

## Admission Arrangements 2018-19

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: Spring 2018

Date of next review: Autumn 2018

### Published Admission Number

The published admission number of Year R in September 2018 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. Distance measurements to be made 'as the crow flies' from home address to the main reception office of the school.

### **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. Late applications will be considered up to the date specified in the co-ordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include: family bereavement; hospitalisation; family trauma. Supporting evidence may be required.

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 within 20 school days of notification.

### **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 2018, the closing date of the co-ordinated admission scheme is 15<sup>th</sup> January 2018. Places are allocated on 16<sup>th</sup> April 2018.

### **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 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 the 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 have chosen not to send that child to school until the September following their fifth birthday and have request that they are admitted out of their normal age group – to Reception rather than Year 1.

**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

**Children looked after by a local authority 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).

**Residence** - This is defined as the child's ordinary 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 three 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 residence (minimum 12 months' tenancy agreement in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. If a parent lives in rented accommodation yet still owns a freehold residential property within 20 miles of the school, the address of that property will be taken as the place of permanent residency even if it is rented out to a third party.

**Brother and Sister** - The governors define brother and sister as being those children who share the same biological parent(s). This includes half-brother or half-sister or legally adopted child living at the same address as the child.

**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 by virtue of a court order; and any person who, although not a natural parent, has care of a child or a young person by virtue of a court order.

**Measuring distance 'as the crow flies'** - For applications in the normal year of entry which are managed under the co-ordinated admissions arrangements distance is a measure using the software available to the local authority and the school governors use this information to rank order applications. For all other applications the governors of the school use Google Maps to measure distance.

**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/>

### **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.