



**Admission Policy  
Stanstead Primary School  
2020-2021**

## **Admission arrangements for children starting school**

Admissions for children about to start school are decided by the governors of the school, but coordinated by your home local authority. In most cases this will be Nottingham City Council's School Admissions who you can contact by calling 0115-8415568 or [schooladmissions@nottinghamcity.gov.uk](mailto:schooladmissions@nottinghamcity.gov.uk)

All applications for places should be made on the applicant's home Local Authority School Common Application Form. In the majority of cases, this will be Nottingham City Council's common application form, which is available on the Local Authority website. Although the Governing Body has responsibility for deciding on admissions, under law the Local Authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents. The closing date for applications under the co-ordinated admission scheme is 15 January 2020.

Late applications: please note the date of 10 February 2020 in line with the Local Authorities coordinated scheme. All applications received after this date will be classed as Late Applications and dealt with after the national offer day in line with the Nottingham City coordinated scheme.

The admission authorities within Nottingham City may be willing to accept applications which are received late but before 5 pm on **10 February 2020** for good reason, for example those from:

- a family returning from abroad;
- a lone parent/carer who has been ill for some time;
- a family moving into Nottingham City from another area; or
- other exceptional circumstances.

Details of the exceptional circumstances must be given in writing and attached to the SCAF. Each case will be treated on its merits.

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 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 and who, at the time of admission, will have a brother or sister attending the school (please see appendix 1 for map of the catchment area).
3. Children who live in the catchment area
4. Children who have a parent working at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school
6. Other children

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 principle entrance to the main administrative building of the school using the Local Authority 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 31<sup>st</sup> December of the intake year. This will also be the case for in-year admissions.

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 Headteacher.

Should parents of summer born children choose to defer their child's admission until the September after their fifth birthday and request their child enter the reception class the admission authority will make a decision on the basis of the circumstances of each individual case.

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 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.

### **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, Statement of Special Educational Needs or an Education, Health and Care Plan, where that school is named in the child's statement or plan will be admitted. 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.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

All requests should be forwarded or referred to the School Admissions Team at Children and Adults. Such requests will need to be made in writing and can be from the parent/carer of a child and/or the Head Teacher of the child's present school. The admission authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

### **In Year Admissions**

Admission into school is decided by the governors of the school, but coordinated by Nottingham City Council. Application forms can be obtained from Nottingham City Council and [schooladmissions@nottinghamcity.gov.uk](mailto:schooladmissions@nottinghamcity.gov.uk) or

<https://www.nottinghamcity.gov.uk/school-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.

The governors use the same definitions (sibling, parent, home address) as those of Nottingham City Council – these are published in the “Going to School in Nottingham 2020-21”.

A definition of 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) at the time of making an application to a school.

A definition of a “previously looked after child” is a child who:

(a) ‘child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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 12 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).’

Further guidance on the way in which applications are dealt with can be found in the current Nottingham City Council’s “Going to School in Nottingham 2020-21” booklet and the City Council website [www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk). This also outlines how the co-ordinated admissions scheme and late applications are processed.

## **Appeals**

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. Applicants wishing to appeal should contact the school within 20 school days of the refusal letter to obtain the necessary forms.

## **Fair Access Protocol**

Stanstead Primary School participates in Nottingham City Council's Fair Access Protocol.

Fair Access Protocols have been successfully operating in Nottingham City since 2005 and include all primary and secondary mainstream schools and academies.

The School Admission Code (December 2014) requires each local authority (LA) to have a Fair Access Protocol in operation in which has been agreed with the majority of schools in the area to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour (School Admissions Code, 3.9).

The Fair Access Protocol exists to ensure that access to education is secured quickly for children who have no school place, but for whom a place at a mainstream school/Academy or alternative provision is appropriate, and to ensure that all schools/Academies in an area admit their fair share of children with challenging behaviour. Paragraph 3.10 of the school admissions code states that, "The operation of Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures". However, our protocol seeks to intervene as quickly as possible and identify children applying through the in-year process to determine a placement quickly and ensure equitable distribution, therefore, pupils meeting the Fair Access triggers will not go through the normal admissions process first.

The Protocol ensures local authorities, schools and Academies to work together as mutual stakeholders to improve behaviour and tackle persistent absence. All admission authorities must participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. This includes admitting children above the published admission number where the year group is already full or priority over waiting list or admission appeals for the school/academy. Although, the School Admissions Code stipulates that, "There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol" (School Admissions Code, 3.11).

Children with an Education, Health and Care Plan will not be considered through the Fair Access Protocol but through the Special Education Needs Team processes.

Appendix 1 – Catchment area map

