



Admissions policy for 26/27

Robert Miles Infant School

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

A **sibling** is considered to be:

- 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.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils attending Robert Miles Infant School will not transfer automatically into Robert Miles Junior School. A separate application must be made for a place.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. The admission authority (Nova Education Trust) is the decision maker on requests for admission outside of the normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group that have been agreed will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 60 pupils for entry into the Reception year.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1, A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹⁰ including those 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 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 (see the definition in Section 22(1) of the Children Act 1989).

2, Children whose parent is an employee of Robert Miles Infant School and has been employed for two or more years at the time at which the application for submission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3, Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area of the school, whose parents have requested a place at the school and who, at the time of admission will have a brother or sister attending the school.

4, Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area of the school and whose parents have requested a place at the school.

5, Places will then be allocated to pupils who live outside the catchment area of the school, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school.

6, Places will then be allocated to other pupils who live outside the catchment area of the school whose parents have requested a place at the school.

The above criteria (2-6) may be overridden and priority given to an applicant who can establish any of the following:

- Pupils with special educational needs that can only be met at the academy (e.g. where the school has specialist provision)*:
- Children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at the school*.

*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the school to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Governing Body of the school.

You can find information regarding school catchment areas here: <https://www.nottinghamshire.gov.uk/search-for-a-school/#/?districts=&phases=&searchTerm=robert%20miles%20>

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home.

Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.

Where the distance between 2 or more children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified. This process will involve drawing random envelopes with the child's name inside.

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

If the school is not full, we may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

6.5 Fair Access Protocol

We participate in Nottinghamshire Local Authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

6.6 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

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.

Parents of a **summer born** child (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group – to reception rather than year 1. This request should be made in writing to the school and will be considered by the school's admission authority (Nova Education Trust). This request should be made alongside the formal application for a school place that is made to the child's home local authority by the closing date (15 January for reception age).

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Waiting lists are reranked in accordance with the oversubscription criteria as new applications are received. Priority will not be given to children on the basis that they have been on the waiting list the longest.

In-year applications for the school must be made to Nottinghamshire County Council, where parents can apply online or by application form: <https://www.nottinghamshire.gov.uk/>

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Late applications

An application received after the closing date including any changes to preferences, or order of preferences, is considered late and will be processed after all on-time applications. In very limited circumstances, an application received after the closing date may be considered as on time by Nottinghamshire County Council and only in the following circumstances:

- relocation into the area of Nottinghamshire County Council from another local authority area
- relocation within Nottinghamshire
- exceptional reasons for missing the closing date, for example, family bereavement, hospitalisation or family trauma.

Information outlining why the application was late, together with evidence of relocation, must be provided by 31 January 2025 for children starting school for the first time.

Late applications and changes to preference order received after the dates outlined above but before 31 August 2026 will be considered after National Offer Day. This will be after all on-time applications have been processed and decisions have been sent to parents. A maximum of 4 preferences can be processed as late on an application at any one time and parents must wait for the outcome for these preferences before making further changes.

In addition, any late application for reception processed after National Offer Day and before 31 August 2026, Nottinghamshire County Council will also consider whether the limited exceptional circumstances for infant class sizes could apply. A child who falls into any of these categories will not automatically be admitted as an excepted child.

Any applications received after 1 September 2026 will be processed as in-year applications.

9. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Appeals must be lodged within 28 calendar days. If you wish to appeal, you can find information on the appeals process on the NCC's public website: [NCC School Admission Appeals](#) or by calling 0300 500 80 80.

You can find details of the school's appeals timetable on the following webpage:

<https://www.rmishool.co.uk/page.php?p=transfer>

10. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.