



## Admissions Policy

### **Forest Glade Primary School Admissions Arrangements 2018-2019**

Children will be admitted to start School in Reception Year at the start of the Autumn Term ( for those having their 5<sup>th</sup> birthday between September 1<sup>st</sup> 2018 and August 31<sup>st</sup> 2019) in line with the Nottinghamshire County Council Co-ordinated Admissions Scheme and the school Governing Body.

Parents/carers are required to apply on a common application form through their home local authority.

The published admission number per year group is 30.

#### **Admission oversubscription criteria**

In the event of over subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs or an Education, Health and Care plan which names the school:

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. 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 over subscription within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the

main administrative building of the school using the Nottinghamshire County Council's computerised distance measuring software.

In the event of two distances being equal, random allocation will be used as tie-break. This process will be independently verified.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted. Waiting lists are held for the reception intake year and will be held until the end of academic year.

Children offered a place in our school who were born between 1 September and 31 August of the appropriate admission year, have the option to start full time school from the beginning of the autumn term. Parents may choose to defer their child's admission to the following term or until the beginning of the term following their child's fifth birthday, provided that the child's admission takes place within the current school year and subject to discussion with the Head of School.

### **Special Circumstances**

The following groups of children will be given special consideration in their application for a particular 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 the application.

The governors will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

### **In Year Admissions**

Admission into school is decided by the governors of the school, but coordinated by Nottinghamshire County Council. Applications forms can be obtained from Nottinghamshire County Council, [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions) Applications for admission to year groups other than the intake year group will be considered in relation to the published admission limit which applied when the year group was first admitted to the school, subject to infant class size restrictions. If places are available within the year group, the child will be admitted. If there are more applications than places available, the oversubscription criteria above will be used to determine which child can be offered a place.

A waiting list will be in operation for all other years where the school 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 the published admission number, 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.

### **Admission of children 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 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. Children should only be educated out of the normal age group in very limited circumstances. Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. Designated officers 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. The views of the head teacher of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the 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 a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has 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.

Definitions The governors use the same definitions (sibling, parent, home address) as those of Nottinghamshire County Council – these are published in the “Admissions to schools: guide for parents”. 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 22nd 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).

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire County Council’s “Admissions to Schools” booklet and the County Council website [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions) This also outlines how the coordinated admissions scheme and late applications are processed.

## **Appeals**

If a child is not allocated a place, Parents/Carers have a statutory right to appeal. This should be done by writing to the Clerk to Governors of your preferred school (no later than 20 school days) after the decision letter has been received from the home local authority. The decision of the panel will be binding both on you and on the school.

## **Fair Access Protocol**

The government has stated that all Local Authorities must have a Fair Access agreement that allows hard to place children to be given a place before any over-subscription criteria are applied and before anyone is considered from the reserve list.

Forest Glade Primary School participates in Nottinghamshire County Council’s Fair Access Protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-

term applications; it does not operate when children transfer from primary school to secondary school.