definition below). This is a governmental change and does not need to be consulted upon.

**Visits Welcome**

The opportunity to visit Archbishop Cranmer and sense the positive and vibrant atmosphere is always available and is something that is encouraged. To arrange a visit, simply ring the school office to make an appointment. In the autumn term we hold open mornings.

**Application for First Admission Places in Primary Education**

Children will be admitted to the Foundation class (Reception) in the September following their fourth birthday i.e. children who will reach their fifth birthday between 1<sup>st</sup> September 2022 and 31<sup>st</sup> August 2023. Parents / carers can request that the date their child is admitted to the school is deferred until later in the school year or until their child reaches compulsory school age in that year (School Admissions Code 2012, 2.16b) or they can request that their child attends part time until their child reaches compulsory school age. Children must be attending school no later than the term after they are 5 years old.

Pupils who have an Education, Health and Care Plan (EHCP) related to a Statement of Special Educational Needs, where Archbishop Cranmer is named in the plan, will be admitted.

**Admission Oversubscription Criteria**

In the event of over subscription, the following admission oversubscription criteria will apply after those children with an Education, Health and Care Plan, which names the school, have been allocated.

Priority will be given to children in the following order:

1. Children who are or have previously been looked after or Internationally Adopted Previously Looked After Children (IAPLAC).

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*A looked after child is a child who is (a) in the care of the 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 the application is made to 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's Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in place prior to 22nd April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship'.*

Internationally Adopted Previously Looked After Children: To be eligible for IAPLAC priority, the child must appear (to the admission authority) to have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) and ceased to be in state care as a result of being adopted.

2. Children who live in the catchment area at the time of admissions and have a sibling already on roll at Archbishop Cranmer.
3. Children who live in catchment.
4. Children out of catchment with siblings who are already on roll at Archbishop Cranmer.
5. Children whose parent(s) / carer(s) are involved in a church and are regular church worshipper or involved in the life and work of the Church of England, as attested by the Minister (i.e. Vicar / Priest in charge) in writing.
6. Children who live outside the Catchment Area without siblings already on roll at Archbishop Cranmer, allocated in terms of distance - nearest to the school first.

If places remain after applicants from the catchment area have been accommodated, places will be allocated as follows: -

- In the event of over-subscription in any criterion, where all applications are deemed equal, preference will be given to the child living nearest to the school 'as the crow flies'. 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) to the child's home using the local authority's computerised distance measuring software.
- Definition of regular worshippers means parents / carers who have attended worship at least one Sunday in a month over the previous year.
- Definition of 'involved in the life and work of' means parent / carer who can demonstrate specific involvement in the Church apart from regular worship throughout at least the previous year. Church based application – The applicant could provide a statement which was countersigned by a minister to confirm Church involvement.

Please note: 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

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[admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship

### **Late Applications**

Late applications (those received after the closing date), are processed in line with the coordinated scheme.

### **Special Circumstances**

Consideration will be given to applicants with medical, special educational or social needs with supporting evidence from a relevant professional. The evidence must be presented at the time of application. Each case will be judged on its merits and the admission authority (the Governing Body) may accord a higher priority to the applicant.

The allocation of any such place will be determined by comparing the written evidence presented along with the capacity for the school for the identified needs. In order to make an assessment of the case, reference may be made to local Head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over criteria 2 to 6 above.

### **Multiple Births**

Where a child of a multiple birth can be admitted, the other child/children will also be admitted, outside the normal admissions round.

### **Waiting List**

Children's names will be added to the school's waiting list if they are refused a place. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent / carer has appealed against the decision. If any applications are received that have higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available. If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time. This will include all applications that have been received requesting a place at that school. Waiting lists are held for admission to year groups reception to year 6 and are held until the end of the summer term. Waiting lists will close at the end of the summer term and parents / carers would need to make a new application for the next academic year.

### **Right of Appeal**

If a place is not offered, parents / carers have the right of appeal. Such appeals against refusal of a school place, will be heard by an Independent Appeals Panel formed in accordance with the DfE School Admissions Appeals Code. 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. Details of the appeals process will be made available to all unsuccessful applicants at the time of refusal.

### **Fair Access Protocol**

Archbishop Cranmer C. of E. Academy participates in the LA's Fair Access Protocol, as deemed reasonable (see NCC website for further information).

## **In Year Applications for Children other than into Reception (Foundation Stage 2)**

We welcome applications for children to join us, either in September or any time during the school year, who are older than initial school entry age (i.e. requesting entry into Years 1 to 6). In the event of over subscription, the above criteria still apply. Please contact the school office on 01949 850 627 if you require clarification on this or any other matter or would like to visit the academy before submitting an application.

The school uses the same definitions as Nottinghamshire County Council and participates in Nottinghamshire County Council's in-year coordinated scheme. Full details are available at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)

## **Admission of Children Outside the Normal Age Group (including summer born children)**

In exceptional circumstances, parents / carers may seek a place for their child outside of the normal age group. In addition, the parents / carers of a summer born child (1<sup>st</sup> April to 31<sup>st</sup> August) 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 Foundation rather than Year 1. 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 school as early as possible. The school's Admissions Committee will make a decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent / carers 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 will also be taken into account. When informing a parent / carer of the decision on the year group to which the child should be admitted, the parent / carer will be notified of the reasons for the decision. The school will communicate its decision to Nottinghamshire County Council, who will notify the parent / carer of the decision.

Where it is agreed that a child will not 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.

The parent / carer 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.

If you are considering a later application to our Foundation Year group after 31<sup>st</sup> December, please contact the school during the main round of admission applications for a discussion with the Head teacher, to see how we might best meet the needs of your child.

## **Transfer to Secondary School**

Where a child has been educated out of the normal age group it is the parent / carer's responsibility to again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

### **Pre-School and Early Years Opportunities**

We work very closely with our excellent local Pre-School, which is conveniently situated within our school building. To find out more about this facility or to arrange a visit, please call the Pre-School directly on 01949 850 886.

We also offer an Early Years Group (4+) in school for children, just prior to school entry. If you think you might be interested in accessing this opportunity, please contact the school office.

Please note that attendance at the Pre School or Early Years Group (4+) does not automatically guarantee a Foundation class place.

### **National Offer Day**

This is the day each year on which local authorities are required to send the offer of a school place to all parents / carers in their area. For primary pupils, offers are sent out by the home local authority on 16 April. These dates are relevant to all on-time applications in the primary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

### **Closing Date**

The closing date for applications and the offer date will be in line with the coordinated admission arrangements for Nottinghamshire. Late applications will be processed in line with the coordinated scheme.



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**SUPPLEMENTARY ADMISSION FORM**

*This form should be submitted to the school as well as applying through the Local Authority.*

**Name of Child:** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Child's Date of Birth:** \_\_\_\_\_

The parent / carer of the above child has applied for a place at Archbishop Cranmer C of E Academy and have cited their Christian background as a reason for their choice.

**Please ask your Vicar, Minister or Priest to complete the next part of this form and return it to you.**

To the Vicar, Minister or Priest,

Please provide the following supplementary information in support of this application.

**To the Governors of the school**

I can confirm that \_\_\_\_\_ (please enter the name(s) of the applicant) attend worships at:-

Name of Church: \_\_\_\_\_

Address of Church: \_\_\_\_\_

They are known to me and have been attending church for \_\_\_\_\_ (please state length of time) and attend a minimum of monthly worship.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date: \_\_\_\_\_

Role in church if not clergy: \_\_\_\_\_

Please note: 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]

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