



Admission Policy 2023 – 2024

Porchester Junior School

Admission arrangements for children starting school

Applications for admissions are made in accordance with the determined admission arrangements for the school and in the event of oversubscription, governors will rank all applications against the criteria detailed below.

Children applying to start school for the first time must apply to their home local authority. For residents of Nottinghamshire applications can be made online at www.nottinghamshire.gov.uk or by telephoning 0300 500 80 80.

Applications must be made in line with Nottinghamshire's admissions deadline of 15 January with decisions communicated by 16 April (or next working day where this falls on a weekend). Applications made after this date will be handled as in-year admission (see below).

The published admission number for Porchester Junior School is 45 per year group.

Admission oversubscription criteria

In the event of over subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have an Education, Health and Care Plan which names the school:

1. Children looked after by a local authority and previously looked after children.
2. Children who attend the linked infant school (Standhill Infant) at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
3. Other children who attend the linked infant school at the closing date for applications.
4. Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
5. Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school.
6. Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
7. Children who live outside the catchment area.

In the event of over subscription within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Nottinghamshire County Council's distances are measured from the main administrative point at the school campus to an address point (using easting and northings as defined by Ordnance Survey) to the child's home using the Nottinghamshire County Council's computerised distance measuring software.

In the event of two distances being equal, random allocation will be used as tie-break. This process will be independently verified.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Waiting lists are held by the school office for the reception intake year and will be held until 31st December of the intake year. Applications will be ranked in accordance with the criteria above, and re-ranked as new applications are received.

Special Circumstances

Within each of the categories listed above, the following provisions will be made.

Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.

To demonstrate this, the governing body will require compelling written evidence from an appropriate professional, such as a social worker or doctor. The evidence must be presented at the time of the application.

The governors 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 of the numbered criteria.

In Year Admissions

Applications for in-year admissions are made in accordance with the determined admission arrangements for the school and in the event of oversubscription, governors will rank all in –year applications against the criteria detailed above.

Applications must be made to Nottinghamshire County Council online at www.nottinghamshire.gov.uk or by telephoning 0300 500 80 80.

Applications for admission to year groups other than the intake year group will be considered in relation to the published admission limit which applied when the year group was first admitted to the school, subject to class size restrictions. If places are available within the year group, the child will be admitted. If there are more applications than places available, the oversubscription criteria above will be used to determine which child can be offered a place.

Waiting lists are held by the school office for in-year admissions where the year group is full. Applications will be ranked in accordance with the criteria above, and re-ranked as new applications are received.

Definitions

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 (that is, 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 and this should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the school and Nottinghamshire County Council will accept a Unit postal address or quartering area address for a service child.

Catchment area:

Please visit <https://www.nottinghamshire.gov.uk/search-for-a-school#/details/2236> to view the school catchment area.

Looked after 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).

Parents and Parental Responsibility

- the mother of the child
- 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
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

If those with parental responsibility are unable to agree on the preferences received by Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. The school and Nottinghamshire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, the school and Nottinghamshire County Council will establish where the child lives for the majority of the time.

Siblings (brothers or sisters)

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- 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.

Multiple births

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Further guidance on the way in which applications are dealt with can be found in the current local authority "Admissions to Schools" booklet and the County Council website www.nottsc.gov.uk. This also outlines how the coordinated admissions scheme and late applications are processed.

Admissions Outside of the Normal Age Range

All children allocated a place at the school are entitled to a full-time school place. 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. Children should only be educated out of the normal age group in very limited circumstances.

Any parent wanting their child to be admitted out of the normal age group should submit an application to Porchester Junior School, via the Local Authority as soon as is possible. When such a request is made, the School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking account the views of the parent, the Head Teacher and any supporting evidence provided by the parent. The School is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to. All such applications will be considered at the time they are submitted.

Appeals

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. 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. The appeal form for the school is available on the school website [fhp-admissions-appeals-form.docx \(live.com\)](#)

Fair Access Protocol

Porchester Junior School participates in the Nottinghamshire local authority Fair Access Protocol.