

CHRIST CHURCH C of E PRIMARY SCHOOL

NEWARK



Learning & Growing Together in
FAITH, HOPE & LOVE

ADMISSIONS ARRANGEMENTS

2024 - 2025

Christ Church CoE Primary School

The school participates in Nottinghamshire's Fair Access Protocol.

ADMISSION ARRANGEMENTS 2024 - 2025

The published admission number (PAN) is **30 children** per year. In the event of over-subscription, all applications for the Reception year (FS2) will be considered in accordance with the admission criteria, as set out below.

Catchment area

Nottinghamshire community and voluntary controlled schools has a defined catchment area, details of which are available on the school's website:

[Admissions – Christ Church C of E Infant & Nursery School \(christchurchprimarynewark.co.uk\)](http://christchurchprimarynewark.co.uk)

A catchment area does not prevent parents who live outside the catchment of a particular school from expressing a preference for the school

Admission of children below compulsory school age / deferred entry to school

The Admission Code states that Admission Authorities must provide for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at a school:

- that child is entitled to a full-time place in the September following their fourth birthday
- 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
- 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.

Please speak to school early in the first admission application process if you are considering either of these options.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if a 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 (e.g. to Reception (F2) rather than Year 1).

Parents should discuss a request for a deferral with the school as early as possible and then submit a formal request in writing using the school proforma (available from request from the School Office).

We will consider and make decisions on the basis of the individual 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; their medical history and the views of a medical professional (where relevant); 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.

We will also take into account the professional opinion of the headteacher and other senior leaders of the school.

We will clearly set out the reasons for our decision when we inform a parent of our decision on the year group the child should be admitted to.

Where we agree to a request for a child to be admitted out of their 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 school will process the application as part of the main admissions round - unless the parental request is made too late for this to be possible - and on the basis of their determined admission arrangements only (including the application of oversubscription criteria, where applicable). We will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have 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.

APPLICATIONS

Applications must be made on the **Common Application Form**. The common application form must be returned to the home local authority.

All applicants are invited to complete a supplementary application form to determine which applications need to be considered in accordance with the denominational criteria included below. This supplementary form should be returned to school.

The offer of a school place will be made by the Local Authority to all parents on the 'offer day' set out in the co-ordinated scheme.

The school operates a waiting list for its intake year group in partnership with Notts County Council. This is kept and prioritised following the school oversubscription criteria - each child added to the school waiting list will require the list to be ranked again in line with the published oversubscription criteria. *See relevant section below for further information.*

Children who have an Education Health Care Plan [EHCP] which names the school will be admitted, which will reduce the number of places available to other applicants.

Our procedures will not disadvantage children who arrive in our area outside the normal admission round.

ADMISSION CRITERIA (in order of priority)

1. Children looked after by a local authority and all previously looked after children, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC children).
[see definitions below]
2. Children of parents who live within the catchment area 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.
4. Children who live outside the catchment area and have a sibling attending the school at the time of admission.
5. Children whose parents are regular worshippers in the Church of England. *[Regular means at least once a month for a period of 12 months ending with the date of the application]*
6. Children whose parents are regular worshippers at any church which is a member of the Council for Churches Together in Britain and Ireland. *[Regular means at least once a month for a period of 12 months ending with the date of the application]*
7. Other children living the nearest to school at the time of application.

PLEASE NOTE: In the event of the church being closed (with no alternative premises for worship being provided) during the period specified for attendance at worship, the requirement in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Distance Measurement

Distances will be measured 'as the crow flies' from the child's home address to the main entrance of the school using LA computerised distance measuring software.

Within in each category priority will be given to pupils who live closest to the school.

Tie-breaker: In the event of 2 distances being equal, lots will be drawn and independently verified.

Waiting List

Children's names will be added to the school's waiting list if they are refused a place. The position on a waiting list is decided by the oversubscription criteria. Therefore, each child added to the school waiting list will require the list to be ranked again in line with the published oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. If any applications are received that have a higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. **Being on a waiting list does not mean that a place will eventually become available.**

If a place becomes available, the place will be allocated at that time to the child who has the highest priority on the waiting list, according to the admissions oversubscription criteria.

This will include all applications that have been received requesting a place at the school, where a higher preference has not been met.

The waiting list is held for admissions to year group reception to year 5 until 31 May. The waiting list closes on 31 May and parent will need to make a new application for the next academic year.

Special Circumstances

The following groups of children will be given special consideration in their application to the 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 application. The governing body will consider each case individually.

Cases agreed under 'special circumstances' will take precedence over all but the first of the numbered criteria.

IN- YEAR ADMISSIONS

Christ Church CE Primary School participates in Nottinghamshire County Council's in-year coordinated scheme.

All in-year admissions to Christ Church must be made through Nottinghamshire County Council (NCC). Please refer to their website for guidance on how to apply and how an application is processed:

<https://www.nottinghamshire.gov.uk/education/school-admissions/changing-school>

Please Note:

- Applications can be made up to 6 weeks, or during the preceding school half term, before the required start date
- Applications must be made by a person with parental responsibility
- NCC recommend that you state up to 4 preferences, starting with the school you most prefer
- The application will be processed in line with NCC's coordinated scheme and your child should continue to attend their current school until an admission date has been agreed.
- If your request for a school place is refused, you will have the right to an independent appeal. Full details will be provided with the outcome of your application including information about how to appeal.
- Parents must be notified of the outcome of their in-year application in writing with 15 school days; but NCC will aim to do so within 10 school days.

LATE APPLICATIONS

Late applications will be processed in-line with the Nottinghamshire Coordinated Scheme. Full details are available at www.nottinghamshire.gov.uk/schooladmissions

RIGHTS OF APPEAL

The deadline for lodging appeals allows for at least 20 school days (from the date of notification that the application was unsuccessful) for parents / carers to prepare and lodge their written appeal.

When mid-year requests for admission are refused, the applicants will be informed in writing of the reasons together with their rights of appeal.

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.

If we receive an application which contains fraudulent or deliberately misleading information any offer of a place based on that information will be automatically withdrawn.

DEFINITIONS

Parent

The term 'parent' is defined as those who have legal responsibility for the upbringing of a child.

Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of a foster parent(s) may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application.

Informal arrangements between parents will not be taken into consideration.

Looked after children (LAC)

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 (PLAC)

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.

Internationally Adopted Previously Looked After Child (IAPLAC)

Internationally adopted previously looked after children, are children who appear (to the admission authority) to have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society) and ceased to be in state care as a result of being adopted.

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 arrangement 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].

Siblings

- A brother or sister who share the same parent
- A half brother or 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 terms of a residence order
- Where one child of a multiple birth can be admitted, his or her brothers and sisters will also be admitted. School Admissions Code 2021 makes provision under infant class size exceptions

GUIDELINES FOR A MINISTER'S VERIFICATION

If the school is likely to be oversubscribed, all applicants will be invited to complete a supplementary form which includes verification from a minister of religion that the parent(s)/carer(s) have practiced their faith by worship on average at least once a month at the minister's place of worship *for a period of 12 months ending with the date of the application.*

PLEASE NOTE: In the event of the church being closed (with no alternative premises for worship being provided) during the period specified for attendance at worship, the requirement in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

If appropriate, please complete the **Supplementary Admission Form** below.

This form must be returned to the school

Christ Church CoE Primary School



Supplementary Admission Form

You should complete this form if you are applying for a place and consider that you, as parents, meet the school's faith-based admissions criterion.

In determining faith admission applications, priority is given to children whose parents are **regular worshippers in the Church of England**. Then children whose parents are regular worshippers at any church which is a member of the **Council for Churches Together in Britain and Ireland**. *Regular means at least once a month for a period of 12 months ending with the date of the application.*

PLEASE NOTE: In the event of the church being closed (with no alternative premises for worship being provided) during the period specified for attendance at worship, the requirement in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Please complete the first two sections (Child details and Parent/carer declaration) and ask your minister to complete the third section.

The completed form should be returned to the School Office.

1. DETAILS of CHILD

Child's name: _____

Child's date of birth: _____

Parent/carer's name: _____

Parent/carer's address: _____

2. Parent/Carer Declaration

I/we the parent(s)/Carer(s) _____ have worshipped at least once a month for the last year at _____

Signed (Parent/Carer) _____ Date _____

3. Minister's section

Countersigned by minister of religion _____ Date _____

Name of Minister _____

Telephone number _____

Address _____
