

"Together, We Flourish"



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Christ Church CoE Primary School



Admission Arrangements

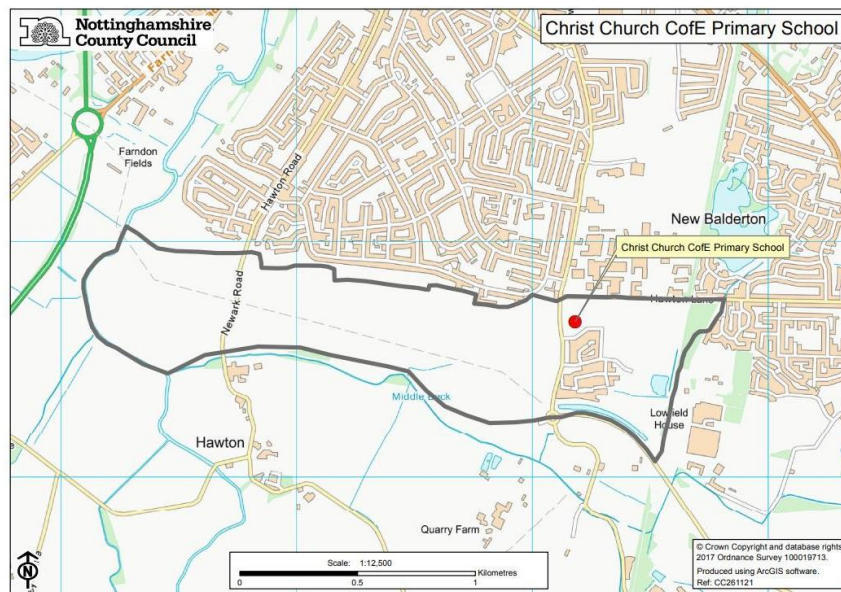
2027-28

Admissions Arrangements 2027–2028

Christ Church C of E Primary School participates in Nottinghamshire’s Fair Access Protocol. The published admission number (PAN) for Reception is **30**. Where applications exceed the number of places available, places will be allocated using the oversubscription criteria set out below.

Catchment area

The school has a defined catchment area. Living outside the catchment area does not prevent parents from expressing a preference for the school.



Admission outside the normal age group

Children are normally admitted to Reception full-time at the start of the autumn term. Parents may request deferred entry or part-time attendance until compulsory school age is reached. Parents may also request admission outside their child’s normal age group. Requests should be made in writing to the school as early as possible. Each request will be considered on the basis of the child’s circumstances and best interests. Parents will be informed of the decision and the reasons for it. There is no right of appeal against a decision not to offer a place in the preferred age group if a place is offered at the school in another year group.

Where a child has been educated out of their normal age group, a further request must be made when transferring to junior or secondary school.

Applications

Applications for Reception must be made on the Common Application Form and returned to the home local authority. Parents wishing church commitment to be considered must also complete the school’s Supplementary Information Form and return it to the school by the

closing date. Offers of places are made by the Local Authority in accordance with the coordinated admissions scheme.

Children with an Education, Health and Care Plan naming the school will be admitted before other applications are considered.

Oversubscription criteria

Where there are more applications than places, places will be allocated in the following order:

Oversubscription criteria <i>in ranked order, with '1' being first allocated and '6' being last to be allocated.</i>	
1	Looked after children and previously looked after children.
2	Children living in the catchment area at the closing date who will have a sibling attending the school at the time of admission.
3	Other children living in the catchment area at the closing date.
4	Children living outside the catchment area at the closing date who will have a sibling attending the school at the time of admission.
5	Children whose parent(s) or carer(s) are regular worshippers at a Church of England church.
6	Other children living outside the catchment area.

For criterion 5, a regular worshipper is someone who has worshipped at least once a month for the 12 months before the date of application, including weekday worship. Where church attendance is to be considered, a Supplementary Information Form must be completed. If the church has been closed, with no alternative place of worship provided, only the period when public worship was available will count.

Distance and tie-break

Within each oversubscription category, priority will be given to children living nearest to the school, measured "as the crow flies" (in a direct line on a map rather than by road, etc) from the home address to the main entrance of the school using the Local Authority's computerised measuring system. Where distances are equal, places will be decided by independently verified random allocation.

Waiting list

Children refused a place will be added to the waiting list. The waiting list is ranked strictly in accordance with the oversubscription criteria and is re-ranked whenever a new application is received. A child's position may therefore rise or fall. Being on the waiting list does not guarantee that a place will become available. The waiting list for Reception to Year 5 is held until 31 May. After that date, a new application must be made for the following academic year.

Special circumstances

Priority may be given where a child's medical, mobility, special educational or social needs are supported by professional evidence showing that Christ Church C of E Primary School is the only school able to meet those needs. Evidence must be provided at the time of application. Agreed cases will take precedence over all criteria except criterion 1.

Children of UK service personnel and crown servants

For families of UK service personnel with a confirmed posting, or crown servants returning from overseas, the address to be used for the application will be the address at which the child will live, provided supporting evidence is supplied. A unit or quartering address may be used where appropriate evidence is provided.

In-year admissions

The school participates in Nottinghamshire County Council's in-year coordinated admissions scheme. All in-year applications must be made through Nottinghamshire County Council. Applications may be made up to six weeks before the required start date, or during the preceding half term. Parents are advised to name up to four preferences. Children should remain at their current school until an admission date has been agreed. Parents will normally be notified of the outcome in writing within 15 school days, and the Local Authority aims to do so within 10 school days.

Late applications

Late applications will be processed in line with Nottinghamshire's coordinated admissions scheme.

Right of appeal

Parents whose application for a place is refused have the right to appeal to an independent appeal panel under the School Admission Appeals Code 2022. This right does not apply where a place is offered at the school but not in the preferred age group.

Appeals for Christ Church C of E Primary School are administered by Nottinghamshire County Council's Education Appeals Team. Parents can appeal online or by post using Nottinghamshire County Council's appeal process. The appeal forms are available on the school website (under admissions) and can be printed upon request via the school office.

For the **2027/28** primary admissions round, the admissions dates are as follows:

- Admissions open: **2nd November 2026**
- Admissions close: **15th January 2027**
- Offer date: **16th April 2027**
- In-year appeals should normally be lodged within four weeks of the refusal letter.

Further information about the appeals process is available from Nottinghamshire County Council's Education Appeals Team, and is also available on the school website.

Fraudulent applications

Any place offered on the basis of fraudulent or deliberately misleading information will be withdrawn.

Supplementary Information Form

Parents wishing church commitment to be considered must complete the school's Supplementary Information Form and return it to the school by the closing date for applications. The form is available on the website and paper copies are available upon request via the school office.

Definitions

Parent	means a person with legal responsibility for the child.
Home address	means the child's permanent place of residence. Where parents live separately, this will normally be the address where the child spends at least three school nights each week. Addresses of relatives or friends will not normally be accepted.
Looked after child	means a child in the care of a local authority, or provided with accommodation by a local authority in the exercise of its social services functions.
Previously looked after child	includes a child who was previously looked after and then adopted, made subject to a child arrangements order or special guardianship order, including a child who appears to have been in state care outside England and ceased to be in state care because of adoption.
Sibling	includes a brother or sister, half-brother or half-sister, step-brother or step-sister, and adopted or fostered child living in the same household. Where one child of a multiple birth can be admitted, the other child or children will also be admitted in line with the School Admissions Code.