



**Admissions Arrangements**  
**St. Peter's C of E (Voluntary Aided)**  
**Primary & Nursery School**  
**Gringley-on-the-Hill**  
**2027 - 2028**

St. Peter's C of E Primary and Nursery School is a Church aided primary school in Southwell & Nottingham Diocese and is maintained by Nottinghamshire County Council. This means that Southwell & Nottingham Diocese have contributed towards the cost of building the school and continue to care for its buildings and its people.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of the Law, by advice from Southwell & Nottingham Diocesan Board of Education, its duty to the community and the common good. It adheres to the Department of Education School Admissions code December 2021, Nottinghamshire LA guidelines and Fair Access Protocol.

We aim to establish firm partnership foundations between the staff and parents of St Peter's from the onset, so that expertise can be shared for the well-being of the development of all children.

In making an application for admission to St Peter's School, parents should be aware that their children will receive religious instruction in the Christian faith in accordance with the principles and practices of the Church of England and will receive their education in a Christian school.

Children are admitted to Foundation Stage 1 (Nursery) on a part-time or full time (30 hours) basis each term (from September 1<sup>st</sup> Autumn term), January 1<sup>st</sup> (Spring term) or April 1<sup>st</sup> (Summer term) depending on term dates), following the child's third birthday. These dates are dependent on the number of nursery children in the Foundation Stage Unit, and starting dates may need to be deferred.

The parents of children due to be admitted to Foundation Stage 1 (Nursery) are invited to visit with their child at convenient pre-arranged times. There is an initial introduction meeting with the Head teacher, followed by accompanied visits in the unit where parents and children can get a feel for what it is like in our Foundation Stage Unit.

Children who are 4 years of age between 1st September 2027 and the 31st August 2028, will be offered a full-time place in the Foundation Stage 2 (Reception) class from September 2027, provided that the cohort is not over-subscribed.

A place in the FS1 (Nursery) class does not automatically guarantee a place in the Foundation Stage 2 (Reception) class. In the event of oversubscription, the criteria outlined on pages 4, 5 and 6 will be followed.

St Peter's School is one of the schools in the Retford Oaks Academy family in the Retford area. The list of Church of England Secondary Schools in Southwell & Nottingham Diocese can be obtained via the School Office – parents should note that these Schools have their own admissions policies and attendance at St Peter's School does not guarantee a place at them.

**COORDINATED SCHEME FOR ADMISSIONS**

Details of the coordinated scheme can be obtained from Nottinghamshire County Council ([www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)). Applications for places are made to the home local authority.

The Governors of St Peter's School request that an additional form: 'St Peter's Church of England (Aided) Primary and Nursery School: Supplementary form' should be submitted to the school. This can be found on pages 9 and 10 of this document, or can be obtained from the school office. This form should be completed and returned to the School by the **closing date for applications: Friday 15<sup>th</sup> January 2027**.

The Published Admission Number (PAN) at St. Peter's C of E Primary & Nursery School is 12 children per year. In the event of oversubscription, all applications for the Foundation Stage Two (Reception) year will be considered in accordance with the admission criteria, as set out below.

Each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission, stating in their arrangements that each child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Waiting lists are held in line with Nottinghamshire County Council's arrangements.

### **FIRST ADMISSIONS**

Children who are allocated a place will be admitted full-time at the beginning of the academic year of their 5<sup>th</sup> birthday. This is a single point of entry admission system. Parents may defer their child's admission until the start of the term after their 5<sup>th</sup> birthday by:

- a) Requesting that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and
- b) Requesting that their child takes up the place part-time until the child reaches compulsory school age.

### **DELAYING YOUR CHILD'S SCHOOL START**

Advice on the admission of summer born children from the Department for Education (April 2023) states that:

Most children start school in the September after they turn 4.

A child does not need to start school until they reach compulsory school age.

You decide whether your child will start school before compulsory school age - the admission authority cannot dictate that your child should start school aged 4.

Your child will be eligible for government-funded childcare until they start school or reach compulsory school age, even if you delay their admission by a year.

Reception / Foundation Stage 2 is the final year of the Early Years Foundation Stage (EYFS) and has a focus on phonics and early arithmetic. The Key Stage 1 curriculum begins in Year 1. If you do not make a request for admission out of the normal age group, your child will start school in Year 1. You should consider the potential impact of missing the Reception year.

The admission authority decides whether children who start school at compulsory school age should be admitted to Reception or Year 1. They must make this decision in the child's best interests. The government believes it is usually not in a child's best interests to miss the teaching that takes place during the Reception year, and that it should be rare for a child to start school in Year 1.

Attendance in the Foundation Stage One (Nursery) class at the school, does not automatically guarantee a Foundation Stage Two (Reception) place.

Applications must be made on the Common Application Form as outlined in Nottinghamshire County Council's co-ordinated scheme. Parents or carers of children who reside outside of Nottinghamshire should use the form of their own 'home' authority.

The Governors will use the supplementary form 'St Peter's Church of England (Aided) Primary & Nursery School, Gringley-on-the-Hill: Application for Admission' when considering applications. This form asks for information that will enable the Governors to determine whether the child is a Christian child and whether the parents worship regularly at St. Peter and St. Paul's Parish Church or at another Christian Church. If the additional information is not submitted, it may not be possible to determine whether or not the child has been baptised or whether or not the parents worship regularly.

Please find the form on pages 11 and 12 of this document.

This completed form should be returned to the school office by the closing date for applications for admission the following September: Friday 15<sup>th</sup> January 2027.

The offer of a school place will be made by the home Local Authority (LA) to all parents on the 'Offer Day' set out in the co-ordinated scheme.

### **APPLYING FOR A SCHOOL PLACE IN THE NORMAL ADMISSIONS ROUND**

Children do not automatically transfer to Reception from Early Years provision or Nursery and parents must apply for a school place. Similarly, children attending an infant school do not automatically transfer to the junior/primary phase of education and children attending a primary school do not automatically transfer to the secondary phase of education. In all cases parents must make an application.

Applications can be made from the following dates:

**Children starting school for the first time:**

**Foundation Stage Two (Reception): children born between 1<sup>st</sup> September 2022 and 31<sup>st</sup> August 2023**

**from November 2026 (exact date to be confirmed) to 15<sup>th</sup> January 2027**

Parents of children who live in Nottinghamshire can state up to four preferences for any maintained school or academy school, either in Nottinghamshire (home authority) or any other school in another local authority area. Where other local authority areas enable parents living in that area to submit more than four preferences, Nottinghamshire County Council will not accept more than four preferences for Nottinghamshire schools.

### **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 in their area. For primary pupils, offers can only be communicated by the home local authority on **16 April 2027** or the next working day. 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

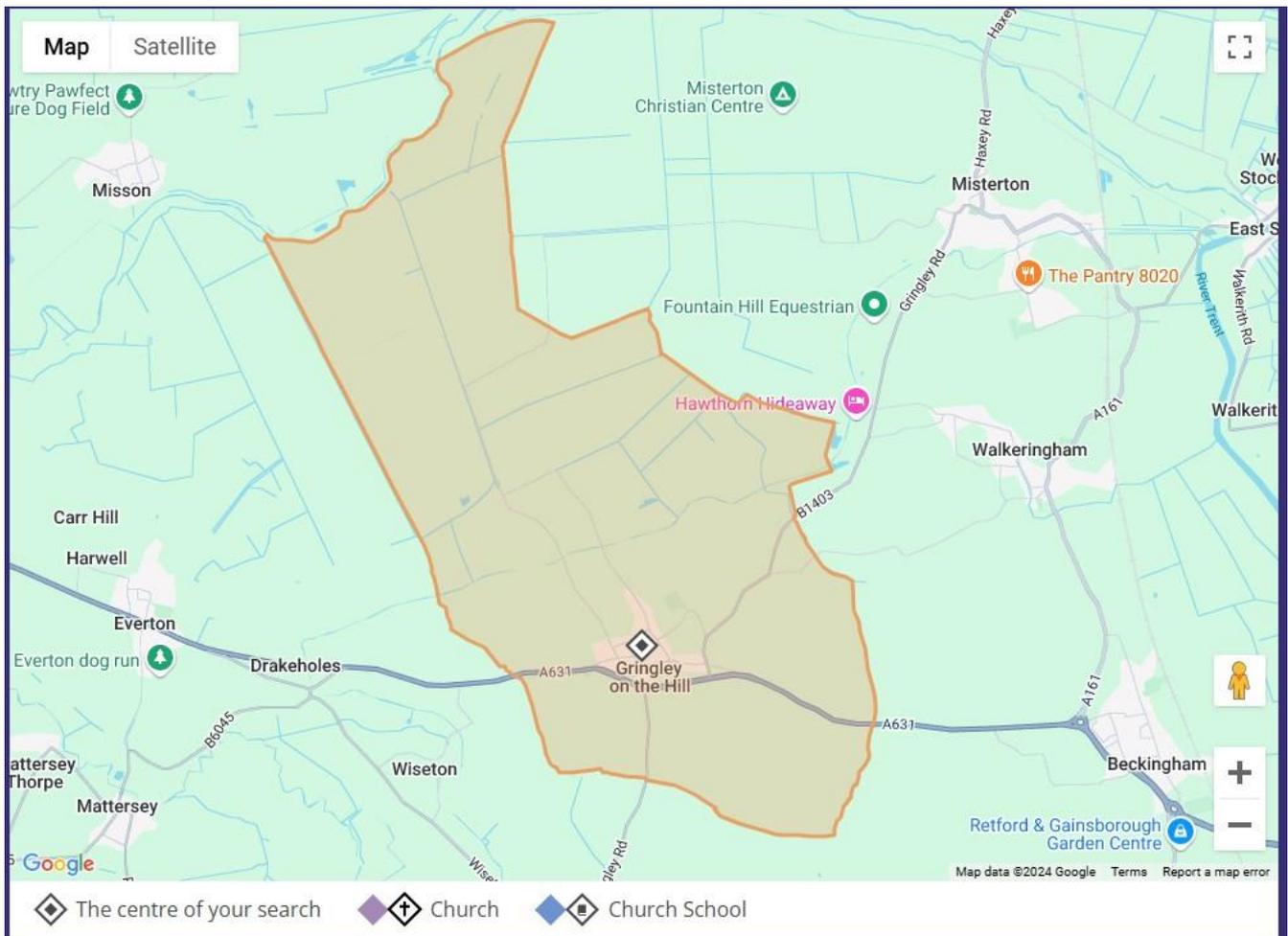
### **LATE ADMISSIONS**

Late applications are processed according to the coordinated scheme.

## OVERSUBSCRIPTION CRITERIA (in order of priority)

In the event of more applications than places available, the following criteria will be applied, after those children with an Education Health Care Plan that names St. Peter's C of E Primary and Nursery School, have been admitted.

1. Highest priority will be given, unless otherwise provided in this Code, to children who are in care and all children who have previously been in care, 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. Children who have previously been in care, are children who were in care but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order). All references to children who were previously in care in the Code, mean such children who were adopted (or subject to Child Arrangements Orders or Special Guardianship Orders) immediately following having been in care and 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 live in the catchment of the school (the Ecclesiastical Parish of St. Peter's and St. Paul's, Gringley-on-the-Hill - as measured by [www.achurchnearyou.com/parishfinder.php](http://www.achurchnearyou.com/parishfinder.php)) - at the closing date for applications, and have a sibling attending the school at the time of admission. See page 5.



3. Children who live in the catchment area of the school (as measured by [www.achurchnearyou.com/parishfinder.php](http://www.achurchnearyou.com/parishfinder.php) - see above) at the closing date for applications and have a parent who has attended a church service\* at least twice a month for a minimum period of one year immediately prior to the date of application, or where the child has attended a church service\* with an

adult member of their immediate family at least twice a month for a minimum period of one year immediately prior to the date of application.

\*see definition of terms on page 9 of this document

4. Other children who live in the catchment area of the school (as measured by [www.achurchnearyou.com/parishfinder.php](http://www.achurchnearyou.com/parishfinder.php)) at the closing date for applications. See above.
5. Children who live outside the catchment area of the school and will have a sibling attending the school at the time of admission.
6. Children who live outside the catchment area and have a parent who has attended a church service\* at least twice a month for a minimum period of one year immediately prior to the date of application, or where the child has attended a church service\* with an adult member of their immediate family at least twice a month for a minimum period of one year immediately prior to the date of application.  
\*see definition of terms on pages 8 and 9 of this document
7. All other children living outside the catchment area but live nearest to the school at the time of application.

Distances will be measured 'as the crow flies' from the child's home address to the main entrance of the school using the Local Authority's computerised measuring system.

In the event a tie-breaker is required, because of two distances being equal, lots will be drawn and independently verified.

The school will offer places over and above the planned admission number where the child whose twin or sibling from a multiple birth is admitted.

*Within each category, priority will be given to pupils who live closest to the school 'as the crow flies.'*

#### **Terms and definitions:**

- a. **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 the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights i.e. 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 when 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. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The governing body may also seek proof of residence from the courts regarding parental responsibilities in these matters.
- b. **Children of UK service personnel and crown servants**  
For families of service personnel with a confirmed posting, or crown servants returning from overseas, we will:
  - a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. We will not refuse to process an application and will not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
  - b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. We will use a Unit or

quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this. c) not reserve blocks of places for these children.

d) ensure that arrangements in our area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

### **c. Distance measurements**

In the event of needing to choose between pupils living in the same block of flats, with the same distance measurement, the lowest numbered flat(s) will be treated as being closest to the school.

All applications made for entry to St. Peter's C of E Primary and Nursery School will be considered by the Governor's Admissions Committee.

**Special Circumstances:** The following groups of children will be given special consideration in their application to the school.

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional, stating that the school is the only school which could cater for the child's particular needs. **The evidence must be presented at the time of application.**

**Cases agreed under 'special circumstances' will take precedence over all the above numbered criteria with the exception of criterion 1. Such cases will be decided by an admissions committee established by the Governing Body.**

### **ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR**

All other admission requests will necessitate the completion of the appropriate application form by parents/carers. *The school participates in Nottinghamshire County Council's in-year coordinated scheme.* The school will normally admit pupils up to the PAN set for the year group when it was first admitted. If the school is not oversubscribed, all applicants must be offered a place. Nottinghamshire County Council's public website, which includes application forms and guidance for parents/carers, can be found by following this link:

<http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/>

In the event of a place being available in the appropriate year group, then that will be offered by Governors but communicated to parents by Nottinghamshire County Council.

### **WAITING LIST**

Parents whose children are not offered a place will be placed on a waiting list which is maintained in partnership with Nottinghamshire County Council until the end of the academic year. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. The waiting list is re-ranked every time there is a new application. If any applications are received that have a higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available.

If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time.

The Governing Body maintains a waiting list for applicants for admission to other classes. The list is for parents who would still like their child to be considered, if and when a vacancy arises in the appropriate class. Whenever a vacancy arises, the Governors review all those waiting for a place in that particular year

group and apply the oversubscription criteria to determine which place is offered. The governing body then notify Nottinghamshire County Council who will write to parents.

Governors will consider admission requests and places will be filled in accordance with the admissions criteria. To avoid unnecessary delay, these decisions will normally be made by the chair in consultation with the vice chair of the governing body and reported to the next meeting.

All students admitted will normally be placed on the school roll as soon as is reasonably possible.

Where mid-term applicants are received from children for whom this school is the named school in a statement of special educational needs or from children 'in care' by the Local Authority, the school will admit regardless of whether or not a place is available in that year group.

### **CONFIRMATION OF ACCEPTANCE OF OFFERED PLACES**

The LA writes to parents to confirm the outcome of the application, in this correspondence, parents are asked to respond to the outcome.

This policy reflects the governing body's commitment to ensuring that the admissions process is fair and non-discriminatory and should ensure that any equal opportunity issues arising from the process are included.

### **FAIR ACCESS PROTOCOL**

The government has stated that all Local Authorities must have a Fair Access agreement that allows 'hard to place' children to be given a place before any over-subscription criteria are applied and before anyone is considered under the oversubscription criteria. St. Peter's participates in Nottinghamshire County Council's Fair Access Protocol.

### **RIGHTS OF APPEAL**

Nottinghamshire County Council will write to parents to advise them of the decision as the school participates in the Nottinghamshire County Council in-year co-ordinated scheme.

For intake applications, the home local authority will communicate the decision to parents.

If an application is refused, parents have the right to appeal to an independent panel.

The appeal must be addressed to the Chair of the school's Governing Body, via the school office:

[secretary@st-peterscofe.notts.sch.uk](mailto:secretary@st-peterscofe.notts.sch.uk)

If the governing body are unable to provide a valid objection to refuse a child who is resident in the village of Gringley-on-the-Hill, a place will be offered without going through the Appeal process. This may mean that the number of children in the cohort exceeds the Pupil Admission Number (PAN) of 12. This was ratified within the SDP committee.

## **DEFINITIONS**

**Parent** - For school admissions, the Admissions Authority will consider the following to be parents:

The person making the application must hold parental responsibility.

Nottinghamshire County Council considers the parent to be:

- 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
- An adoptive parent Any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required
- Authorisation may also be given for another person to speak on the parent's behalf.

### **Children who are 'in care' and children who have previously been 'in care'**

A child who is 'in care' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

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.

See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Siblings**

- A brother or sister who share the same parent
- A half brother or sister where two children share one common parent
- A step brother or step sister, where two children are related by a parent's marriage
- Adopted or fostered children living in the same household under the terms of a residence order
- stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

The Governing Body reserves the right to withdraw the offer of a place or, if the child has already begun attending the School, to require the removal of the child, if the offer of a place has been made on the basis of fraudulent or deliberately misleading information being supplied on the Common Application Form and/or St Peter's own supplementary form.

## Regular involvement in Christian worship

We define regular involvement in Christian worship as having attended church services on average at least twice a month over the 12 months prior to the date of the Governor's Admissions Committee meeting that considers applications for admissions.

This must be evidenced by a reference from your minister on the supplementary form below.

- Church service: A church service (or a worship service) is ***a formalized period of Christian communal worship***, often held in a church building.
- Church service includes attendance at a) the Church of England or b) a church which is a member of the Churches Together in England. Information from the appropriate minister confirming attendance must be provided with the application. In the event that during the period specified for attendance at worship the church or other recognised place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.



**St. Peter's C of E Primary and Nursery School,  
Gringley-on-the-Hill**

**Supplementary Admissions Form**

At, St. Peter's C of E Primary & Nursery School, we define **regular involvement in Christian worship** as having attended church services on average at least twice a month over the 12 months, with a parent or an adult member of their immediate family, prior to the date of the Governor's Admissions Committee meeting that considers applications for admissions.

- Church service: A church service (or a worship service) is **a formalized period of Christian communal worship**, often held in a church building.
- Church service includes attendance at a) the Church of England or b) a church which is a member of the Churches Together in England. Information from the appropriate minister confirming attendance must be provided with the application. In the event that during the period specified for attendance at worship the church or other recognised place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

This must be evidenced by a reference from your minister on the form below.

The completed form should be returned to the School Office by the closing date for applications for admission to the school.

**Child details:**

Child's name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Parent/carer's name: \_\_\_\_\_

Parent/carer's address:

Please complete the following page:

Have you regularly attended a Church service at least twice a month over the last year?

**Yes/No** (delete as applicable)

Has your child regularly attended a Church service with an adult member your immediate family

Name of Church: \_\_\_\_\_

Name of minister: \_\_\_\_\_

Minister's role: \_\_\_\_\_

Contact details: \_\_\_\_\_

Thank you for your help.