

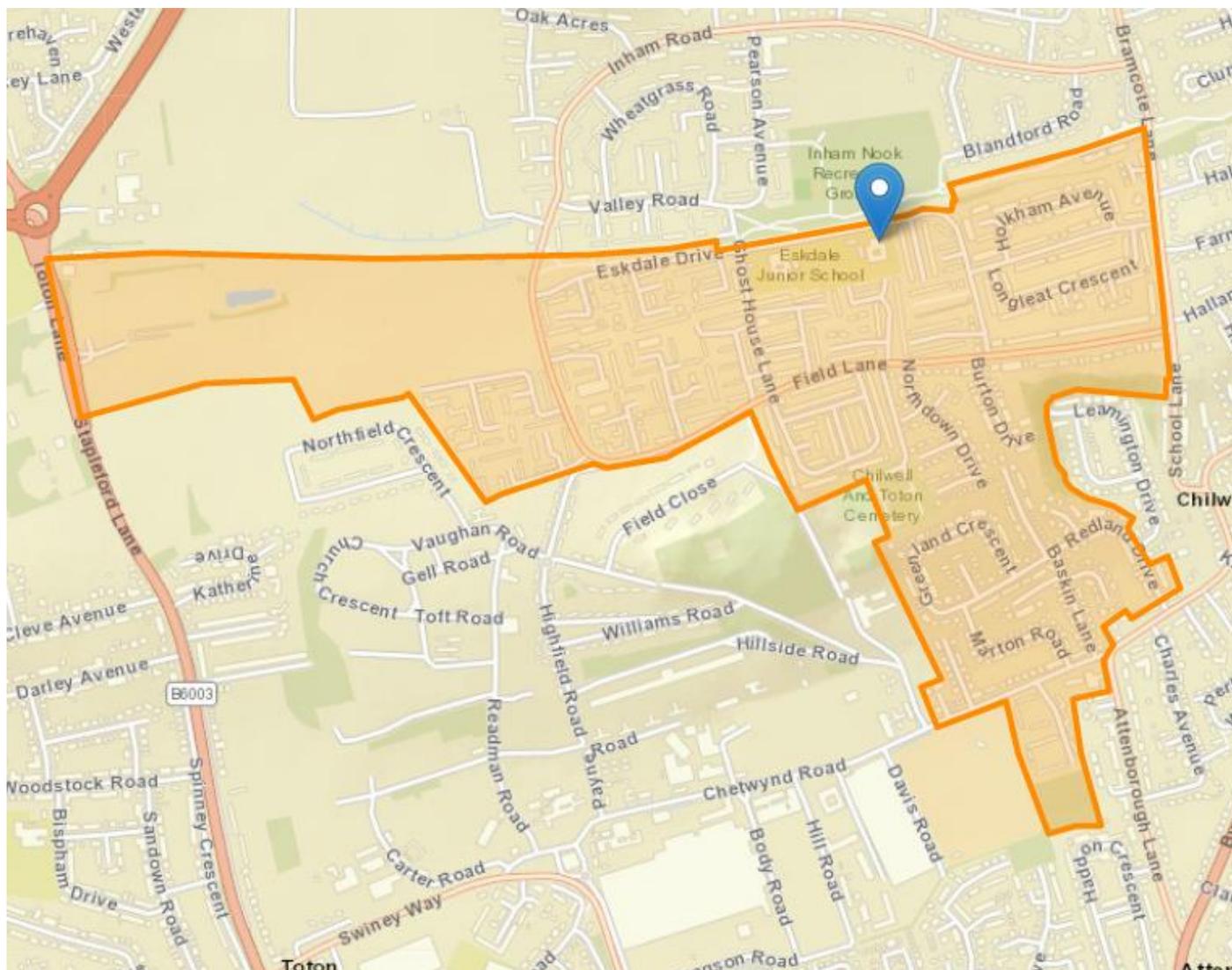


ALDERMAN POUNDER INFANT AND NURSERY SCHOOL

## **Admission Arrangements for 2024-2025**

Alderman Pounder Infant and Nursery School is a 2-7 mixed infant school with nursery provision. The governing body, as the admission authority, is responsible for setting and applying the admission arrangements. are the admissions authority of the school.

Please visit (<https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas> to view the school's catchment area (or see map below):



## Applying for a school place in the normal admissions round

Children attending our nursery setting do not automatically transfer to reception and parents must apply for a school place.

Admissions for children starting school are decided by the governors of the school, but coordinated by Nottinghamshire County Council. 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:

<https://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 2024 with decisions communicated by 16 April 2024 (or next working day where this falls on a weekend). Applications made after the closing date until the 31st August are processed as In Year Admissions (see below).

The published admission number for Alderman Pounder Infant and Nursery School is 70 pupils per year group. **The proposed admission number for September 2024 is 60 pupils per year group.**

### **Admission oversubscription criteria**

In the event of over subscription, the following proposed **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. **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 dates for applications and who, at the time of admission, will have a brother or sister attending the school or Eskdale Junior School (our linked junior school) *and children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a brother or sister attending the school or Eskdale Junior School (our linked junior school) who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school;***
3. **Children who live in the catchment area at the closing dates for applications and who, at the time of application and on national offer day, attend Alderman Pounder Seedlings 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, will have a brother or sister attending the school or Eskdale Junior School (our linked junior school);**
6. **Children who live outside the catchment area and who, at the time of application and on national offer day, attend Alderman Pounder Seedlings Nursery;**
7. **Children who live outside the catchment area and who have a parent or guardian working at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;**
8. **Other 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.

Children offered a place in our school who were born between 1 September and 31 August of the appropriate admission year, have the option to start full-time school from the beginning of the autumn term.

### **Special consideration**

The following groups of children will be given special consideration in their application for a particular school: children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. 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 have priority over all but the first of the numbered criteria.

## **In Year Admissions**

Admission into school is decided by the governors of the school, but coordinated by Nottinghamshire County Council. 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 <https://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 infant 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, and will be held until the end of the academic year. Applications will be ranked in accordance with the criteria above, and re-ranked as new applications are received.

## **Definitions**

### **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 a foster parent(s) 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 the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application.

Informal arrangements between parents will not be taken into consideration.

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

### **Compulsory school age**

A child reaches compulsory school age on the prescribed day following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August. Children must be attending school the term following their fifth birthday. Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the academic year that the place has been allocated for.

### **Infant class size**

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (that is, a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2021 (2.16) states that additional children may be admitted under limited exceptional circumstances. These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

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

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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.

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). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.

- 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.
- 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).

## **Multiple births (twins, triplets etc.)**

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

## **Parents and Parental Responsibility**

The person making the application must hold parental responsibility. Nottinghamshire County Council and Alderman Pounder Infant and Nursery School consider the parent to be:

- 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.
- authorisation may also be given for another person to speak on the parent's behalf.

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)**

Nottinghamshire County Council and Alderman Pounder Infant and Nursery School consider a sibling to be:

- 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.

### **Displaced sibling**

A child is considered to have been displaced if they applied on time for their Nottinghamshire community catchment area school and they were not allocated under the coordinated scheme as the school was oversubscribed with catchment area children at national offer day. If the older sibling was subsequently offered a place at the community catchment school from the waiting list and this offer was declined, the child will not be considered as displaced, and any younger siblings would not be given any additional priority in the oversubscription criteria

## **Admissions Outside of the Normal Age Range**

All children allocated a place at the school in Reception (FS2) 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 ill health.

Any parent wanting their child to be admitted out of the normal age group should submit an application to Alderman Pounder Infant and Nursery 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 about the child which may include 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 for not being born prematurely. 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.

The parents of a summer born child (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group – to reception rather than year 1. The process is outlined above. Parents should discuss the request with the headteacher.

### **Deferred Admissions**

Parents may choose to defer their child's admission to the following term or until the beginning of the term following their child's fifth birthday, provided that the child's admission takes place within the current school year in discussion with the Head Teacher.

### **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 at <https://www.aldermanpounder.notts.sch.uk/apply-for-a-school-place/>.

### **Fair Access Protocol**

Alderman Pounder Infant and Nursery School participates in the Nottinghamshire local authority Fair Access Protocol.

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 <https://www.nottinghamshire.gov.uk/>. This also outlines how the coordinated admissions scheme and late applications are processed.