



*Shine like Stars*



LOWDHAM C of E PRIMARY

## Admissions Policy

### **‘Shine like stars’ Philippians 2:15**

**Love others** – *“My command is this: love each other as I have loved you.”* John 15:12

**Everyone join in** – *“How good and pleasant it is when God’s people live together in unity!”*  
Psalm 133:1

**Always do your best** – *“Work at everything you do with all your heart.”* Colossians 3:23

**Reach out** – *“Do to others as you want them to do to you.”* Luke 6:31

**Never give up** – *“I can do all this by the power of Christ. He gives me strength.”* Philippians 4:13

## Lowdham CofE (Aided) Primary School Admissions Policy

### LOWDHAM CHURCH OF ENGLAND PRIMARY SCHOOL ADMISSIONS 2026-2027

The **published admission number is 30**. Where the pupil has a **Statement of Special Educational Needs** or an **Education Health and Care Plan** which names the school, then the child will be admitted.

#### Admission Criteria

Application for admission to the **Reception Class** (EYFS) should be received by the Local Authority (LA) by the closing date.

All in-year applications are dealt with by the LA in line with the published [Nottinghamshire Co-ordinated Admissions Scheme](#). The co-ordinated schemes are a mechanism to ensure that every parent or carer resident in Nottinghamshire who has applied for a school place for their child receives, where possible, a single offer of a school place. It is intended to make admission to school easier, more transparent and less stressful for all parents and carers. Parents should apply by the closing date (15<sup>th</sup> January) to the home local authority.

Should there be **more than 30** applications then applicants will be considered by the Governors having regard to the following criteria, in priority order, as listed below:-

In each of the below situations, all things being equal, nearness to school will be a deciding factor (distances will be measured as the crow flies, from the front door of the child's home address to the main entrance door of the school using Local Authority Software). In the rare event of two distances being equal, lots will be drawn and independently verified.

- 1: Looked after children and previously looked after children (please see definition below)
- 2: Whether the child will have a brother or sister attending the school and is resident within the catchment area at the closing date for applications (please see definition below)
- 3: Whether the child is resident within the catchment area at the closing date for applications.
- 4: Whether the child, at the time of admission will have a brother or sister attending the school, but is outside of the catchment area (please see definition below)
- 5: Whether the child regularly attends organised religious worship linked to a Church of England church (please see definition below)
- 6: Whether one or both parents are practising members of the Church of England (i.e. regular worshippers - please see definition below)



- 7: Whether the child attends worship and one or both parents are practising members of a church which is a member of Churches Together in England (i.e. regular worshippers - please see definition below)
- 8: Other applications from children who are outside the catchment area.

**NB.** In all cases in 2, 3 and 4, supporting evidence will be required from the relevant authority. Regardless of the above criteria (with exception to criterion 1), the Governors will, if there are any specific social or medical needs why the child should attend this school in preference to any other school, give consideration to admitting such a child. This would need to be evidenced by a Social Worker, G.P. or a member of the Clergy. This would be considered by a sub-committee of Governors.

**NB.** Applicants who wish **church commitment** to be taken into consideration as part of their application should **complete a Supplementary Information Form which can be obtained from the school office.**

#### **Definitions for Oversubscription Criteria**

**Looked After Children** 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).

**Internationally Adopted Previously Looked After Children:** To be eligible for IAPLAC priority, the child must appear (to the admission authority) to have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) and ceased to be in state care as a result of being adopted.

The term '**brother or sister**' includes all children (and multiple births) normally resident in the same household who are regarded as members of the same family. We take Nottinghamshire's description for this: Sibling (brother or sister); 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.

The term '**parent or guardian**' is defined as the person who has legal responsibility for the upbringing of the child.



A **regular worshipper** is defined as someone who has worshipped at least once a month, for 12 months prior to the date of application (including week-day worship).

Applicants who wish church commitment to be taken into consideration as part of their application should complete a Supplementary Information Form which can be obtained from the school office.

*\* In the event that during the period specified for attendance at worship the church 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 has been available for public worship.*

### **Special Considerations**

Children of UK Service personnel and crown servants for families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the governing body will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A Unit or quartering address will be used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

### **Late Applications**

Late applications will be processed in line with Nottinghamshire County Council's Co-ordinated scheme. Where places are not available, the applications will be refused and placed on to a waiting list according to the above criteria; no reference will be made to the date of the application.

### **Twins/Multiple Births**

The school's admission numbers for each class is 30; if the 30<sup>th</sup> place offered is taken up by twins (or multiple births), then the school will exceed the cap of 30. For example: if a 30<sup>th</sup> place is available and is taken by twins, the numbers for that class will then be 31.

### **Waiting List**

The Waiting List will operate until the end of the academic year for which the application is made. The waiting list will close at the end of each academic year. Parents wishing to remain on the waiting list will need to re-apply for a school place in the next academic year. Waiting lists are held in oversubscription criteria order.

**Deferred Admission – From the Government's Summer-born children: school admission**  
[DOCUMENT](#), September, 2020.

**Admission of children below compulsory school age (the term after the child turns 5) 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 (April 1<sup>st</sup> – August 31<sup>st</sup>) 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.

Parents should submit a request in writing to the school as early as possible. The Governors will consider all requests and will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account the view of the parent(s); 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 parents are told of the decision about the year group to which the child should be admitted, they will also be given 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 an intake age group (for example, reception). **The home local authority must process the application as part of the main admissions round.**

### **Transfer to secondary school**

Where a child has been educated out of the normal age group it is the parents' 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.

### **Admission to all Year Groups**

**Lowdham Church of England Primary School** participates in **Nottinghamshire County Council's in-year coordinated scheme**. Full details are available at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions). Governors will consider admission requests and places will be filled in accordance with the admission criteria up to the admission limit (30 pupils per year group). The Governors will **not exceed** this figure as it is felt that to do so would be prejudicial to the provision of efficient education and/or the efficient use of resources.

**Lowdham CofE Primary School** participates in Nottinghamshire County Council's Fair Access Protocol.

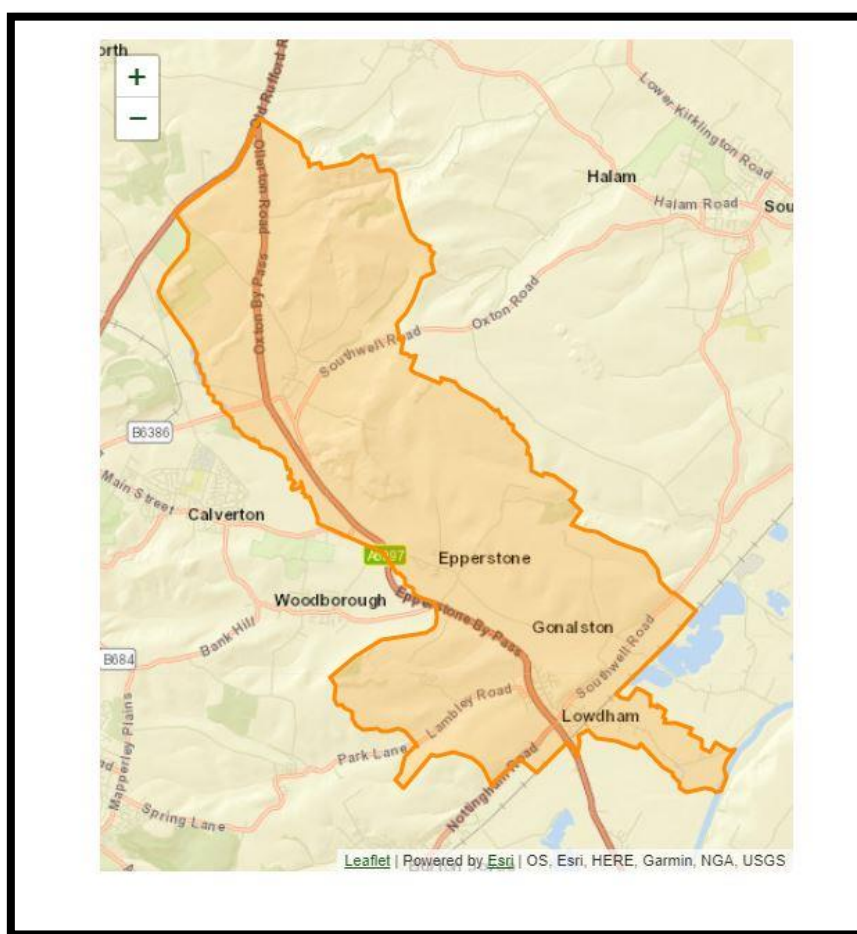
### Right of Appeal

When a request for admission is refused, the applicants will be informed in writing of the reason by the Pupil and Personnel Committee together with their right to appeal. Appeals should be lodged within 20 school days of the date of the refusal and will be heard by an independent appeal panel.

### Catchment areas

A catchment area map is available from the school and parents can also check the catchment area for their home address at <http://www.nottinghamshire.gov.uk/findmynearest> (appendix 1)

### APPENDIX 1 - Catchment area map



Reviewed and ratified by Governing body	Spring Term 2026		
Next Revision (Please highlight as appropriate)	<b>Annual</b>	Biennial	Tri-annual
To be reviewed	Spring Term 2027		