



## **Admissions Policy – 2023/2024**

The published admissions number is 60.

The Governing body has a planned admission number (PAN) of 60 (sixty). This is the number of children who can be admitted into the “intake year” and preferences are agreed until the PAN for first admissions has been reached.

### **Education Health Care Plan**

Children with special education needs that have a Statement of Special Educational Needs or an Educational Healthcare Plan that names the school will be admitted. This will therefore reduce the number of places available for other children.

### **Looked after and previously looked after children**

The Schools Admissions Code 2021 states that all admissions authorities must give the highest priority to this group and provides the following definition.

A looked after 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 of making an application 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 child arrangement orders or special guardianship orders) immediately following having been looked after and those children who appear (to Norbridge Academy) 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 outside England if they were in any 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 a society
- Children who were adopted under the Adoption Act of 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 arrangement orders replace residence orders and any residence order in force prior to 22<sup>nd</sup> April 2014 is deemed to be a child arrangement

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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)

### **Home Address**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by the 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 (that is Sunday, Monday, Tuesday Wednesday or Thursday) will be taken to be the places of residence. Addresses of other relatives or friends will not be considered as the place of residence even if the child stays there for part of the week. Evidence that a child's place of residence is permanent may also be sought and this should prove that a child lived at the address at the time of the application.

Any informal arrangements between parents will not be taken in to consideration.

### **Children of UK Service Personnel and Crown Servants**

Families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, Norbridge Academy will use the address at which the child will live when applying the oversubscription criteria, as long as the parents provide evidence of their intended address. A Unit or quartering address will be used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation is received.

#### **Criteria:**

1. Looked after children and children who have previously been looked after.
2. Children who, at the time of admission, have a sibling (brother or sister) attending the school and who live in the catchment area.
3. Children who live in the catchment area and attend the Norbridge Academy Nursery.
4. Other children who live in the catchment area at the closing date for applications.
5. Children who live outside the catchment area and who, at the time of admission have a sibling (brother or sister) attending the school.
6. Children whose parents have worked at the Academy for at least two years who are not included in the above criteria.
7. Children who live outside the catchment area but who attend the Norbridge Academy Nursery.
8. Other children who live outside the catchment area.

If applications exceed the number of places available the school will operate a waiting list in which priority will be given on the basis of the above criteria.

### **In-Year Admissions**

The school participates in Nottinghamshire County Council's in-year scheme and therefore applications are made directly to the local authority. Information about how to apply is available at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)

### **Late Applications**

Late applications are those submitted after closing date for the coordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered as specified in the 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 may include family bereavement, hospitalization and family trauma. Supporting evidence may be required.

When the school is informed by the Local Authority that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within four weeks, the school will notify the local authority that the offer of a place should be withdrawn and offered to a child ranked highest on the waiting list.

### **Waiting List**

If after the offer of places has been made up to the PAN, the school is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the school in partnership with the Local Authority for the duration of the coordinated admissions scheme. The position on this waiting list will be determined by the school's published over-subscription criteria. Once the coordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the school. The waiting list will be maintained for the remainder of the current academic year.

### **In-year Admissions**

The school participates in the Nottinghamshire County Council's in-year coordinated scheme. The school will communicate with the local authority who will notify the parent of the decisions to either offer or refuse a place.

## **Independent Appeals**

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is significant and material change in circumstances. Appeals should be addressed to the Nottinghamshire County Council within twenty school days of the refusal as the academy uses the services of the Local Authority for any appeals.

## **Coordinated Admission Scheme**

All applications for places in the normal year of entry are made to the home local authority on the common application. For entrance to the school in September 2023 the closing date for coordinated admissions is 15<sup>th</sup> January 2023

## **Withdrawing an Offer of a Place.**

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time.

## **Admission of Children Outside the Normal Age Group**

Parents may seek a place for their child outside the normal age group, for example if the child is gifted or 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 they are admitted out of their normal age group – to reception rather than year 1. Children should only be educated out of their normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. A designated officer from the Academy 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 view; 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. 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

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local authority and admissions 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.

The Governing Body operates a single entry admissions policy prior to a child's fifth birthday, admitting children at the beginning of the Autumn Term. Some parents wish to defer the start of full-time education until compulsory school age. If you would like to take this option, you may arrange the details with the Head Teacher.

However, if your child birthday falls between 1 April and 31 August, differing admission until compulsory school age would result in your child being admitted into a different admission year and it is advisable to speak to the Local Authority if you are considering this option.

## **Brother or Sister**

The governors define brother or sister as being those children who share the same biological parents. This includes half-brother or half-sister or legally adopted child living at the same address as the child. Where applications are received in respect of twins, triplets or children of other multiple births, the Local Authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent will be asked which child(ren) should take up the place(s). The parent will still have right of appeal against refusal of a place.

## **Parent**

Section 576 of the Education Act 1996 defines "parent" to include; all natural parents, whether they are married or not; and any persons 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 young person.

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

## **Catchment Area**

Details of the school's defined catchment area can be obtained from the school.

## **Fair Access Protocol**

Norbridge Academy participates in the Nottinghamshire County Council's fair access protocol.