



Admissions Arrangements 2024 – 2025

Guidelines for Admissions

The admission authority for John Clifford School is The White Hills Park Trust. The White Hills Park Trust determines admission arrangements for each academy within the Trust. The arrangements are implemented by the Local Governing Body of each academy including matters relating to local Fair Access arrangements.

John Clifford School has a published admission number (PAN) of 60. This is the number of children who can be admitted into the Reception Year and preferences are agreed until the PAN for first admission has been reached.

Children will be admitted to John Clifford School on a full-time basis without any reference to ability or aptitude.

Applications must be made through your home local authority. For Nottinghamshire residents this can be found on the NCC website:

<http://nottinghamshire.gov.uk/learning/schools/admissions>

Applications should be completed by the closing date for applications as stated in the Nottinghamshire Coordinated Scheme.

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 (EHCP) which names the academy.

Admissions over-Subscription Criteria

1. Looked after children (LAC) and previously looked after children (PLAC), including those children who appear (to the admission authority) to have been in state care outside of England (IAPLAC) and ceased to be in state care as a result of being adopted.
2. Children who live within the catchment area served by the school with brothers or sisters attending the school at the proposed time of their admission.
3. Children who live in the catchment area of the school.
4. Brothers or sisters of children still attending the school at the time of their admission, but not living within the school's catchment area.
5. Children who are not living within the school's catchment area.
6. Children of school staff within John Clifford School.

Within any criterion, preference will be given to children who live 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 entrance using the local authority's computerised distance measuring software. In the event of two distances being equal, lots will be drawn by a person independent of the school.

If applications exceed the number of places available, the school will apply the oversubscription criteria to determine which children are offered a place. For all applications that are refused, John Clifford School will operate a waiting list for the Reception Year, in accordance with the above oversubscription criteria. Places on the waiting list may go up or down depending on whether places become available, the Local Governing Board, in partnership with Nottinghamshire County Council will administer the waiting list for the duration of the coordinated scheme. The waiting list will be maintained until the 31st May, at which time the list will be deleted.

In all cases, if a child is refused a place, parents/carers have a statutory right of 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. Appeals are heard by an independent appeals panel. The decision of the panel will be binding on parents and on the school.

Outcomes for Applications

Offers are communicated to all parents on National Offer Day which can be found on the NCC website:

<http://nottinghamshire.gov.uk/learning/schools/admissions>

Emails will be sent to those who applied on-line and opted to receive an email, otherwise letters are posted second class.

In Year Applications

John Clifford School participates in Nottinghamshire County Council's non-statutory In Year Admissions Scheme to (a) assist in safeguarding matters and (b) to help prevent parent/carers from having to make multiple applications. We hold a waiting list which will be maintained until the end of the academic year, at which time the list will be deleted. The White Hills Park Trust has regard to the DFE Admissions Code in respect of in-year application requests.

Full information about the coordinated in year scheme, including deadlines, is available at www.nottinghamshire.gov.uk. Parents can make an application online or by telephoning 0300 500 80 80.

Late Applications - normal admissions rounds only

1. Applications from parents/carers received after the closing date may be considered by Nottinghamshire County Council as on-time, with the agreement of the relevant admission authority (Nottinghamshire County Council), in the following circumstances:

- relocation into the area of Nottinghamshire County Council from another local authority
- relocation within Nottinghamshire
- exceptional reasons for missing the closing date, e.g. family bereavement, hospitalisation or family trauma

Information outlining why the application was received late together with evidence of relocation must be provided.

2. Late applications received will be considered after the offer day in line with the coordinated arrangements irrespective of the individual circumstances. Any applications received will be processed in line with Nottinghamshire County Council's coordinated scheme.

Special Circumstances

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances that are supported by written evidence from a doctor, social worker, or other relevant professional giving reasons why 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. The appropriate governing body will consider the written evidence provided to decide whether the application may be processed as 'special circumstances'. Admission under 'special circumstances' will have priority over all but the first numbered criteria.

Admission of children outside the normal age group

Parents may seek a place for their child outside of the 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 the normal age group - to Reception rather than Year 1. You may wish to discuss this option with the Headteacher of the school.

Parents should submit a request in writing to the admission authority as early as possible. The admissions authority 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's 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 principal will also be taken into account. 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 group (i.e. the age group to which pupils are normally admitted to the school) the admission 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 offered a place at the school, but it is not in their preferred age group.

The academy takes account of the most recent guidance from the DfE when considering such requests:

www.gov.uk/government/publications/summer-born-children-school-admission

Appendix

John Clifford School Admissions Glossary

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 the 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 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).

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 (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 by the governing body. The

evidence 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.

Parents

For school admissions the school will consider the following as parents:

- the mother of the child
- an adoptive parent
- 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
- any other person who has acquired parental responsibility through the courts

Siblings

Include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents live at the same address as the child.

Parents can request that the date their child is admitted to school is deferred until a later date in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up a place part-time until the child reaches compulsory school age.

Multiple Births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

Admission of children outside the normal age group

Parents may seek a place for their child outside of the 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. *Children should only be educated out of the 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. Designated officers 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's 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 of the school concerned will also be taken into account. 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 local authority and admission 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.

Admission Appeals

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 parents should contact Nottinghamshire County Council. Appeals timetable and

further information about appeals is available at www.nottinghamshire.gov.uk

Fair Access Protocol

John Clifford School participates in Nottinghamshire County Council's Fair Access Protocol. Nottinghamshire County Council's Fair Access Protocol works in partnership with schools, parents and carers to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible.

The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

How to identify Catchment Areas

The following link can be used to determine the catchment area of an address:

<http://www.nottinghamshire.gov.uk/learning/schools/school-search/catchment-areas/>

Alternatively, please contact Nottinghamshire Admissions on 0300 500 8080.