



## Highbank Primary School Admission Criteria 2023/24

The admission criteria set out below are used to allocate places at Highbank Primary School for the 2023-24 school year.

The published admission number for the intake year is 30 pupils.

All applications for places are made on the applicant's home local authority online or paper application form. In the majority of cases, this will be Nottingham City Council (the local authority) common application form which is available from <https://www.nottinghamcity.gov.uk/schooladmissions>. Although the Governing Body has responsibility for deciding on admissions, under law the local authority will co-ordinate admissions in its area and will communicate admissions decisions to parents.

### Applications for the Reception Year in 2023

For entrance to the academy in September 2023 the closing date of the coordinated admission scheme is 15<sup>th</sup> January 2023. Offers of places will be made on 19<sup>th</sup> April 2023.

### Late applications for the normal Year of Entry

Nottingham City Local Authority and the Governing Body of Highbank Primary school may be willing to accept applications which are received late, i.e. after the closing date of the 15<sup>th</sup> January 2023, but before 5.00PM on 10<sup>th</sup> 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 the 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 of Highbank Primary School, will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for Highbank Primary School or other primary school places 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. Applicants are advised that you contact your home local authority to find out what their policies are.

### Applications outside the normal year of entry

Details of how to apply for places in any year group, made during the school year from September 2023 onwards, will be made available on the academy's website nearer the time. If the respective year group total is below the published admission number for that year group, the child will be offered a



place unless paragraphs 2.15 and 3.8 of the School Admissions Code are applicable. If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the Governing Body of Highbank Primary School decide that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. Parents will have **10 days** to accept the offer of a school place.

### **Waiting list**

If there is an oversubscription within any year group, Highbank Primary School will maintain a waiting list. Waiting lists will be maintained until the last day of the summer term for reception year to year 5. Waiting lists will not be maintained for year 6. Inclusion in a school's waiting list does not mean a place will eventually become available .

Where a number of pupils in a particular year group falls below the admission number and where it will not result in a breach of the infant class size, the child whose name appears at the top of 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 Highbank Primary Schools published oversubscription criteria.

Parents are welcome to ask what position their child currently holds on the list. However, because schools constantly receive applications for admission throughout the year, the waiting lists are continually being reordered. Parents need to be aware that their position on the list may rise or fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

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



If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within four weeks (20 School days) after the date of your decision letter.

### **Independent Appeals**

Parents have the right to an independent appeals panel in the event that their child is declined admission to Highbank Primary School. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to the Clerk to Governors, c/o Highbank Primary School, Winscombe Mount, Clifton, Nottingham, NG11 9FP **within 20 school days** of notification that child has not been given a place.

Local Authorities are required to have **Fair Access Protocols** in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, 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. Highbank Primary School will participate fully in Nottingham City Councils Fair Access Protocol.

### **Oversubscription Criteria**

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to Highbank Primary School, as measured in a straight line (i.e. as the crow flies) from a point on the school site to a point at the pupil's home (by a computerised geographical information system) both identified by the Local Land and Property Gazetteer. 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 Highbank Primary School).

Pupils who have a Statement of Special Educational Need or Education, Health and Care Plan, where that school is named in the child's statement or plan will be admitted. This will reduce the number of places available for other pupils.

1. Places will first be allocated to a 'looked after child' and all previously looked after children, including those children who appear (to the admission authority) to have been in state care as a result of being adopted. 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). Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a local authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Adoption includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A 'Child Arrangement Order' is an order setting 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's 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).

2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area of Highbank Primary School, whose parents have requested a place at the school and who, at the time of admission will have **a brother or sister attending** the school.
3. Places will then be allocated to other pupils who, at the closing date for applications, **live within the catchment area of Highbank Primary School** and whose parents have requested a place at Highbank Primary School.
4. Places will then be allocated to pupils who **live outside the catchment area** of Highbank Primary School, whose parents have requested a place at the school and who, at the time of admission will have **a brother or sister attending** the school.
5. Places will then be allocated to other pupils who **live outside the catchment area of Highbank Primary** whose parents have requested a place at Highbank Primary School.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at the academy (e.g. where the academy has specialist provision);\*
- children of travelers, armed forces, pupils with exceptional medical, mobility, or social grounds that can only be met at the academy;\*

\*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking Highbank Primary School to assess your child as having a stronger case than other children.

Each case will be considered on its merits by the Governing Body of Highbank Primary School.

Please note that attending the Highbank's Nursery class does not guarantee admission to the main school for primary education. All applications for admission to the main school will be considered against the oversubscription criteria set out in 1- 5.



### **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 or intentionally misleading applications (e.g. a false claim to residence in the catchment area). Failure to accept a place offered at the academy within the 14 days previously specified will also lead to the withdrawal of that offer.

### **Definitions of terms used in these arrangements:**

#### **Residence**

This is defined as the child's permanent place of residence which is deemed to be the residential property that is their **only** or **main** home on the closing date for applications and which their parent, carer or guardian owns, leases or rents under a lease or written rental agreement. If more than one person has parental responsibility for the child and those people live in separate homes, the school/academy will consider the child's home address to be the property at which they live for most of the week (this includes weekends as well as weekdays). If the child lives at two separate homes for an equal length of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.

#### **Brothers or sisters - sibling connection**

For admission purposes Highbank Primary School considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half-brother or half-sister, where two children share one common parent;
- a step brother or step sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the Child Arrangements Orders

Highbank Primary School does not consider a sibling connection to relate to any of the following:

- cousins or other family relationships not included in 1 above;
- siblings who at 1 September 2023 will not be registered pupils at the preferred school

Where applications are received in respect of twins, triplets or children of other multiple births, Highbank Primary School will endeavour to offer places to each of them, admitting above the planned admission number where necessary. If this is not possible, the parent/carers will be asked which child(ren) should take up the place(s). The parent/carers will still have a right of appeal against a refusal of a place.

#### **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.



### **Catchment area**

Details of the school's defined catchment area can be found on the school's web site, obtained from the School Office or by contacting the School Admissions Team at the Nottingham City Council.

### **Applications outside the normal year group:**

Highbank Primary School will consider requests for admission outside the normal year group and take account of the circumstances of each case. Requests must be made in writing and should detail the child's educational need which makes education outside the normal age group necessary. Parents must consider the impact of a child being educated with children of a different age both within primary school and at transition to secondary school where admissions outside the cohort cannot be guaranteed.

### **Admission Arrangements for reception year:**

Highbank Primary School will normally admit pupils to reception year at the beginning of the school year in which they reach the age of 5 (statutory school age). Parents have the right to defer admission until statutory school age or start school on a part-time basis for a selected period of time or until the point of reaching statutory