

# CHRIST CHURCH C of E PRIMARY SCHOOL

## NEWARK



Learning & Growing Together in  
FAITH, HOPE & LOVE

## ADMISSIONS ARRANGEMENTS

## 2025 - 2026



# **Christ Church CoE Primary School**

## **ADMISSION ARRANGEMENTS 2025 - 26**

The school participates in Nottinghamshire's Fair Access Protocol.

The published admission number (PAN) is **30 children** per year. In the event of over-subscription, all applications for the Reception year (FS2) will be considered in accordance with the admission criteria, as set out below.

### Catchment area

Nottinghamshire community and voluntary controlled schools has a defined catchment area, details of which are available on the school's website (under KEY INFORMATION / ADMISSIONS / *see link at bottom of page*) or using the link below:

[Christ-Church-CofE-Primary-School.pdf \(christchurchprimarynewark.co.uk\)](https://christchurchprimarynewark.co.uk/Christ-Church-CofE-Primary-School.pdf)

A map of our catchment area is also included at the end of this document.

A catchment area does not prevent parents who live outside the catchment of a particular school from expressing a preference for the school

### Admission of children outside the normal age group

All Reception children will be admitted full time at the beginning of the Autumn term. Parents can request 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 parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented, has experienced ill health or is a summer born child wishing to start school in reception instead of year 1. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools and from primary to secondary schools.

**Parents should submit a request in writing to the school as early as possible.**

The school will consider all requests and will make decisions 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.

When parents are told the decision about the year group to which the child should be admitted, they will also be given reasons for 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 an intake age group (for example, reception), the home local authority must process the application as part of the main admissions round. 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 are offered a place at the school but it is not in their preferred age group.

Transfer to junior and secondary school: Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to junior 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.

## **APPLICATIONS**

Applications must be made on the **Common Application Form**. The common application form must be returned to the home local authority.

**Applicants who wish church commitment to be taken into consideration as part of their application should complete a 'Supplementary Information Form' which can be obtained from the school office and should be returned to the school once completed.**

The offer of a school place will be made by the Local Authority to all parents on the 'offer day' set out in the co-ordinated scheme.

The school operates a waiting list for its intake year group in partnership with Nottinghamshire LA. This is kept and prioritised following the oversubscription criteria until the end of the first week of the spring term. The Local Authority maintains waiting lists until the end of the autumn term.

Children who have an Education Health Care Plan [EHCP] which names the school will be admitted, which will reduce the number of places available to other applicants.

Our procedures will not disadvantage children who arrive in our area outside the normal admission round.

## **ADMISSION CRITERIA** (in order of priority)

1. Looked after children and previously looked-after children (please see definitions outlined below).
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a sibling 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 area at the closing date for applications and who, at the time of admission, will have a sibling attending the school.
5. Children whose parent(s) or carer(s) are regular worshippers at a Church of England Church\*\* (please see definition below)
6. Children who live outside the catchment area.

*\*\*A regular worshipper is defined as someone who has worshipped at least once a month, for 12 months prior to the date of application (including week-day worship).*

Applicants who wish **church commitment** to be taken into consideration as part of their application should complete a **Supplementary Information Form** which can be obtained from the school office.

**PLEASE NOTE:** *In the event of the church being closed (with no alternative premises for worship being provided) during the period specified for attendance at worship, the requirement in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

### Distance Measurement

Distances will be measured 'as the crow flies' from the child's home address to the main entrance of the school using LA computerised distance measuring software.

Within in each category priority will be given to pupils who live closest to the school.

**Tie-breaker:** In the event of 2 distances being equal, lots will be drawn and independently verified.

### Waiting List

If a child is refused a place, their name will be added to the school's waiting list, which is maintained until the end of the academic year. Every time a new application is received the waiting list will be re-ranked, in accordance with the oversubscription criteria and in line with 2.15 of the School Admissions Code

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 has the highest priority on the waiting list, according to the admissions oversubscription criteria. This will include all applications that have been received requesting a place at the school, where a higher preference has not been met.

**The waiting list is held for admissions to year group reception to year 5 until 31 May.**

**The waiting list closes on 31 May and parent will need to make a new application for the next academic year.**

### 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. The governing body will consider each case individually.

Cases agreed under the above 'special circumstances' will take precedence over all but the first of the numbered criteria.

### **Children of UK Service Personnel and Crown Servants**

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, Christ Church C of E Primary School will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A Unit or quartering address is used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

## **IN- YEAR ADMISSIONS**

Christ Church CE Primary School participates in Nottinghamshire County Council's in-year coordinated scheme.

All in-year admissions to Christ Church must be made through Nottinghamshire County Council (NCC). Please refer to their website for guidance on how to apply and how an application is processed:

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

### **Please Note:**

- Applications can be made up to 6 weeks, or during the preceding school half term, before the required start date
- Applications must be made by a person with parental responsibility
- NCC recommend that you state up to 4 preferences, starting with the school you most prefer
- The application will be processed in line with NCC's coordinated scheme and your child should continue to attend their current school until an admission date has been agreed.
- If your request for a school place is refused, you will have the right to an independent appeal. Full details will be provided with the outcome of your application including information about how to appeal.
- Parents must be notified of the outcome of their in-year application in writing with 15 school days; but NCC will aim to do so within 10 school days.

## **LATE APPLICATIONS**

Late applications will be processed in-line with the Nottinghamshire Coordinated Scheme.

Full details are available at [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions)

## **RIGHTS OF APPEAL**

Under the terms of the School Admission Appeals Code 2022, if you apply for and are refused a place at **Christ Church C of E Primary School** you have the right to appeal to an independent appeals panel. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Admission Appeals at **Christ Church C of E Primary School** are managed by Rotherabray a firm of solicitors in Nottingham. Rotherabray provide an independent appeals process for Voluntary Aided Church schools in the Diocese of Southwell & Nottingham.

### **How can Parents/Carers Appeal?**

If you decide that you wish to proceed with an appeal, you should within 20 school days of the date of the refusal letter, lodge your written appeal with the school office.

Once an appeal has been lodged with the school the information provided will be sent to the independent clerk at Rotherabray, who will then contact the parent(s)/carer(s) directly and proceed with the arrangements for the hearing.

Appeals at Christ Church C of E Primary School will be heard by an Independent Appeals Panel in accordance with the School Admissions Code 2021, The School Admissions Appeals Code 2022 and Part 3 of the School Standards and Framework Act 1998.

When mid-year requests for admission are refused, the applicants will be informed in writing of the reasons together with their rights of appeal.

**If we receive an application which contains fraudulent or deliberately misleading information any offer of a place based on that information will be automatically withdrawn.**

## **DEFINITIONS**

### **Parent**

The term 'parent' is defined as those who have legal responsibility for the upbringing of a child.

### **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 a foster parent(s) may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, 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 the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application.

Informal arrangements between parents will not be taken into consideration.

### **Looked after children (LAC)**

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 (PLAC)**

Are children who were looked after, but ceased to be so because they were adopted [or became subject to a child arrangements 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.

### **Internationally Adopted Previously Looked After Child (IAPLAC)**

Internationally adopted previously looked after children, are children who 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 purpose is to benefit society) and ceased to be in state care as a result of being adopted.

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 arrangement 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].



**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
- Where one child of a multiple birth can be admitted, his or her brothers and sisters will also be admitted. School Admissions Code 2021 makes provision under infant class size exceptions

**Supplementary Information Form**

Applicants who wish church commitment to be taken into consideration as part of their application should complete a **Supplementary Information Form** which can be obtained from the school office or as below.

The completed form must then be returned to the School Office before the closing date for applications.

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# Christ Church CoE Primary School

## Supplementary Information Form

This form is for applicants who wish for **church commitment** to be taken into consideration as part of their admissions application. The Supplementary Information Form must be completed **in addition** to the Local Authority's application form.

**Please complete and sign the form below and return it to the school office, before the closing date for applications.**

PART ONE	TO BE COMPLETED BY THE PARENT / CARER
Surname of child	
Christian / first name/s	
Date of birth	
Parent / carer full name	
<b>CONTACT INFORMATION</b>	
Home Address	
Postcode	
Mobile phone number	
Home phone number	
Work phone number	
<b>I have completed this supplementary information form in good faith and am aware that the offer of a place may be revoked if any misrepresentation comes to light.</b>	
Signature	
Date	
<b>Please take this form to a recognised leader in your C of E Church, so that they can verify your commitment in the section below.</b>	

<b>PART TWO</b>	<b>TO BE COMPLETED BY A RECOGNISED LEADER IN THE CHURCH</b>
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Please confirm if the above named parent / carer is –

**‘A regular worshipper at your C of E church, who has worshipped at least once a month for 12 months prior to the date of application. This can include week-day worship.**

YES	NO
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Name of C of E Church:	
Address	
Your name	
Signature	
Date	
Position / title in church	
Telephone number	
Email address	

**When PART TWO of this Supplementary Information Form has been completed, please return it to the office at Christ Church C of E (VA) Primary School.**

**DO NOT RETURN IT TO NCC ADMISSIONS.**

## The School Catchment Area:

