



# **Determined Admissions Policy**

## **2023/24**

This document applies to all admissions to Bulwell St.Mary's C of E Primary School.

Owner: This document is owned by the Governing Body.

### **Review frequency**

This document will be reviewed annually by the Governing Body, making it available for consultation in line with its statutory responsibilities. The review is the responsibility of the Personnel, Pupils and Admissions Committee.

### **References**

1. School Admissions Code (2021)
2. Primary Fair Access Protocol (2021)

## **2. Admissions 2023/2024**

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**2.1 Introduction** The Governing Body of Bulwell St. Mary's C of E Primary School (The School) is an Admissions Authority in its own right. The school primarily serves families who live in the Ancient Parish of St. Mary the Virgin & All Souls, Bulwell who wish their children to receive a primary education within a school that is proud of its Christian ethos and heritage.

Places will be given to all applicants unless the number of applicants exceeds the admission limit of 30.

Application should be made on the applicant's home local authority form and Bulwell St. Mary's C of E Primary School supplementary form which must be returned by January 15<sup>th</sup> 2023. Parents will be notified of decisions on April 19<sup>th</sup> 2023.

If more children wish to come than there are places available, then the oversubscription criteria below will be applied.

## 2.2 Oversubscription criteria

Pupils who have an Education, Health and Care Plan, where the school is named in plan will be admitted. This will reduce the number of places available for other pupils.

A place will be offered first to applicants in the following category:

- Looked after children and all previously looked after children, including those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

The other criteria listed below contain a points weighting. Places will be allocated to children with the most points, which are cumulative if several criteria are satisfied. Words and phrases defined in the appendix to this document are shown in bold.

1. The child's **place of residence** is within the catchment area, as defined by the local authority (a street list of this area is available for viewing in the school office). **10 Points**
2. The child's **place of residence** is outside the catchment area, as defined by the local authority, but within the Ancient Parish of St. Mary the Virgin & All Souls, Bulwell (a street list of this area is available for viewing in the school office). **8 Points**
3. Whether the child will have **a sibling/siblings** in the school at the time of entering the school the following point score will apply: **4 Points**
4. Whether the child and family attends the parish church of St. Mary the Virgin & All Souls, Bulwell or the parish church of St. John the Divine, Bulwell; as these are allocated in order, applicants will be required to state on a supplementary form whether as worshippers they are:

- |                                     |                 |
|-------------------------------------|-----------------|
| (a) at the heart of,                | <b>4 Points</b> |
| (b) attached to, or                 | <b>3 Points</b> |
| (c) is known to, the parish church. | <b>2 Points</b> |

The Governing Body will seek written confirmation of that statement from 2 officers of the church.

***Measurement of Attendance***

***” In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship”.***

5. Whether the child and family attend another Church recognised by Churches Together in Britain and Ireland, or a garrison church in the case of Members of the Armed Forces. **2 Points**

***Measurement of Attendance***

***” In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship”.***

6. Any other pupils. **1 Point**

Where applicants have the same cumulative number of points from the above categories, oversubscribed places preference will be given to applicants who demonstrate the greatest involvement in their parish church, with parishioners of St. Mary the Virgin & All Souls, Bulwell being allocated places before those who reside outside the parish.

Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, 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 the school to the pupil’s home (ie, as the “crow flies”)

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 the school).

#### ***Measurement of Attendance***

***” In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship”.***

### **2.3 Special Considerations**

Special consideration may be given to children with special educational needs or pupils with exceptional medical, mobility, or social grounds that can only be met at Bulwell St. Mary’s C of E Primary School.

Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional by the closing date for applications. This is necessary because you will be asking the Admission Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by The Governing Body; who may consult with the Local Authority and Diocese of Southwell and Nottingham as appropriate.

### **2.4 Late applications**

Late applications will be considered only after the on-time applications have been considered and places offered, if and when there are vacancies, with priority given in accordance with the admissions criteria stated above. Nottingham City Council and the Governing Body may be willing to accept applications which are received late but before the date set by the Local Authority (5.00pm on 10th February 2023) 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 Nottingham City Council up to 10<sup>th</sup> February 2023, 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 received by Nottingham City Council after 10<sup>th</sup> February 2023 will be dealt with after the offer day. Other local authorities might have different policies when dealing with late applications. We would advise you contact your home local authority to find out what their policies are.

## **2.5 In Year Admissions and Waiting list**

Should there be more children wanting to join the school than the number of places available, a waiting list will be drawn up and places offered if and when vacancies occur, with priority given in accordance with the admissions criteria listed above. For the intake year, this waiting list will operate in line with the local authority coordinated scheme. The Governing Body will also hold a waiting list for all other year groups where there are more applications than places available. These waiting lists will remain open until the last day of the summer term (July 2024) and will be ranked in accordance with the published admission criteria.

For applications into Foundation 2 from 1<sup>st</sup> September 2023 and in all higher classes, any vacancies are filled as In-Year admissions. Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the Local Authority will communicate the Governing Body's offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal.

Key Stage 1 classes of 5, 6 and 7 year old's may not, by law, contain more than 30 pupils with a single qualified teacher. *Parents/Carers should be aware that when the Governing Body is considering applications for places, they must abide by the 30-pupil limit.* Parents/Carers do have a right of appeal in accordance with the Key Stage 1 Class Size Regulations if the school is over-subscribed and their child is refused a place.

## **2.6 Appeals**

If you wish to exercise your right of appeal against a decision in accordance with the School Standards and Framework Act, 1998, you should write, within 20 school days of the date of your decision letter, to the Clerk to the Diocese of Southwell & Nottingham Appeals Committee, c/o the school office.

## **2.7 Fraudulent information**

Honesty and integrity are values that as a Christian school we hold dearly. The Governing Body shall withdraw the offer or allocation of a place if it has been obtained as a result of fraudulent or misleading information.

## **2.8 Deferred entry**

Parents of children who are offered a place at the school may choose to defer the start of full-time education for their child until compulsory school age. If parents/carers wish to take up this option, they may arrange the details with the head teacher of the school. Where entry is deferred the place for that child will be held and not offered to another child. Parents are, however, not able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

## **2.9 Multiple births**

Where applications are received in respect of twins, triplets or children of other multiple births, the Governing Body will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, 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.

## **2.10 Requests for admission outside of chronological age**

Requests for admission outside of chronological age can be made.

## **2.11 Accepting the place offered**

Parents will have 14 days to accept the offer of a school place. Failure to accept a place offered at the school within 14 days may lead to the withdrawal of that offer.

## 2.12 Fair access protocol

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

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

## Appendix of Definitions

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**Children in Public Care:** 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 (see the definition in section 22(1) of the Children Act 1989)

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).

**Place of Residence:** 'Place of residence' is defined as the parental home, other than in the case of Looked After children, where either the parental address or the foster parental address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent's or parents' address. If a child's parents live at separate addresses, whichever of the two addresses where 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 all or part of the week. The Governing Body or the LA may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters. 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.



**Another Christian Church:** A Church that is a member of Churches Together in Britain and Ireland <http://www.ctbi.org.uk/>

**Family commitment to the life and worship of the Church:** Applicants citing Christian faith are asked to identify themselves as being at the heart of the church; attached to the church; or known to the church. The period in question should be the two years prior to the date of application. Applicants who are new to the area should provide evidence from a previous church. The worshipper could be the child for whom the application is made or one or both parents.

- An applicant or child **'at the heart of the church'** (a) would be a regular worshipper. This means one who worships usually at least twice a month. To accommodate difficult patterns of work and family relationships, account will be taken of week-day worship.
- An applicant **'attached to the church'** (b) would be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
- An applicant **'known to the church'** (c) would not be a frequent but an occasional worshipper, or someone who is known through a family connection, or one or more of whose family is involved in some church activity, such as a uniformed or other church organisation.

**Sibling/Siblings:** A brother or sister who share the same parents; a half brother or sister, where two children share a common parent; a step brother or sister, where two children are related by a parent's marriage; adopted or fostered children living in the same household under terms of a child arrangement order.

**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.

