



Admission Arrangements 2027/28

Colwick St John the Baptist Church of England Primary Academy

The Archway Learning Trust (hereafter referred to as “the Trust”), in partnership with the Diocese of Southwell & Nottingham, the Department for Education, and Nottinghamshire County Local Authority, supports Colwick St John the Baptist Primary Academy (the Academy).

The Academy provides primary education for children aged 4–11. It is both distinctively Christian and inclusive, maintaining a clear Christian ethos while welcoming children of other faiths or none.

This document sets out the admission arrangements for Colwick St John the Baptist Primary Academy. The Trust, which is its own admission authority, has responsibility to ensure that the admission arrangements comply with the School Admissions Code and School Admissions Appeal Code, and is implemented objectively and fairly.

How to apply:

Admission to Colwick St John the Baptist Primary Academy is carried out as part of the home authority co-ordinated admission arrangements.

The deadline for applications for those children applying for a Reception place starting September 2027 is **15th January 2027** by completing the Local Authority School Common Application Form (SCAF).

In addition to completing the Local Authority School Common Application Form (Online Preference Form), parents / carers should complete a Colwick St John the Baptist supplementary form available online on the academy website www.colwickstjohns.co.uk under the **Prospective Parents > How to Apply > Reception Intake - September 2027** tab or from the academy office. Failure to complete both may result in your application not being considered under all possible criteria.

Notification of school allocation will be made by the home local authority on National Offer Day. For September 2027 entry, the National Offer Day is **16th April 2027**.

For in-year admissions, please contact Colwick St John the Baptist Primary Academy on 0115 911 5599 or complete the relevant online in-year application form available on the academy website www.colwickstjohns.co.uk under the **Prospective Parents > How To Apply > In-Year Admissions 2026-2027 (Reception – Year 6)** tab.

Admission to schools outside the normal year group:

Colwick St John The Baptist Primary Academy will normally admit children to primary education at the beginning of the school year in which they reach the age of 5. Parents have the right to defer admission until the term in which their children become 5 years of age or start school on a part-time basis for a selected period of time or until the point of reaching statutory school age (statutory school age is the term after the child’s fifth birthday). If you are considering deferring admission or wish to discuss your child starting on a part-time basis for a selected period of time, please contact the Academy to discuss the reasons why with the Head teacher.

Colwick St John The Baptist Primary Academy will consider requests for admission outside the normal year group and take account of the circumstances of each case. Requests must be made in writing as a supplement to the application and sent to the Trust c/o Colwick St John the Baptist Primary Academy F.A.O the Head Teacher. All requests to educate a child outside their normal year group must include evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary. Parents must consider the impact of a child being educated with children of a different age both within primary school and at transition to secondary school where admissions outside the cohort cannot be guaranteed.

Admission Arrangements:

Colwick St John the Baptist Primary Academy has a Planned Admission Number (PAN) of **30** places in Year R (Reception Year).

Consideration of applications:

The Trust will consider all applications for places. Where fewer applications are received than places available, for the relevant year group the Trust will offer places to all those who have applied.

Children, who have an Education, Health and Care Plan (EHCP), naming Colwick St John the Baptist Primary Academy, will be admitted first. These children are admitted before the application of the oversubscription criteria and will therefore reduce the number of places available within the PAN.

Oversubscription criteria:

(see notes on pages 4 - 6 for definitions)

Oversubscription occurs when the Academy receives more applications than places. The Academy will apply the following criteria in these circumstances.

After the admission of children with a statutory right to a place at the Academy through an Education, Health and Care Plan (EHCP), naming Colwick St John the Baptist Primary Academy in their Plan. Priority for admission will be given to those who meet the criteria set out below in priority order:

1. ¹Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted.
2. ²Priority will next be given to children of staff employed at Colwick St John the Baptist Primary Academy where:
 - the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or
 - the member of staff is recruited to fill a vacant post at Colwick St John the Baptist Primary Academy for which there is a demonstrable skills shortage.
3. Places will be offered to children with a ³sibling on roll at Colwick St John the Baptist Primary Academy at the time of admission.
4. Places will then be offered to children who are involved in the ⁴worship of a Church of England Parish or another Christian Church that is a member of Churches Together in England or Evangelical Alliance. In the event of oversubscription within this category, the following criteria will apply:
 - i) whether the child or the child's ⁵immediate family is at the heart of a Church;
 - ii) whether the child or the child's ⁵immediate family is attached to a Church;

**** Please refer to notes on measurement of attendance on page 5.**
5. Places will then be allocated to children who at the closing date for applications, live within the ⁶catchment area.
6. Remaining places will then be allocated to other children who live the shortest *distance from their home to the main entrance to Colwick St John the Baptist Primary Academy, Vale Road, Colwick, Nottingham, NG4 2ED

In the event of oversubscription **within any criterion**, the following criteria will apply in this order:

- i *the nearness of the child's home to the main entrance of Colwick St John the Baptist Primary Academy, Vale Road, Colwick, Nottingham, NG4 2ED;
- ii In the event that such a measure is identical to the nearest metre for two or more children and there are insufficient places available for both or all of them, the remaining place/s will be awarded by random allocation using lots drawn by a person independent of the Trust.

*For Main Round Reception, distance will be measured in a straight line from an address point (using eastings and northings as defined by Ordnance Survey) of the child's main home to the main administrative point at the Academy, using the Local Authority's computerised measuring system. For in-year admissions, distance will be measured in a straight line from the centre of the child's main home to the main entrance of Colwick St John the Baptist Primary Academy, Vale Road, Colwick, Nottingham, NG4 2ED, using the Trust's own computerised measuring system. For shared properties, such as flats, the distance will be measured from the centre of the building.

In-year admissions:

Applications for places after the usual entry point (e.g., after Reception Year) should be made directly to the Academy. If places are available and there is no waiting list, unless there is prejudice determined an offer will be made to the applicant. If there are more applicants than available places in the relevant year group, the oversubscription criteria will apply. In the event of oversubscription, parents/carers whose application is unsuccessful have the right to appeal to an independent appeal panel, and their child's name will be placed on a waiting list.

In-year Applications should be completed using our application form available on the Academy website www.colwickstjohns.co.uk under **Prospective Parents > How to Apply**. Alternatively, where this is not possible a paper application can be collected from the Academy. Paper applications should be returned to: Admissions, Colwick St John the Baptist Primary Academy, Vale Road, Colwick, Nottingham, NG4 2ED.

Parents/carers will be notified of the application outcome within 15 school days of submission.

Waiting list:

In accordance with the Nottinghamshire County Council Co-ordinated Admissions Scheme, when the number of applications received during the normal admissions round exceeds the number of available places in Reception year, the Nottinghamshire Local Authority will maintain a waiting list in conjunction with the Trust from the offer day until the start of the academic year. After that, the Trust will manage the waiting list until 31st December 2027.

Children will automatically be added to the waiting list for a place if they were refused entry and their application was ranked above the primary where they were offered a place during the usual entry point. Where the Academy was ranked lower than the primary where they were offered a place, Parents/Carers must make a written request to the LA for their child's name to be added to the waiting list.

For in-year applications, if the Trust receives more applications than available places, a waiting list will be maintained until the end of the term in which the application was received. If places become available in any year, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeals panels:

Where a parent/carer has been refused a place for their child at Colwick St John the Baptist Primary Academy, they have the right to appeal to an independent appeal panel. The appeal process will be in accordance with the School Admission Appeals Code published by the Department for Education. The decision of the appeal panel will be made in line with the School Admission Appeals Code and is binding on all parties.

Appeals should be submitted to the Independent Appeals Clerk, c/o Archway Learning Trust, Aspley Lane, Nottingham, NG8 5GY, within 20 school days of the refusal. Information on the timetable for the appeals process is on our website www.colwickstjohns.co.uk under **Prospective Parents > Appeals**.

Notwithstanding these arrangements, the Secretary of State may direct the Trust to admit a named student to the Academy upon application from any Local Authority. Before doing so, the Secretary of State will consult with the Trust.

Late applications:

Late applications received after the closing date of 15th January 2027 will be dealt with after those made on time. Under exceptional circumstances the local authority may be willing to accept applications which are received late and consider them as on time however, this will be on a case-by-case basis and in line with the coordinated scheme.

All other late applications that are received after the closing date for applications will be dealt with after the National Offer Day.

Infant class size (England) regulations 2012:

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 students with a single teacher. Additional children can only be admitted under limited exceptional circumstances. These children will remain an 'excepted student' for the time they are in an infant class or until class numbers fall back to the current infant class size limit.

Fair access protocol:

The 2021 School Admissions Code requires all local authorities to establish in-year fair access protocols to ensure that access to education is secured quickly for children who have no education place, and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. The code requires that all educational settings and academies must participate in their local authority's protocol in order to ensure that unplaced children are offered a place at a suitable educational setting as quickly as possible. This includes admitting children above the published admission number to schools and academies that are already full. Colwick St John the Baptist Primary Academy and the Trust will participate fully in the Nottinghamshire County Council's fair access protocol.

Notes:

1. Looked After and Previously Looked After Children – A looked after or previously looked after child is:

- (a) A child who is currently looked after by a local authority, or who is being provided with accommodation by a local authority under Section 22(1) of the Children Act 1989 at the time of application; or
- (b) A child who was previously looked after but ceased to be so because they were ^{1.1}adopted, placed under a ^{1.2}Special Guardianship Order, or made the subject of a ^{1.3}Child Arrangements Order. This definition also includes children who appear to have been in state care outside England, where they were cared for or accommodated by a public authority, a religious organisation, or any other organisation whose primary purpose is to benefit society.

Legal Definitions

- 1.1. *Adoption Order: An order made under the Adoption Act 1976 (section 12) or under the Adoption and Children Act 2002 (section 46).*
- 1.2. *Special Guardianship Order: Defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals as a child's special guardian(s).*
- 1.3. *Child Arrangements Order: Defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child Arrangements Orders replaced Residence Orders, and any Residence Order in force before 22 April 2014 is treated as a Child Arrangements Order.*

2. Children of staff – For the purposes of this criterion, 'staff' refers to teaching or support staff employed on a permanent contract by Colwick St John the Baptist Primary Academy. Part-time staff are assessed on the basis of their continuous service at the Academy. Staff working across multiple sites qualify only where their substantive post is at Colwick St John the Baptist Primary Academy.

Confirmation of length of employment and any skills-shortage designation will be provided by Archway Learning Trust HR prior to the application of this priority. A demonstrable skills shortage exists where a vacant post at Colwick St John the Baptist Primary Academy meets the Trust's established criteria for being hard to fill, for example where recruitment attempts have been unsuccessful or where the post is identified as a recognised shortage-area role. HR will provide confirmation of this as part of the factual eligibility-checking process.

For the purposes of this priority, 'children of staff' includes

- a biological or adopted child of the staff member;
- a child who lives in the same household as part of the staff member's family unit (including the child of a partner);
- a child placed with the staff member through fostering, a Child Arrangements Order, or a Special Guardianship Order.

For clarity: This definition applies only where the 'staff' member resides at the same home address as the applicant at the time of application. This priority does not include extended family members such as cousins, nieces, or nephews unless they have been formally adopted or placed with the staff member through a legal order.

3. Sibling - The term 'sibling' includes:

- a biological, adopted or half brother or sister;
- a child who lives in the same household as part of the same family unit (including the child of a parent or partner);
- a child placed in the household under an Adoption Order, Child Arrangements Order or Special Guardianship Order.

For clarity: This definition applies only where the 'sibling' resides at the same home address as the applicant at the time of application and does not include extended family members such as cousins, nieces or nephews unless formally adopted or placed through a legal order. This priority also does not include siblings who, on 1 September 2027, will not be registered pupils at the Academy.

Where applications are received for twins, triplets, or other children of multiple births, if one child from the multiple birth is allocated a place, all children from the same multiple birth will be offered a place. This may result in the Academy admitting above the published admission number.

4. Faith Criteria - All applicants seeking places under criteria 4) must provide the name and address of their parish priest, minister, or equivalent religious leader. This person will be contacted to confirm the level of commitment to the church for the child and/or parent(s)/carer(s). The reference must be signed by a parish priest/religious leader of the Church.

The Trust will only contact the named referee once. Parents/carers should inform the referee to expect the reference, ensuring that the referee receives, completes, and returns the form to the Trust within the specified timeline for consideration under the above criteria.

Definition of i) An applicant 'at the heart of the church' - A child, or the child's immediate family, is considered to be at the heart of the church when they are regular and frequent participants in the worship and/or religious practices of their place of worship. "Regular and frequent" typically means attendance at public worship on average twice a month over a period of at least two years prior to the closing date for applications. This may include participation in mid-week services or in faith-based groups or roles that include an element of worship (such as prayer groups, study/fellowship groups incorporating worship or liturgical roles linked to worship). Confirmation of attendance and involvement will be provided by the relevant faith leader (e.g., parish priest/minister).

Definition of ii) An applicant 'attached to the church' - A child, or the child's immediate family, is considered to be attached to the church when they participate in the worship and religious practices of their place of worship, but less frequently than those defined as "at the heart". This will normally mean attendance at worship on average once a month over at least one year, or involvement in faith-based roles or activities that form part of the church's worshipping life (for example, occasional participation in services, festival worship, or supportive roles linked to worship). Confirmation of attendance and involvement will be provided by the relevant faith leader as above.

To accommodate challenging work and family schedules, weekday worship should also be considered.

5. Immediate Family - refers to the worshipper as one or both parent(s), carer(s) or legal guardian(s).

6. Children living in the catchment area – are children residing in a defined geographical area, which the Academy serves. Details of the Academy's defined catchment area can be found on the Nottinghamshire County Council website.

<https://www.nottinghamshire.gov.uk/search-for-a-school#/catchments>

A child will be considered 'living in the catchment area' if the child's ⁶home address at the time of completion of the application form is within the catchment area designated for the Academy.

7. Home Address - A child's home address is the address where they are ordinarily and permanently resident with their parent(s) or legal guardian(s). Where a child lives at more than one address, the home address will be taken as the one where they spend the majority of school nights (Sunday to Thursday).

If a child lives at two addresses for an equal amount of time, the address at which the child is registered with their GP will be used. If this does not resolve the matter, the Academy may request further evidence to determine the child's permanent and genuine residence. Temporary or informal arrangements will not be accepted.

Parent: A “parent” is any person who has parental responsibility for the child (as defined in the Children Act 1989) or any person who has care of the child.

Children of UK Service Personnel (Military Covenant) The Academy recognises the commitment of UK Armed Forces families and aims to remove disadvantage for service children, in line with the School Admissions Code 2021. Applications from children of UK service personnel will be considered even if the family has not yet moved into the area, provided the application is accompanied by an official letter confirming a relocation date. For oversubscription purposes, the Academy will use the address at which the child will live once the family has relocated. A Unit or quartering address may be used as the child’s home address where requested. The Academy does not reserve places specifically for service children but ensures that admissions arrangements support fair access and are consistent with the local authority’s guidance.