

## PRIMARY SCHOOL

### **Admission Arrangements 2022-23**

This document covers arrangements for first admissions to full-time school at the start of year R and applications outside the normal year of entry to full-time school.

This document will be reviewed annually by the pupil and personnel committee of the governing body. However, in accordance the School Admission Code 2014, the school will only conduct statutory consultation every seven years if no changes are made to the admission arrangements.

Date of last review: Autumn 2020

Date of next review: Autumn 2021

### **Published Admission Number**

The published admission number of Year R in September 2022 is 60.

### **Special Education Needs**

Children for whom Netherfield Primary School is the named school in a statement of special educational needs or Education, Health and Care Plan will be automatically offered a place at the school. The Governing Body of the school cannot guarantee a place at the school for any other category of application.

### **Allocation of places**

In accordance with the Code on Admissions, where there are fewer applicants than places available all applicants will be offered a place.

Subsequently, where the number of applicants for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister 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 and who, at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area.

In the event of any oversubscription of any of the above criteria, proximity to the school will be used with those living nearer being given priority. Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.

## **Late applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt in accordance with the home local authority's co-ordinated scheme.

When the school is informed by the local authority that a place has been offered, the local authority will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the school will notify the local authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

## **Waiting list**

If, after the offer of places has been made, the school is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the school in partnership with the local authority for the duration of the co-ordinated admissions scheme. Your position on this waiting list will be determined by the school's over-subscription criteria. Once the co-ordinated scheme is closed, the waiting list will remain open until 31 December, but will be administered by the governors of the school.

## **Independent appeals**

Parents have the right to an independent appeals panel if they are not happy with the outcome of their application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances and only then at the discretion of governors. Parents wishing to appeal should write to the Admissions Officer c/o Netherfield Primary School, Chandos Street, Nottingham, NG4 2LR. 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.

## **Co-ordinated admission scheme**

All applications for places in the normal year of entry are made on the common application form through the home local authority. For entrance to the school in September 2022, the provisional closing date of the co-ordinated admission scheme is 14<sup>th</sup> January 2022. Places are allocated on 19<sup>th</sup> April 2022.

Parents may defer their child's admission to school until later in the school year but not beyond the point at which they reach the age of 5 and not beyond the start of the Summer term.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach the age of 5.

## **Applications outside the normal year of entry**

Applications for places outside the normal year of entry should be made by contacting the school. In the event of a place being available in the appropriate year group for a mid-term application, an offer of a place at the school will be made. If no places are available, the child's name will be placed on the school's waiting list, which and will remain there until the end of the academic year. The position on this waiting list will be determined by the school's published over-subscription criteria. Parents have the right to appeal to the refusal for a place.

## **Applications outside the normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

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, their 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. We will also take into account the views of the head teacher. When informing a parent of their decision on the year group the child should be admitted to we will set out clearly the reasons for their decision.

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 a relevant age group (i.e. the age group to which pupils are normally admitted to the school). We will process the application 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 their determined admission arrangements only, including the application of oversubscription criteria where applicable. We will not give the application lower priority on the basis that the child is being admitted out of their normal age group. 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.

Applications for admission outside the normal age group should be made in writing to the Admissions Officer, Netherfield Primary School, Chandos Street, NG4 2LR

## **Tie breaker**

In the event that two pupils live exactly the same distance from the school, random allocation will be used as a tie breaker. This will be supervised by someone independent of the school. If a child is offered a place as a result of random allocation yet also has a sibling of the same age seeking a place and residing at the same address, the sibling will also be offered a place.

## **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 applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within 14 days.

## **Fair Access Protocol**

Netherfield Primary School observes the Fair Access Protocol and governors may accept vulnerable children outside the normal admissions round.

## **Definitions**

### **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 (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 a child's place of residence is permanent may also be sought and this should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration. For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, Nottinghamshire County Council will accept a Unit postal address or quartering area address for a service child.

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

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 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. 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).

### **Parents**

- the mother of the child
- 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
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

NB: The person making the application must hold parental responsibility.

### **Siblings (brothers or sisters)**

- brothers and/or sisters who share the same parents(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.

Remember that if you are applying for an infant or junior school place and you have another child attending the linked infant or junior school in September 2019, you must include them as a sibling on your application if this will give you higher priority in the

admission oversubscription criteria. For the purposes of admissions, attending the school means being on roll at the time of admission.

### **Multiple births**

Where one child of a multiple birth can be admitted, the other child/children will also be admitted

### **Catchment area**

This is our historical catchment area, which has remained unchanged for many years. To find out if you are in our catchment area, go to:

<http://www.nottinghamshire.gov.uk/findmynearest/>

Our catchment area map can be found at:

<https://www.netherfieldprimaryschool.com/admissions>

### **Closing date for applications**

This is the deadline for the application of the common application form as defined by the local authority in their co-ordinated scheme.