

# **Linby cum Papplewick C of E (Aided) Primary School**

## **Admission Policy for 2024/2025**

**Church of England schools have a duty to live and share the Good News of Christ, to serve the wider community in the name of God and to nurture children.**

The Governing Body is the Admission Authority and all decisions about admissions are made by a Committee of the Governing Body. The admissions process is administered by Nottinghamshire Local Authority on behalf of the Governing Body in accordance with the Nottinghamshire Coordinated Admissions Scheme. The school participates in the Fair Access Protocol. The home LA Common Application Form should be completed in ALL cases and the “school supplementary form” – should be completed for those applying under faith criterion.

Governors will admit pupils up to the Published Admission Number of 17. If there are more applicants than places available, the Governors will admit in the order of priority listed below. If the Published Admission Number is exceeded in any of the categories (1-8), then the Governors will look at each application and establish an order of admission with reference to the categories that follow.

Children, who have a Statement of Special Educational Needs or Education Health and Care Plan which names the School, will be admitted which will reduce the number of places available to other applicants.

- 1) ‘Looked After Children’ or children who were previously looked after. (see Definition 1 below);
- 2) Children who reside (see Definition 2 below) within the Ecclesiastical Parish of Linby cum Papplewick and whose parents/guardians are regular worshippers and involved in the life and work of St. Michael’s Linby cum St. James’ Papplewick (see Definitions 3 & 4 below);
- 3) Children who reside (see Definition 2 below) outside the Ecclesiastical Parish of Linby cum Papplewick and whose parents/guardians are regular worshippers and involved in the life and work of St Michael’s Linby cum St James’ Papplewick (see Definitions 3 & 4 below);
- 4) Children who reside (see Definition 2 below) at the same address, at the closing date of application, as a child who will be attending the School at the time of admission;
- 5) Children who reside (see Definition 2 below) within the Ecclesiastical Parish of Linby cum Papplewick and whose parents/guardians are regular worshippers and involved in the life and work of any Church which is a member Church of Churches Together in England/Council of Churches for Britain and Ireland, and/or The Evangelical Alliance (see Definitions 3 & 4 below);
- 6) Children who reside (see Definition 2 below) within the civil parish of Linby on Linby Lane, Quarry Lane, Main Street, Church Lane and Wighay Road (up to and including No. 101) and the civil Parish of Papplewick (all within the Borough of Gedling);
- 7) Children whose parents/guardians have attended worship at St. Michael’s Linby and /or St. James’ Papplewick at least six times throughout the previous year.
- 8) Children who reside closest to the School ‘as the crow flies’. (This distance will be measured from the child’s home address to the School pedestrian gate using the County Council’s distance measuring software).

### **Tie breaker**

In the event of two distances being equal, the local authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

### **Special Circumstances**

The following children will be given special consideration in their application to the School and the Governors may accord a higher priority to the applicant.

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.

### **Fraudulent Or Deliberately Misleading Information**

If the Governors receive an application which contains fraudulent or deliberately misleading information, any offer place based on that information will be automatically withdrawn.

### **Admission of children below compulsory school age and deferred entry to school**

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at the school:

- that child is entitled to a full-time place in the September following their fourth birthday;
- the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **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. (See [LINK](#)). 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. The school's admission committee 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. 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 will 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.

## **Definitions**

1. 'Looked After Children' or children who were previously looked after.

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).

2. "reside" refers to the home of a parent, legal guardian, foster parent or child in public care at which the child would predominantly live during the school week.  
( 'Predominantly' means residing at the closing date for applications at least three nights out of Sunday, Monday, Tuesday, Wednesday and Thursday).

(For the 'date of residency' and guidance on moving house, please refer to the 'Nottinghamshire County Council Admissions to Schools Guide for Parents'. For further clarification, telephone the NCC Admissions Team.)

3. "regular worshippers" means parents/guardians who have attended worship at least two Sundays a month throughout the previous year.
4. "involved in the life and work of" means demonstrable specific involvement in the Church apart from regular worship throughout at least the previous year.

## **Late Applications**

Late applications received by the Governing Body prior to the meeting of the Admissions Committee will be considered by the Committee to determine first whether there are justifiable reasons for the delay. They will be considered alongside other applications only if there are such reasons; otherwise they be considered after the other applications. The reasons will be those used by the Local Authority.

## **Multiple Births**

The admission of twins etc would be in line with the policy of Nottinghamshire LA.

## **Waiting List**

The School operates a Waiting List for its intake year in partnership with Nottinghamshire LA.

A Waiting List for other years is also kept. Waiting lists cease at the end of the school year and parents would need to reapply for a place (A supplementary information form would also need to be completed in order that church attendance and involvement can be considered in applying the admissions criteria). The published Admission Criteria apply to the List, and if a place is offered by the School, a letter will be sent by the Local Authority in accordance with the Nottinghamshire Coordinated Admissions Scheme.

Children are ranked in priority order against the School's oversubscription criteria.

### **Appeals**

There is the right of appeal against the Governors' decision. Appeals should be lodged within 22 school days of the date of notification of refusal. Parents wishing to appeal have to set out the grounds for their appeal in writing.

Appeals for Voluntary Aided C of E Schools are clerked by an independent panel provided by Rothera Dowson, a Nottingham firm of solicitors.

For all admissions, the Local Authority will inform applicants of the outcome of their application through the Nottinghamshire Coordinated Admissions Scheme, and of their right of appeal if admission has been refused. A request for appeal should be made directly to the Governors of the School; the Chair of Governors/Head Teacher will outline the Appeals Procedure for a Voluntary Aided Church of England School to the appellants.

### **Admissions to year groups other than the intake year** (sometimes referred to as 'casual' or mid-term applications)

If there are places available within a year group (ie the number of pupils within that year group is below the Published Admission Number of 17), then applicants will be offered a place.

These admissions are administered in accordance with the Nottinghamshire Coordinated Admissions Scheme. Applications will normally be considered as near as possible before half term or the end of term. The Admissions Committee will consider applications in accordance with the Admission Criteria when places arise. All procedures agreed by the Local Authority for transfer of children between schools will be followed.

All pupils admitted will normally be placed on the School Roll at the start of the next term or half-term unless there are genuine reasons for an earlier admission.

### **Supplementary Information Form**

The completed form should be returned directly to the school should applicants wish that their church attendance and involvement to be considered in applying the admission criteria.



*Linby-cum-Papplewick C.E. Primary School*



*Love Life  
Love Learning  
Grow in Faith*

**Linby cum Papplewick  
C of E Aided Primary School,  
Quarry Lane,  
Linby,  
Nottingham  
NG15 8GA**

**Tel : 0115 9634282**

## Supplementary Information Form 2022-2023

**This document must be filled in by the person with whom the child resides.**

Family Name / Surname:	Child's First Names:
Address:	Post Code:
Telephone No:	Date of Birth:
Name(s) of person(s) making application:	Relationship to child:

**Please note it is important that the information requested below is given as comprehensively as possible because the application for a school place for your child can only be judged on the information provided and a Minister's reference if applicable.**

a) Do you attend Church worship?	YES	NO	If <u>yes</u> : which Church?
b) Have you attended worship at least two Sundays a month throughout the previous year?	YES	NO	
c) If applicable, please describe your specific personal involvement (other than worship) in the life and work of this Church.			
d) Have you attended worship at St Michael's Linby and / or St James' Papplewick at least six Sundays throughout the previous year?	YES	NO	
e) Please give the name and full address of your Minister to whom we shall write to request confirmation of the information given on the supplementary form which links to the over-subscription criteria. (If you are new to the area please give your previous Minister's address.)			

I / we confirm that the information provided is correct.

Signature(s):

Date of application:

**PLEASE RETURN THIS FORM TO THE SCHOOL**