

SNEINTON C OF E (AIDED) PRIMARY SCHOOL

2018/19 Arrangements for the admission of pupils to Sneinton St Stephen's C of E School

1 The Governing Body has determined Sneinton St Stephen's School shall:

- 1.1 Be a Church of England Co-educational Primary School.
- 1.2 Cater for the age range 3 - 11 years.
- 1.3 Have no geographical catchment area.
- 1.4 Offer places up to the overall accommodation number of 210 in total in the main school.
- 1.5 Receive notification of a parental preference from the Nottingham City LA by the completion and return of the appropriate home local authority common application form.

Applications for Foundation 2 (Reception) should be received by 15th January 2018. Other applications will be considered at the earliest opportunity after this date, upon receipt.

1.6. Use the following criteria, in order, to determine preferences in the event of over subscription to any year group.

<ul style="list-style-type: none">• A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
<ul style="list-style-type: none">• A child who can demonstrate a regular / strong worshipping commitment to a Church of England Church. Priority will be given to a child who will have a sibling on roll at the school at the time of admission.
<ul style="list-style-type: none">• A child who can demonstrate a regular / strong worshipping commitment to a Christian Church, which is affiliated, to 'Churches Together in England' Priority will be given to a child who will have a sibling on roll at the school at the time of admission
<ul style="list-style-type: none">• Children who will have a sibling on roll at the school at the time of admission.
<ul style="list-style-type: none">• Children with special needs, educational, social or medical, whose needs can best met at this school.
<ul style="list-style-type: none">• Children whose parents are seeking a Christian environment for their child's education.

Requests for admission outside of chronological age can be made. **A Supplementary Form and Church Reference Request Form should be completed alongside the Common Application Form. This is available on the school website**

www.sneintoncofeprimaryschool.co.uk

In the event of oversubscription within any of the criteria listed above, 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 site (e.g. reception door) to a point at the pupil's home, i.e. as the crow flies, 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 the school).

Applications received by the closing date are considered first, late applications are only considered after all of those, which have been received on time. Nottingham City Local Authority and the Governing Body may be willing to accept applications which are received late but before the date set by the Local Authority 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 with good reason for being late and where appropriate, with the agreement of the Governing Body, will be included within the first cycle of allocations and will be notified on the national offer day. All other late applications received by Nottingham City Council will be dealt with after the offer day. Other Local Authorities may have different policies when dealing with late applications and we would advise you to contact your home LA to find out what their home policies are.

1.7 Use the following procedure for processing applications.

- 1.7.1 A Governors' Admission Group shall meet half termly, or as required, to consider recent applications and existing waiting lists.
- 1.7.2. The Admission Group may recommend to the Governing Body that it:
 - Offers a child a place immediately.
 - Offers a place in the future.
 - Refuses a child a place
 - Maintains a child on a waiting list if requested by Parents.
 - Requests additional information.
- 1.7.3. A record of the meetings will be presented at subsequent Governors' Meetings to approve any recommendations.
- 1.7.4. Parents shall be informed of any decisions made regarding the admission of pupils as soon as possible after approval.
- 1.7.5. Parents who are denied a place at the school have the right to appeal against the decision of the Governing Body and their appeal will be processed through Rotheras Solicitors.
- 1.7.6. An appeal application should be made to the Clerk to the Governors, c/o Sneinton C. of E. Primary School, Windmill Lane, Sneinton, Nottingham Within 20 school days from the date of the decision letter.
- 1.7.7. Results of these appeals will be reported to subsequent Governors Meetings.

- 1.7.8. Applications for Foundation One should be received in December, in the academic year prior to entry. Other applications will be considered at the earliest opportunity after the submission of application.

1.8 The Governing Body has agreed that:

- 1.8.1 The standard admission number for each intake year is 30
- 1.8.2 Infant classes of 5, 6 and 7 year olds may not contain more than 30 pupils with a single qualified teacher.
- 1.8.3 If a parent is offered and accepts a place but asks to defer their child's entry to the school until he/she is of compulsory school age, the request is met subject to the place being taken up before the beginning of the final term and not beyond the point at which they reach compulsory school age. The place will be held and not offered to another child. Parents can request that their child attends part-time until the child reaches compulsory school age.
- 1.8.4 Admissions to the Nursery shall be following the child's third birthday, as places become available and the admissions criteria applied.
- 1.8.5 A roll of 26 children per session in the Nursery is preferred.
- 1.8.6 Admission to the school shall usually be at the start of the Academic Year in which the child's 5th birthday falls.
- 1.8.7 Six weeks will normally lapse between a request for transfer of schools that is not arising from a change of address, and enrollment, to enable all relevant matters to be considered.
- 1.8.8 When there is over subscription to the school, a waiting list will be kept with children being ranked according to the published over-subscription criteria. This list will be kept until the end of the academic year. Parents must re-apply for subsequent academic years. For the intake year, the waiting list will be administered in accordance with the Primary Co-ordinated Scheme.
- 1.8.9 If the school is named in a statement of Special Educational Needs or Education, Health and Care Plan, the child will be admitted to the school. This will reduce the number of places available to other pupils.
- 1.8.10 There are separate admission arrangements for the nursery and the main school. Attendance at the nursery does not guarantee admission to the school for primary education.
- 1.8.11 Placing a child's name on the waiting list will not affect the parent's right of appeal against an unsuccessful application.

1.9 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. Children who are the subject of a direction by a LA to admit or are allocated a place at the academy in the accordance with the in year fair access protocol, will take precedence over those children on a waiting list.

DEFINITIONS

- (1) 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. 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 order). 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).
- (2) A REGULAR/STRONG WORSHIPPING COMMITMENT is defined as attendance at a C of E. or Christian Church on average, at least monthly. The appropriate priest or minister must confirm this by reference.
- (3) SPECIAL NEEDS, EDUCATIONAL, SOCIAL OR MEDICAL applications in this category must be supported with written supporting evidence from an appropriate outside agency i.e. doctor, social worker or other relevant professional. The Governing Body will consider each case on its merits.
- (4) A SIBLING is defined as:
 - 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 applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavor 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.