

Admission Policy 2025 - 2026



**Mapplewells Primary and Nursery
School**



Admission arrangements for children starting school

Admissions for children about to start school are decided by the governors of the school, but coordinated by Nottinghamshire County Council Admissions Office – 0300 500 80 80

All information is available at www.nottinghamshire.gov.uk. Parents/carers are required to apply on a common application form through their 'home' local authority.

The published admission number for Reception is 45.

Admission oversubscription criteria

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 a EHCP (Education Health Care Plan) , which names the school:

1. *Children looked after by a local authority and previously looked after children.*
2. *Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school.*
3. *Other children who live in the catchment area at the closing date for applications.*
4. *Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.*
5. *Children who live outside the catchment area.*

To check the school catchment area for your home address follow this link:

[School Catchments | Nottingham County Council \(nottinghamshire.gov.uk\)](http://www.nottinghamshire.gov.uk)

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. Distances are measured from the

entrance to the child's home to the principal entrance to the main administrative building of the school using the Local Authority 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.

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.

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 and subject to discussion with the Head Teacher.

Special Circumstances

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 take precedence over all but the first of the numbered criteria

Operation of Waiting Lists

As required by the School Admissions Code, the school will maintain a waiting list for the reception intake year and in year admissions, which is held until the end of the academic year. Each time a new application is received the applications will be ranked according to the school admission criteria.

In Year Admissions

Admission into school is decided by the governors of the school, however they are coordinated by Nottinghamshire County Council Admissions Office. Application forms can be obtained from:

<http://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>

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.

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 the admission authority 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.

Transfer to secondary school

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests and will need to bear in mind the age group the child has been educated in up to that point.

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.

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.

Deferred entry to school - All children can start school full time in reception in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the school year, or until the term in which the child reaches compulsory school age. Delayed admission when a summer born child starts school at compulsory school age (age 5), whether this is in year 1 or reception.

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 through the normal admissions process, the other child/children will also be admitted.

Parent/parental responsibility - The person making the application must hold parental responsibility. Nottinghamshire County Council considers 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.

Sibling (brother or sister) - Nottinghamshire County Council considers 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.

Further guidance

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire LA's "Admissions to Schools" booklet and the County Council website www.nottscc.gov.uk. This also outlines how the coordinated admissions scheme and late applications are processed.

Appeals

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. Applicants wishing to appeal should contact the school within 20 school days of the refusal letter to obtain the necessary forms.

Fair Access Protocol

Mapplewells Primary and Nursery School participates in Nottinghamshire LA's Fair Access Protocol.