



**2025-2026**  
**Admissions Policy**  
**for**  
**The Flying High**  
**Academy Ladybrook**

## **Admission Numbers**

The school has an admission number of 60 for entry in year Reception. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

## **Admission Procedures**

Admissions for children about to start school are decided by the governors of the school, but applications will be processed by the local authority as part of the coordinated admissions process. This means that you will need to complete your home Local Authority common application form for this school as well as other choices of school.

Applications for this school for pupils who live in Nottinghamshire should be made on line at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions) or by telephone on 0300 5008080. For pupils who live outside Nottinghamshire applications should be via the home Local Authority admission process.

Applications must be made in line with Nottinghamshire's admissions deadline of 15 January 2025 with decisions communicated by 16 April 2025 (or next working day where this falls on a weekend). Applications received from 1 September are processed as in-year applications, those received from the closing date until 31 August continue to be coordinated but as late applications.

The timeframe for reception applications – applicants who submit an application and provide an email address will receive an email outcome to their application on National Offer Day and for other applications an outcome will be posted 2ndclass on National Offer Day.

## **Admission Oversubscription Criteria**

The criteria in this section applies to entry at all phases of the school. When the school is oversubscribed, after the admission of pupils with an Education Health Care Plan priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children looked after by a local authority and previously looked after children including 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.
2. Children who attend The Flying High Academy Ladybrook Nursery at the closing date for applications. Children must have attending the school nursery for a minimum of 4 sessions per week.

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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. Children previously in state care outside England are children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. 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). Children previously in state care outside England are children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

3. Children with a sibling in school at the time of application and then by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address. Distances are measured from the main entrance of the child's address to the door outside the academy's reception on the site.
4. Children who have a parent working at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address. Distances are measured from the main entrance of the child's address to the door outside the academy's reception on the site.
6. Other Children

### **Tie Break**

Where one child of a multiple birth can be admitted, the other child/children will also be admitted, as permitted by the infant class size rules and exceed our PAN.

In the event of two distances being equal then lots will be drawn and the process will be independently verified.

### **Late Applications**

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Deferred Starting Date**

Parents offered a place in reception for their child have the right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age.

Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

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.

Admission of Children in other Year Groups Admissions arrangements for children in other Year Groups, either at the start of the school year or during the school year are decided by the governors of the school, and applications are processed by the school.

Applications for admission to year groups, other than Reception, will be considered in relation to the published admission limit. 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.

The published admission number for the year groups are: F2 – 60, Yr1 – 60, Yr2 – 60, Yr3 – 60, Yr4 – 60, Yr5 – 60, Yr6 – 60.

PAN only applies to the relevant age group. A place may not be refused to other age groups on the grounds that we have already reached their PAN. However, we may refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

A waiting list will be in operation for all other years where the school receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year.

Where the number of children in a particular year group falls below the published admission number, the person who lives closest to The Flying High Academy Ladybrook on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the school's published oversubscription criteria.

Parents are welcome to ask what position they currently hold on the list. However, because the school constantly receives applications for admission throughout the year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the academy in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

### **Admission of Children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. 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.

When such a request is made, the Academy Trust will decide on the basis of the circumstances of the case and in the best interests of the child concerned, considering the views of the headteacher and any supporting evidence provided by the parent.

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.

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 decide 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.

### **Waiting List**

The school operates a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year in which the application was made. This will be maintained by Flying High Academy Ladybrook and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **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 by writing to Flying High Academy Ladybrook or emailing the school. The school will be responsible for ensuring an Independent Appeal Panel hear the appeal within 30 school days of the appeal being lodged, and a letter will be sent to parents within 10 school days of the hearing (unless a shorter period has been agreed with parents) inviting them to the Appeal Hearing and requesting any additional information they wish to provide. Decision letters will be sent to parents within 5 school days of the Hearing, where this is possible.

### **Nursery Admissions**

We have 78 places available in our Nursery (39 morning, 39 afternoon). Your child can come to us part time the term after they are three if the arrangement suits your situation.

### **30 Hours Funded Entitlement**

Some working parents may be entitled to 30 hours childcare funding for 3/4 year olds. Parents are required to complete an online eligibility checker and provide a reference number to school to confirm that they are eligible for the 30 hours funded childcare. At the Flying High Academy Ladybrook we will aim to offer places to eligible parents where places are available. Extended hours funding session times are 8:45am-3.15pm. Children can have a school packed lunch charged at the standard rate or can bring a packed lunch for their child. If you would like to apply for a place in our nursery then please contact the school office on 01623 415790 or email [office@ladybrookfha.org](mailto:office@ladybrookfha.org)

### **Fair Access Protocol**

Flying High Academy Ladybrook participates in Nottinghamshire County Council's Fair Access Protocol.

## **Notes**

### **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 (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 a child's place of residence is permanent may also be sought and this 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.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the school and Nottinghamshire County Council will accept a Unit postal address or quartering area address for a service child.

### **Parents and Parental Responsibility**

- 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<sup>6</sup>
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

If those with parental responsibility are unable to agree on the preferences received by Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. The school and Nottinghamshire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, the school and Nottinghamshire County Council will establish where the child lives for the majority of the time.

### **Siblings (brothers or sisters)**

- 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.