



# The Primary School of St Mary & St Martin

## School Policy Document



# ADMISSIONS POLICY – 2024-25

<b>Date Reviewed by HT / Governor</b>	Spring 2023
<b>Date Approved by Full Governing Body</b>	Spring 2023
<b>Signature of Chair of Governors</b>	
<b>Date of Next Review</b>	Spring 2024



# The Primary School of St Mary & St Martin

## **The Governors' Admission Policy 2024-25**

The Governing Body are the admission authority of the school.

The Published Admission Number (PAN) is 15 children per year. In the event of oversubscription, all applications for the reception year will be considered in accordance with the admission criteria, as set out below.

For details on the school's catchment area please follow this link:

<https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>

### **FIRST ADMISSIONS**

Children who are allocated a place will be admitted full-time at the beginning of the year in which they are 5. Parents may defer their child's admission until the start of the term in which their child reaches their 5<sup>th</sup> birthday. They may also take up the part time place if they choose.

All Applications must be made to the home Local Authority.

The outcome of the application is communicated to parents by the child's home local authority on National Offer Day, 16 April or the next working day where this falls at a weekend, as stated in paragraph 2.23 of the Code.

Please note applications for summer born children that are allocated a place must be taken up within the current admission year. Parents who choose defer their child's admission until September after their fifth birthday must reapply.

### **ADMISSION CRITERIA**

The following criteria are used to determine which pupils should be admitted to the school.

Children who have an Education, Health and Care Plan (EHCP) which names the school will be admitted, which will reduce the number of places available to the applicants.

#### **1. Looked after children/previously looked after children**

First priority will be given to all relevant looked-after children who are of the Anglican faith over all other children of that faith and higher priority to all looked -after children not of that faith than all other children not of that faith. This includes a child who was previously looked-after but immediately became subject to adoption, residence or special guardianship order.

Internationally adopted previously looked after children – 'IAPLAC' are given equal first priority in admission arrangements, alongside, looked after children (LAC) and children who were previously looked after by English local authorities (PLAC).



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Children looked after by a local authority 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.

## 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 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 Family Act 2014. Child arrangement orders replace residence orders and any residence order in force to 22<sup>nd</sup> April 2014 is deemed to be a child arrangements order. Section 14a of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian/s.

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 of the school with a sibling attending the school**

Children who live in catchment area (The Ecclesiastical Parish of Blyth and Hodsock) and have a sibling attending the school at the time of admission.

Definition: 'Sibling' including step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

## **3. Children who live in the catchment area of the school**

## **4. Children who live outside the catchment area of the school and have a sibling attending the school at the time of admission**

\* "Sibling" including step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

## **5. Children who have attended worship with their parent(s) or another carer at**

The Local Church of England Church

Another Church of England Church

A church which is a member of 'Churches together in England'



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## Churches together in England

*The Baptist Union of Great Britain  
Church of England  
Council of African and Afro-Caribbean Churches  
Free Churches Council  
Independent Methodist Churches  
Lutheran Council of Great Britain  
Moravian Church*

*Cherubim and Seraphim Council of Church  
Church of Scotland Congregational Federation  
Council of Orthodox Christian Churches  
Greek Orthodox Church  
Joint Council for Anglo Caribbean Churches  
Methodist Church  
New Testament Assembly*

## **6. Other children living nearest to the school at the time of application.**

Distances will be measured “as the crow flies” from the child’s home address to the main entrance of the school.

### **Distance measurement**

Within each of the criteria, priority will be given to children who live nearest to the school as the crow flies (by 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) to the child’s home using the local authority’s computerised distance measuring software.

If the measurements remain equal, for example children living in the same block of flats, lots will be drawn and the process will be independently verified by someone not associated with the school.

### **Special Circumstances**

The School Admission Panel will give special consideration to the following groups of children in their application to the 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 application.*

Cases agreed under “special circumstances” will take precedence over all the above numbers criteria

### **Twins and Multiple births**

The school will be sensitive to the needs of multiple-birth families and will accept all multiple-birth siblings, even if there is only place for one within PAN. This follows NCC guidance and is permitted within the School Admissions Code 2014 as an infant class size exception.

## **LATE APPLICATIONS**

Late applications will be considered by the Admissions Panel in-line with the Nottinghamshire County Council coordinated scheme. Please refer to Nottinghamshire County Council for further information, [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)



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If the PAN has been reached or exceeded the school operates a waiting list for its intake year group in partnership with Nottinghamshire LA. This is kept and prioritised following the oversubscription criteria until the end of the Autumn Term.

## **IN-YEAR ADMISSIONS & ADMISSIONS TO YEAR GROUPS OTHER THAN THE FOUNDATION STAGE**

Applications outside the normal admission round (in-year) can be made online at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk) or by telephoning 0300 500 8080.

Applications can be made up to 6 weeks before the place is required. Your child should continue to attend their current school until a school place at St Mary & St Martin has been offered and an admission date agreed.

Living in the catchment area, or having a sibling already attending the school does not guarantee a place will be offered.

Parents will be notified of the outcome of their in-year application in writing within 15 school days; but in all circumstances admission authorities should aim to do so in 10 school days.

Each child added to the school's waiting list will be ranked in line with the published oversubscription criteria. The waiting lists closes at the end of each term, parents will need to reapply for the next term.

For additional information please refer to the NCC website: [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

## **ADMISSIONS OF CHILDREN OUTSIDE NORMAL AGE GROUP**

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. 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 that they are admitted out of their normal age group – to reception rather than year 1. This request is to be made in writing to the school.

For parents who choose to delay their child's admission to school until the September after their fifth birthday must reapply to NCC Admissions; [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

## **APPEAL**

When an application for a school is refused, the parent has a right to appeal to an independent appeal panel. Parents are informed of this when they receive their outcome and to lodge an appeal for community and voluntary controlled schools, parents should contact Nottinghamshire County Council. Further information is available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)



# The Primary School of St Mary & St Martin

## **The Primary School of St Mary & St Martin participates in Nottinghamshire's Fair Access Protocol.**

All Local Authorities must have a fair access protocol to provide for children of compulsory school age who experience difficulty in securing a school place outside the normal admission round.

NCC has a well-established fair access protocol which involves working in partnership with schools, parents and carers to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion or excluded from school, are allocated a school place quickly.

The majority of applications for school places will be dealt with through normal admission procedures. However, some children in vulnerable groups may find it difficult to secure a school place.

## **DEFINITIONS**

### Parent

The term "parent" is defined as those who have legal responsibility for the upbringing of a child; natural parents, step parents, parents and guardians

### Address

The family's main residence at the time of application. Where parents live at separate addresses and share parenting, the address will usually be the address where the child wakes up on most mornings during the week.

### Looked after children/previously looked after children

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A residence order is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 Section 14A of the Children Act 1989 defines "special guardianship order" as an order appointing one or more individuals to be a child's guardian ( or special guardians)

### Siblings

- A brother or sister who share the same parent
- A half brother or sister where two children share one common parent
- A step brother or sister, where two children are related by a parent's marriage
- Adopted or fostered children living in the same household under the terms of a residence order

**If we receive an application which contains fraudulent or deliberately misleading information any offer of a place based on that information will be automatically withdrawn.**



# The Primary School of St Mary & St Martin

**APPLICATIONS ON DENOMINATIONAL GROUNDS** must be supported by a “*Supplementary Information Form*” (see below).

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] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship for a period of 12 months ending with the date of the application”.



# The Primary School of St Mary & St Martin

Church of England (Aided) School  
Retford Road, Blyth  
Notts S81 8ER

**Tel/Fax:** 01909 591218

**Email:** administration@blyth.notts.sch.uk

## Supplementary Information Form - SCHOOL ADMISSION

<b>Child's Surname:</b>	<b>Permanent Home Address:</b>
<b>Child's Forename (s):</b>	
<b>Date of Birth:</b>	
	<b>Post Code:</b>

### Parent / Carer Declaration

I attend worship with my child at a Church of England or a *Churches Together in England* church (see list on policy).

Name of church .....

- I am: a regular and committed worshipper (e.g. attends church at least twice a month)\*\*
- a regular, but not frequent worshipper (e.g. attends monthly family services)\*\*
- an occasional worshipper (e.g. known to the church)\*\*

*(please delete as appropriate)*

Signed by Parent/Carer ..... Date .....

Countersigned by Minister of Religion ..... Date .....

Name of Minister ..... Telephone Number .....

**Thank you for your help.**

**Signature of Parent / Carer** ..... **Date** .....

**Contact Name & Number** .....

### *Measurement of Attendance \*\**

*"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] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship for a period of 12 months ending with the date of the application". "*