



# Admissions Policy

## Issue 16 – September 2023

Issue No.	Date	Revision Notes	Date Next Review
1	May 14	Formal Issue	Spring 2015
2	Apr 15	Formal Issue	Spring 2016
3	Jul 15	Updated in line with NCC guidelines	Spring 2016
4	Oct 15	Revised in line with NCC guidance	Spring 2016
5	May 16	Revised in line with NCC guidance for 2017-2018	Spring 2017
6	Jan 17	Reviewed in consideration of 2018-2019 arrangements	Spring 2018
7	May 17	Revised First Admissions	Spring 2018
8	Jan 18	Reviewed in consideration of 2019 – 2020 arrangements	Spring 2019
9	Jan 19	Reviewed in consideration of 2020 – 2021 arrangements	Spring 2020
10	Oct 19	Reviewed in consideration of 2021-2022 arrangements	Spring 2021
11	May 20	Revised in line with NCC guidance	Spring 2021
12	Sep 21	Revised in line with DFE guidance	Spring 2022
13	Sep 21	Reviewed in consideration of 2022-2023 arrangements	Spring 2023
14	Feb22	Reviewed in consideration of 2023-2024 arrangements	Spring 2024
15	Nov22	Reviewed in consideration of 2024 – 2025 arrangements	Spring 2025
16	Oct23	Reviewed in consideration of 2025 – 2026 arrangements	Autumn 2026



## **SUNNYSIDE SPENCER ACADEMY** **Admissions Arrangements 2025 – 2026**

### **Admissions Authority**

The admissions authority for Sunnyside Spencer Academy is The Spencer Academies Trust. The Spencer Academies Trust determines admission arrangements for each academy within the Trust. The arrangements are implemented by the local governing body of each academy including matters relating to local Fair Access arrangements.

### **PAN**

The published admission number (PAN) for Sunnyside Spencer Academy for 2025-2026 is:

- Reception – PAN of 30

Children will be admitted to the Academy on a full-time basis without any reference to ability or aptitude. The maximum number of new children to be admitted during the 2025/2026 school year has been set at 30 by the School's Governing Body.

### **How to apply and when decisions are made**

Applications for first admission into Reception must be made through your child's home local authority (the area where the child lives). For Nottinghamshire residents this can be found on the NCC website:

<https://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>

Applications should be completed by the closing date for applications as stated in the Nottinghamshire County Council Coordinated Admissions Scheme. All other applicants must apply to their home local authority.

Parents will be notified of the outcome of applications on National Offer Day which is the 16<sup>th</sup> April. If this falls at a weekend it is the next working day. For applicants who do not live in Nottinghamshire, outcomes will be communicated by the child's local authority.

For applications into other year groups, see the section on in year applications.

### **How late Applications are treated**

Any application received after the closing date, including changes of preference, are considered as late applications and will be processed after all on-time applications unless



there are exceptional circumstances which must be made clear at the point of application, with supporting evidence, and before places are allocated.

### **Catchment Area**

The map included in Appendix gives details of the catchment area, the fact that a child lives within catchment does not guarantee a school place. See section on Admission Oversubscription criteria.

### **Admission Over-Subscription Criteria**

In accordance with the School Admissions Code, Sunnyside Spencer Academy operates within the Nottinghamshire County Council Coordinated Admissions Scheme. We do not currently require additional information to consider your application fully.

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have an Education Health and Care Plan (EHCP) which names the school.

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 live within the catchment area at the closing date for applications and who at the time of admission will have brothers or sisters attending the school.
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment at the closing date for applications and who at the time of admission will have brothers or sisters attending the school.
5. Other children who are not living within the school's catchment area.

### **Multiple Births**

Where one child of a multiple birth can be admitted under normal admissions process, the other child/children will also be admitted.

### **Tie breaker for oversubscription criteria in any year group**

In the event of oversubscription, within each of the criteria, priority will be given to children who live nearest to Sunnyside Spencer Academy as the crow flies. Distances are measured from the entrance to the child's home to the main administrative point at the school (using



eastings and northings as defined by Ordnance Survey) as provided by Nottinghamshire County Council's computerised distance measuring system.

In the event of two distances being equal the measurement will be taken from the next decimal point. In the event that two distances remain equal, lots will be drawn and the process will be independently verified by a person independent of the school.

For all applications that are refused, the Academy will operate a waiting list for the Reception Year, in accordance with the above oversubscription criteria. Places on the waiting list may go up or down depending on whether places become available, The Academy Board, in partnership with Nottinghamshire County Council will administer the waiting list for the duration of the co-ordinated scheme. The waiting list will be maintained until the end of the academic year, at which time the list will be deleted.

### **In Year Applications**

Sunnyside Spencer Academy participates in Nottinghamshire County Council's non-statutory In Year Admissions Scheme to (a) assist in safeguarding matters and (b) to help prevent parent/carers from having to make multiple applications. To apply in year, please visit:

<https://www.nottinghamshire.gov.uk/education/school-admissions/changing-school>

The Spencer Academies Trust has regard to the DFE Admissions Code in respect of in-year application requests.

### **Special Consideration for all year groups**

In exceptional circumstances, special consideration may be given to children with particular medical needs, mobility support needs, special educational needs or other social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why 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. The governing body will consider the written evidence provided to decide whether the application may be processed as 'special circumstances'.

Admission under 'special circumstances' will have priority over all but the first numbered criteria.

### **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. Children should only be educated out of the normal age group in very limited circumstances. Parents should submit a request in writing to the Principal as early as possible for consideration by the Admissions Authority. Decisions will be made on the basis of 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 Principal will also be taken into account.

Where we agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age groups to which pupils are normally admitted to the school, the application will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of our determined admission arrangements only, including the application oversubscription criteria where applicable.

Parents have 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 offered a place at the school but it is not in their preferred age group.

### **Admission of children below compulsory school age and deferred entry to school (primary only)**

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Where a place has been offered :a) that the child is entitled to a full-time place in the September following their fourth birthday; b) the child's parents can defer the date their child is admitted to the school until later in the school year; c) where the parents wish, children may attend part-time until later in the school year. If parents choose to delay their child's admission to school until the September after their fifth birthday they must reapply.

The academy takes account of the most recent guidance from the DFE when considering such requests:

[www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

### **Right of Appeal**

Sunnyside Spencer Academy is responsible for determining its own admissions and appeals arrangements. If your child is not allocated a place then you have a statutory right of appeal. Details of how to do this can be found in the letter refusing your application. 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. Appeals received are forwarded to an Independent Appeal Clerk who makes all the necessary arrangements for the Appeal to be heard by an Independent Appeals Panel within the required timelines.

Where an application has been refused because the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day (for admission to the intake year) or, for in-year applications, the date when application was refused.



Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated.

Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received.

Waiting lists are maintained in partnership with Nottinghamshire County Council until the end of the autumn term for admissions into the intake year until the end of the academic year to which the application applies.

Inclusion on a waiting list does not mean that a place will eventually become available.

### **Repeat applications**

Repeat applications on behalf of the same child, for admission in the same academic year, will not be considered unless the applicant can provide evidence that there has been a significant change in the particular circumstances of that child.

### **False Information**

Where the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

Where a child has started attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

## **Definitions**

### **Attending School**

Is taken to be on roll at a school for the purposes of admissions

### **Looked after and previously looked after children**

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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 the 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). Further references to previously looked after children means such



children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after 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.

- 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
- 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).

### **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 (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 by the governing body. **The evidence should prove that a child lived at the address at the time of the application with the exception of applications from families of Service and Crown personnel where the address at which the child will live will be used when applying criteria, as long as parents have provided robust evidence of their intended address.** Informal arrangements between parents will not be taken into consideration.

### **Parents**

For school admissions the school will consider the following as parents:

- the mother of the child
- an adoptive parent
- 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
- any other person who has acquired 'parental responsibility through the courts



### **Siblings**

For school admissions the school will consider the following as siblings:

- a brother or sister who share the same parent
- 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

### **APPENDIX**

The following link can be used to determine the catchment area of an address, the fact that a child lives within a catchment area does not guarantee a school place. See section on Admissions Oversubscription Criteria:

<https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>

The catchment area for Sunnyside Spencer Academy is shown below:



