



## ADMISSIONS ARRANGEMENTS 2025-26

### NAME OF SCHOOL: THE MINSTER SCHOOL ADMISSION ARRANGEMENTS FOR ENTRY TO YEAR 7

This school is a member of the Minster Trust for Education (MITRE), that organisation being its admissions authority.

The Minster Trust for Education is an inclusive learning community based on the principle of sharing. It operates for the collective good of pupils and students such that high-quality education is sustained and supported, underpinned by strong values, Christian or otherwise. Each member school is unique in its own right and also distinctly part of MITRE.

*“Recognising its historic position within the Foundation of Southwell Minster, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Cathedral, Parish and Diocesan level.*

*The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to its students and all other members of the school community.”*

### ADMISSION ARRANGEMENTS

Applications for intake into year 7 are coordinated by Nottinghamshire County Council and applications must be made to your home local authority for where the child lives. Admission applications to all other year groups must be made directly to the school irrespective of where you live.

For entrance to the school in September 2025, the closing date of the co-ordinated admission scheme is 31<sup>st</sup> October 2024. Places are allocated by the home local authority on the National Offer Day of 1<sup>st</sup> March 2025 or the next working day. A copy of the co-ordinated admissions scheme is available from Nottinghamshire County Council at [Determined admission arrangements | Nottinghamshire County Council](#)

The Published Admission Number (PAN) for entry into Y7 is 225. Students in Y6 of the Minster School Junior School will automatically transfer into Y7.

All parents must submit an application to the home local authority for a school place in Y7. Parents should also complete a **Minster School Supplementary Information Form** if they wish for the application to be considered on a commitment to faith, which should then be returned directly to the school before the closing date.

Students who have a Health and Care Plan (EHCP) where the Minster School is named will be admitted.

#### Special Consideration (if applicable)

**The following groups of children will be given special consideration by the Governors:**

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



*at the time of application*, and where it can be demonstrated that the Minster School is the **only** school that can meet these needs. The Governing Body will consider the written evidence provided to decide whether the application can be allocated as special circumstances. Admission under special circumstances will have priority over all but (a) in the criteria.

### Oversubscription criteria

If more applications are received than there are places available, the Governors will apply the following criteria.

- (a) A **“looked after child” (LAC), a child who was previously looked after (PLAC) by an English local authority or an internationally adopted previously looked after child, (IAPLAC)**. Children looked after by a local authority and all previously looked after children, including those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted, (or became subject to a residence order or special guardianship order). See definitions page.

(b) **FOUNDATION PLACES**

**Up to 55 FOUNDATION PLACES:** to be allocated in the following order of priority to those able to demonstrate genuine religious commitment who have applied by the closing date:

- (i) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years, at a Church of England Church as a communicant, and is living in the Catchment Area (see below) at the time of entry to the school. \*\* Please refer to paragraph below on measurement of attendance.
- (ii) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years at a Church of England Church as a communicant and is living outside the catchment area at the time of entry to the school. \*\* Please refer to paragraph below on measurement of attendance.
- (iii) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years at a Church of England Church and, but who are not communicants. \*\*Please refer to paragraph below on measurement of attendance.

*Applicants for Foundation Places are advised that the parent is required to complete the relevant section of the Supplementary Form and have it counter-signed by their Minister of Religion. This supplementary form must be returned to the school by the closing date.*

*In the event of there being more applicants than places available for **Foundation** places, the deciding factors, in order will be:*

Pupils who will have a sibling (as defined below) on the Minster School roll living nearest the school as the crow flies at the time of entry to the school.

In the event of oversubscription within any criterion in (b), preference will be given to the child living nearest the school as the crow flies. Distances are measured from the entrance to the child’s home to the principal entrance of the main administrative building of the school, using Nottinghamshire County Council’s computerised distance measuring software. Where two or more applicants are equal in all respects, and it is therefore, not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).



*Any unfilled foundation places will be allocated to the next admissions criteria (Catchment).*

- (c) **CATCHMENT PLACES:** for children who live in the defined catchment area of The Minster School as found on The Minster School website and by entering your postcode at - [School Catchments | Nottingham County Council \(nottinghamshire.gov.uk\)](https://www.nottinghamshire.gov.uk/school-catchments)

NB It is residence in the catchment area which is relevant, *not the Primary School attended*. You can check if you are living in our catchment area by entering your postcode at - [School Catchments | Nottingham County Council \(nottinghamshire.gov.uk\)](https://www.nottinghamshire.gov.uk/school-catchments)

A map of the catchment area can also be found on the school website [The Minster School - Admissions](#)

In the event of there being more applicants than places available for **Catchment** places, the deciding factors, in order will be:

Pupils who will have a **sibling** (as defined below) on the Minster school roll living nearest the school as the crow flies at the time of entry to the school **and then** preference will be given to the **child living nearest the school as the crow flies**. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school, using Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

- (d) **FAMILY OF SCHOOLS:** Pupils who are not in the catchment area (as defined in over-subscription criteria c) who attend one of the named family of schools as defined below:
- Lowe's Wong Anglican Methodist Junior School
  - Bleasby Church of England Primary School
  - Halam Church of England Primary School
  - Kirklington Primary School
  - Dean Hole Church of England Primary School, Caunton
  - St. Michaels' Church of England Primary School, Farnsfield

*In the event of there being more applicants than places available for this criterion, the deciding factors, in order will be:*

Pupils who will have a **sibling** (as defined below) on the Minster school roll at the time of entry to the school **and then** preference will be given to the **child living nearest the school as the crow flies**. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school, using Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

- (e) **PARENTAL PREFERENCE**

- (i) Pupils who will have a sibling (as defined below) on the Minster School roll at the time of entry to the school

\* (ii) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years at a Christian Church in membership of Churches Together in England. \*\* Please refer to the paragraph below on measurement of attendance.



### [Member Church Directory – Churches Together in England \(cte.org.uk\)](https://cte.org.uk)

- \* (iii) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years within another faith community. \*\*Please refer to the paragraph below on measurement of attendance.

In the event of there being more applicants than places available for **Parental Preference** places, preference will be given to the child living nearest the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school, using Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

*\* Applicants for Christian Church or worship within another faith community places are advised that the parent is required to complete the relevant section of the Supplementary Form and have it counter-signed by their Minister of Religion. This supplementary form must be returned to the school before the closing date.*

## ADDITIONAL INFORMATION

### Measurement of attendance

In the event that during the period specified for attendance at worship the church or, in relation to those other faiths, relevant place of worship 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 in relation to those other faiths, relevant place of worship, or alternative premises have been available for public worship.

### Withdrawing an offer of a place

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer of a place is found to be fraudulent, effectively denying a place to a child with a higher priority the offer may be withdrawn.

### Hard to place pupils

The school participates in the Nottinghamshire County Council's Fair Access Protocol. Pupils will be admitted in accordance with the locally agreed protocol for 'hard to place' pupils.

### Waiting list

In the event of oversubscription, and where an application has been refused, the school will operate a waiting list in partnership with NCC until the end of the autumn term. The waiting list will be held in place for 1 academic year and in-year applications for the same year will be added to the list. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The governors of the school in partnership with the Local Authority will administer the waiting list for the duration of the co-ordinated admissions scheme. Inclusion on the waiting list does not mean a place will eventually become available.

### Appeal

All applicants who are refused a place in the school have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place with the school admissions officer.



### Late and in-year applications

Late applications are those submitted after the closing date for the Nottinghamshire co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date outlined in the co-ordinated scheme, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. All other applications received after this date will be considered late.

Applications for in-year admissions will be processed directly by the school, where a place is available in the appropriate year group then this will be offered. If no places are available, the application will be refused and the right to an appeal will be offered. Please contact the school directly to make an in-year application. In-year application forms can be found on the school website. Parents will be notified of the outcome within 15 days.

### Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group but only in very exceptional circumstances. Reasons might include ill health of the child or if a child is gifted and talented. Parents should submit a request in writing to the school as early as possible and the school will make a decision on a case-by-case basis, considering the best interests of the child concerned. Only in the most exceptional of circumstances will a child be educated outside their normal age group. Further details can be found at [Applying for a school place | Nottinghamshire County Council](#)

## SOME DEFINITIONS

### Sibling (brother or sister)

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities, and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through the courts; evidence of this may be required.

### Residence

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 the foster parent address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three 'school' nights, i.e. 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 when the child stays there for all or part of the week. The governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

### Looked After, Previously Looked After and Internationally Adopted Previously Looked After

A **'looked after child'** is a child who (a) is in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school.

**Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC)** are children who were looked after, including those children who appear to the admissions authority to have been in state care outside of England but ceased to be so because they were adopted (or became subject to a child arrangement 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. (The DfE plans to publish non-statutory guidance to support admission authorities with decisions for IAPLAC applications).

**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<sup>nd</sup> 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).