



## Admissions Arrangements for the School Year 2027-2028

### Muskham Primary School (Part of the Aspire Multi-Academy Trust)

#### Application for Places

Our Academy Catchment Area serves the villages of a village school with a catchment area covering the large rural area of North Muskham and the surrounding villages of South Muskham, Bathley, Little Carlton and Cromwell. You can check your catchment area by visiting [www.nottinghamshire.gov.uk/findmynearest](http://www.nottinghamshire.gov.uk/findmynearest). However, in the event of under-subscription from our Catchment Area, we also welcome out of catchment applications. Our Published Admission Number (P.A.N.) is 30. Muskham Primary School is part of The Aspire Multi-Academy Trust.

N.B. As of 1st September 2021, a new statutory change involving children who were Internationally Adopted Previously Looked After Children but outside of England (IAPLAC – see definition below). This is a governmental change and does not need to be consulted upon.

#### Visits welcome

The opportunity to visit Muskham Primary and sense the extremely positive and vibrant atmosphere is always available. To arrange a visit, simply ring the School Office on 01636 702254 to make an appointment. You may also wish to visit our website: [www.muskham.notts.sch.uk/welcome](http://www.muskham.notts.sch.uk/welcome)

#### Application 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: <https://www.nottinghamshire.gov.uk/education/school-admissions/hub>. 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 2027 and 31st August 2028. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until their child reaches compulsory school age in that year (School Admissions Code 2021) or parents can request that their child attends part time until their child reaches compulsory school age (Admissions Code 2021). Children must be attending school no later than the term after they are 5 years old. Parents who choose to defer their child's admission until the term after their fifth birthday remain entitled to the place offered in the same admissions round; they are not required to reapply.

Pupils who have an Education and Health Care Plan, where Muskham Primary School is named in the Plan, will be admitted.

#### Admissions Oversubscription Criteria

In the event of over subscription, the following criteria will be applied, in priority order, to determine which application will be granted, after those children with an Education Health Care Plan, which names the school, have been allocated:

1. Children who are or have previously been looked after or Internationally Adopted Previously Looked After Children (see Appendix for definition)
2. Children who live in the catchment area at the point of closing date for applications and have a sibling already attending Muskham Primary School at the point of closing date for applications
3. Children who live in the catchment area at the point of closing date for applications

4. Children out of catchment area with siblings who are already attending Muskham Primary School at the point of closing date for applications

5. Children who live outside the catchment area without siblings on roll at Muskham Primary School, allocated in terms of distance - nearest to the school first

If places remain after applicants from the catchment area have been accommodated, places will be allocated using the following criteria:-

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 (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.

In the event of two identical applications that cannot be separated by any of the above, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

### **Late Applications**

Late applications, i.e. those received after the closing date, 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 (Aspire Multi-Academy Trust) 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 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 received. Each time a child is added to the school's waiting list, the list will be ranked again in line with the published oversubscription criteria. After 31st December, parents can make a repeat application through the same route as given above - <https://www.nottinghamshire.gov.uk/education/school-admissions/hub>

### **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 admissions authority in accordance with the DfE School Admissions Appeals Code. The deadline for lodging appeals allows appellants 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.

### **Fair Access Protocol**

Muskham Primary School participates in the Local Authority's Fair Access Protocol and also 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)

## **In Year Applications for Children other than into Reception (Foundation Stage 2)**

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 (i.e. requesting entry into Years' 1 to 6). In the event of over subscription, the above criteria still apply.

Please contact the School Office (01636 702254 or [office@muskham.notts.sch.uk](mailto:office@muskham.notts.sch.uk)) if you require any clarification on this or any other matter or would like to visit the school before submitting an application.

## **Children outside the normal age range (including Summer born children)**

Parents may seek a place for their child outside of the normal age group in exceptional circumstances. In addition, the parents of a summer born child (1st April-31st August) 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 school as early as possible. The school's Admissions Committee will make a decision 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 / carer of the decision on the year group to which the child should be admitted, the parent / carer will be notified of the reasons for the decision. The school will communicate its decision to Nottinghamshire County Council, who will notify the parent / carer of 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. The parent / carer 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.

If you are considering a later application to our Foundation Year group after 31st December, please contact the school during the main admissions round of applications for a discussion with the Head teacher, to see how we might best meet the needs of your child.

## **Transfer to Secondary School**

Where a child has been educated out of the normal age group it is the parent / carer'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**

Muskham Primary School is able to offer free, part-time places there is one intake which begins in January of each year. We offer the following sessions:

- Afternoons on Monday to Friday: 1.00pm - 3.25pm (2 hrs 25 mins per day). Each afternoon is equivalent to 1 session.
- Whole days on Thursdays and Fridays only: 8:50 – 3:25pm (6.5 hrs) Each day is equivalent to 2 sessions.

You can register your interest in a part-time place at any point (most parents/carers register around the child's third birthday). To do this, please contact the school office in person, by phone on 01636 702254, or by email using the form below. Please also indicate which sessions you would like to attend.

## **National Offer Day**

This is the day each year on which local authorities are required to send the offer of a school place to all parents / carers in their area. For primary pupils, offers are sent out by the home local authority on 16th April. These dates are relevant to all on-time applications in the primary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day. Closing Date The closing date for applications and the offer date will be in line with the coordinated admission arrangements for Nottinghamshire. Late applications will be processed in line with the coordinated scheme.

**If you have any questions, queries or concerns, please do not hesitate to get in touch with us.**

### **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)

**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.

**Definition of Siblings** - A brother or sister who shares the same parents - A half-brother or half-sister or legally adopted child living at the same address as the child - A child looked after by a local authority placed in a foster family with other school age children - Stepchildren 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. Please visit: <https://www.nottinghamshire.gov.uk/search-for-a-school#/details/2853> to view the school's catchment area.

### **Definition of a Parent**

Is defined as that person or persons who have legal responsibility for the upbringing of the child.

**Definition of an Academic Term** - Autumn Term – Starting the beginning of September and ending late December - Spring Term – Starting the beginning of January and ending late March - Summer Term – Starting the beginning of April and ending late Jul