



Determined Admissions Arrangements for September 2024

Admissions

School Year 2026 – 2027

Appendix 2

Application for Places

Kirkby Woodhouse School – Aspire MAT serves the village of Kirkby Woodhouse.

However, in the event of under-subscription from our catchment area, we also welcome out of catchment applications. The Published Admission Number (P.A.N.) is 60 per year group. You can check your catchment area by visiting www.nottinghamshire.gov.uk/findmynearest and applications for Nottinghamshire residents can be made via the website also. All applications should be made to the home local authority (i.e. where the child lives) by the closing date for applications. The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Visits Welcome

The opportunity to visit Kirkby Woodhouse School is always available. As a school we would strongly recommend that any prospective families come for a visit, a tour of the school and to meet a member of the Senior Leadership Team. By visiting our school, families will get a feel for our ethos and values and will be able to see the provision that we provide for our children. To arrange a visit, please ring the **school office on 01623 486158** to make an appointment. Our contact details are available on our website.

Applications for First Admission Places in Primary Education

If your child lives in Nottinghamshire and you require a primary school place, you must apply for a school place through Nottinghamshire County Council. Further information on making an application can be found at <http://www.nottinghamshire.gov.uk/education/school-admissions>.

Even if your child attends Kirkby Woodhouse Nursery, you must still apply for a school place through Nottinghamshire County Council as places are not guaranteed. Applications for first admission places must be made to the child's home Local Authority by the national closing date.

Children will be admitted to our Foundation Stage (Reception) in the September following their fourth birthday i.e. children who will reach their 5th birthday between 1st September 2026 and 31st August 2027. Parents can request that the date their child is admitted to the school to be deferred until later in the school year or until the child reaches compulsory school age in that year (School Admission Code 2014, 2.16b) or parents can request that their child attends part-time until their child reaches compulsory school age (Admissions Code 2014, 2.16c). Children must be attending school no later than the term after they are 5 years old.

Pupils who have an **Education, Health and Care Plan (EHCP), or Statement of Special Educational Needs**, where this school is named will be admitted, and this will be following a consultation with key stakeholders, e.g. ICDS.

Admission Oversubscription Criteria 2026 – 2027

In the event of over subscription (more applications than school places), the following criteria will be applied, in priority order, to determine which applications will be allocated:

1. Children who are or have previously been looked after (see Appendix for definition).
2. Children who live in the catchment area at the time of admission and have a sibling already attending Kirkby Woodhouse School.

3. Children who live in the catchment area.
4. Children who live outside the catchment area at the time of admission and have a sibling already attending Kirkby Woodhouse School.
5. Children who live outside the catchment area without siblings already at Kirkby Woodhouse School.

In the event of over-subscription in any criterion, where all applications are deemed equal, preference will be given to the child living 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 using the Local Authority'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).

Late Applications (those received after the closing date)

These are processed in line with the coordinated scheme.

Special Circumstances

Consideration will be given to applicants who may establish at the time of application medical, special educational or social needs with supporting evidence from a relevant professional. The evidence must be presented **at the time of application**. Each case will be judged on its merits and the admission authority (The Governing Body) may accord a higher priority to the applicant.

The allocation of any such place will be determined by comparing the written evidence presented along with the capacity for the school for the identified needs. In order to make an assessment of the case, reference may be made to local head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over criteria 2 to 5 above.

Multiple Births

Where a child of a multiple birth can be admitted, the other child/children will also be admitted in and outside the normal admissions round.

Waiting List

A waiting list of unsuccessful applicants for the first admission places into Reception will be held until **31st December** and then discarded. If places become available before then, offers will be made strictly in accordance with the order of priority listed above. Places on a waiting list can go up or down depending on applications. Being on a waiting list does not mean that a place will become available.

After 31st December, parents can make a repeat application through the same route as given above - <http://www.nottinghamshire.gov.uk/education/school-admissions>.

Right of Appeal

If a place is not offered, parents have the right of appeal. Such appeals against refusal of a school place, will be heard by an Independent Appeals Panel formed by the Aspire MAT in accordance with the DfE School Admissions Appeals Code. The deadline for lodging appeals allows applicants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. If parents wish to lodge an appeal, details of the appeals process will be made available to all unsuccessful applicants at the time of refusal.

With regard to repeat applications, parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority (Aspire MAT) has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school but still refused admission (Schools Admission Appeals Code paragraph 5.1).

In Year Applications

We welcome applications for children to join us, either in September or any time during the school year, who are older than initial school entry age. In the event of over subscription, the above criteria will still apply.

As we participate in Nottinghamshire's Coordinated in-year scheme, applications can be made by contacting **0300 500 8080** (Customer Services Centre) or by visiting the Nottinghamshire website www.nottinghamshire.gov.uk/schooladmissions.

Parents will have the right to appeal if a place is refused.

Advice on this and any other matter can be obtained from the **school office on 01623 486158**.

Any appeal has to be put forward directly to Aspire MAT and not via the school itself. Aspire MAT will hold a panel process for all appeals. The contact details for Aspire MAT can be found on the school website:

www.kirkbywoodhouse.notts.sch.uk

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. Children should only be educated out of the normal age group in very limited circumstances. (Admissions Code 2014, 2.17).

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.

Parents should submit a request in writing to the school as early as possible. The school's Admissions 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. The views of the head teacher 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. The school will communicate its decision to Nottinghamshire County Council who will notify the parents of the decision. (Admissions Code 2014, 2.17a).

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. (Admissions Code 2014, 2.17b).

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.

Pre-School and early years opportunities

Kirkby Woodhouse operates an in-school pre-school which offers places for children from 3 years old. This provides the potential for all day provision ('wrap around care'). We work very closely with our excellent nursery unit which is situated within the school site. To find out more about this facility or arrange a visit you should call the school office. Attendance at the early years provision at the school does not automatically guarantee a Reception place.

Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, school places are not automatically offered. Kirkby Woodhouse School will consider the application from the address the family are moving to ahead of their arrival (in line with (Admissions Code 2014, 2.18).

Fair Access Protocol

Kirkby Woodhouse School participates in the Nottinghamshire Fair Access Protocol which includes the admission of vulnerable children in collaboration with the local authority.

Appendix

Definition of Looked After Children or 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 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 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.

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).

Definition of Siblings

- A brother or sister who shares 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 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.

Definition of Catchment Area

A geographical area, from which children may be afforded priority for admission to a particular school. Catchment areas do not prevent parents who live outside the catchment of a school from expressing a preference for the school.

You can check your catchment area by visiting www.nottinghamshire.gov.uk/findmynearest. If you type in your postcode it will give you your catchment school.

Definition of a Parent

- 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 1st 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.

