



## Arbrook Primary School (Academy Status) ADMISSION POLICY (2018/2019)

**The published admission number is 45 pupils.**

All applications for places are made on the applicants home local authority application form. In the majority of cases, this will be the Nottinghamshire County (the local authority) common application form which is available from the local authority. Although the Governing Body has responsibility or deciding on admissions, under law the local authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

### **Applications for the Reception Year in 2018.**

For entrance to the academy in September 2018 the closing date of the coordinated admission scheme is 15 January 2018. Offers of places will be made on the offer date of 16 April 2018. (Further details on Reception admission arrangements see appendix 1).

### Late applications for the normal Year of Entry

Nottinghamshire County Council, Local Authority and the Governing Body may be willing to accept applications which are received late but before the date set by the Local Authority (5 pm on 12 February 2018) for good reason for example:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving into Nottingham from another area
- other exceptional circumstances

Each case will be treated on its merits.

Any preferences received by the Nottinghamshire Local Authority up to the date set by the Local Authority, with good reason for being late, and where appropriate, with the agreement of the Governing Body will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for Arbrook Primary School or other primary/infant school places received by Nottinghamshire Local Authority after the specified date will be dealt with after the offer day.

Other local authorities might have different policies when dealing with late applications. We would

advise that you contact your home local authority to find out what their policies are.

### **Applications outside the normal year of entry (in year applications)**

Details of how to apply for places in any year group, made during the school year from September 2018 onwards, will be made available on the Academy's website nearer the time. If the respective year group total is below the published admission number for that year group, the child will be offered a place unless paragraphs 215 and 38 of the School Admissions Code are applicable. If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the Governors decide that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Parents will have **14 days** to accept the offer of a school place.

If there is oversubscription within any year group the school will maintain waiting list. Details will be provided on request. Inclusion in a school's waiting list does not mean that a place will eventually become available. If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within 20 school days after the date of your decision letter

Local Authorities are required to have **Fair Access Protocols** in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

### **Applications outside of normal age group**

Parents may request that their child is admitted outside their normal age group, for example, children born between 1<sup>st</sup> April to 31 August, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

For other year groups, any parent, wanting their child to be admitted out of the normal age group should submit a request, in writing, to Arnbrook Primary School as soon as possible.

When a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

All applications will be considered at the time they are submitted.

## **Oversubscription Criteria**

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (by a computerised geographical information system) from a point on the school site to a point at the pupil's home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of Arnbrook Primary School).

**Pupils who have a Statement of Special Educational Need or Education, Health and Care plan, where that school is named in the child's statement will be admitted. This will reduce the number of places available for other pupils.**

1. Places will first be allocated to 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 order. 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. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. 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).
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister attending the academy.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area and whose parents have requested a place at the academy.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister attending the academy.
5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the academy.

**The above criteria (2-5) 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 Arnbrook Primary School (e.g. where the academy has specialist provision)\*;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at Arnbrook Primary School\*.

\*At the time of application, 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 academy 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 Arnbrook Primary School.

### **Withdrawing an offer of a place**

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent or intentionally misleading applications (e.g. a false claim to residence in the catchment area). Failure to accept a place offered at the academy within the 14 days previously specified will also lead to the withdrawal of that offer.

### **Waiting List**

If, after the offer of available places has been made, the academy is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the Governors of the academy in partnership with the local authority for the duration of the co-ordinated admissions scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Governors of the academy. A waiting list will also be in operation for any other years where the academy receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year.

Where the number of students in a particular year group falls below 45 students, the person whose name appears first on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the academy's published oversubscription criteria.

Parents of children who are on the waiting list will be contacted at the start of each half term to establish if they wish to remain on the waiting list.

Parents are welcome to ask what position they currently hold on the list. However, because the academy constantly receives applications for admission throughout the year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the academy in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

### **Independent Appeals**

Parents have the right to an independent appeals panel in the event that their child is declined admission to the academy. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to the Clerk to Governors, c/o Arnbrook Primary School, **within 20 school days** of notification that child has not been given a place.

## **Definitions of terms used in these arrangements:**

### **Looked After**

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A Residence Order or Child Arrangements Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).

### **Residence**

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as 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. Proof of permanent residence (minimum 12 months tenancy agreement from the date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.

### **Brothers or sisters – sibling connection**

1. For admission purposes Arnbrook Primary School considers the following as siblings:
  - A brother or sister who share the same parents;
  - A half brother or half 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 or Child Arrangements Order.
2. Arnbrook Primary Academy does not consider these as siblings:
  - Cousins or other family relationships not included in 1 above;
  - Siblings who at 1 September 2018 will not be registered pupils at the academy.

Where applications are received in respect of twins, triplets or children of other multiple births, the academy will endeavour to offer places in the same school, admitting above the planned

admission number where necessary unless to do so would breach the key stage 1 class size limit. In these cases, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

### **Parent**

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

### **Catchment Area**

Details of the school's defined catchment area can be found on the school's web site, obtained from the

School Office or by contacting the Admissions & Exclusion Team at the Nottingham County Council

Appendix 1. Reception Admission additional information.

- a) 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 but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) 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.