

# Appendix to the Admissions Policy 2020-2021

*Office use*

<b>Published:</b> November 2018 Reviewed date:	<b>Next review:</b>	<b>Statutory/non:</b> Statutory	<b>Lead:</b> Rebecca Hurley THPA
<b>Associated documents:</b>			
<b>Links to:</b>			
<a href="http://www.thrumptonprimaryschool.co.uk/">http://www.thrumptonprimaryschool.co.uk/</a>			

**Consultation Period**  
3 December 2018 to 25 January 2019

Please forward any comments to  
– [office@thrumptonprimary-ac.org.uk](mailto:office@thrumptonprimary-ac.org.uk)

## Thrumpton Primary Academy Admissions

### **Admission numbers**

The Thrumpton Primary Academy has the following admission numbers:

- Reception: 30 pupils

### **Applications for admission to Reception**

All applications for the 2020 cohort are managed through the National Co-ordinated Scheme and Thrumpton Primary Academy participates in Nottinghamshire's Fair Access Protocol. Parents or carers should apply through the Common Application Form either online or by mail through their 'home' local authority. The closing date for applications for places in the 2020 cohort is 15<sup>th</sup> January, 2020. Applications received after this date will be regarded as late and processed after the first round of applications has been considered, in March 2020. For more information regarding the application process, please visit Nottinghamshire County Council's website:

[www.nottinghamshire.gov.uk/learning/schools/admissions/](http://www.nottinghamshire.gov.uk/learning/schools/admissions/)

## Oversubscription Criteria

When the school is undersubscribed all applicants will be admitted.

When the Academy is oversubscribed, after the admission of children who have a statement of Special Educational Need or Education, Health and Care Plan (EHCP) where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- (1) Looked after children and previously looked after children  
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 at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002.  
Child Arrangements Orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- (2) Children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- (3) Children who live in the catchment area\* and who, at the time of admission, will have a sibling attending Thrumpton Primary Academy.
- (4) Children of staff who have been employed at Thrumpton Primary Academy for at least two years and/or are recruited to fill a demonstrable skill shortage.
- (5) Other children who live in the catchment area.
- (6) Children who live outside the catchment area but who are attending Thrumpton Primary Academy Nursery on the closing date for applications and who will have a sibling at Thrumpton Primary Academy at the time of admission.
- (7) Children who live outside the catchment area and who, at the time of admission\*, will have a sibling\*\* attending Thrumpton Primary Academy.
- (8) Other children who live outside the catchment area.

\*A map of the catchment area is available on request, or through the academy's website:  
[www.thrumptonprimaryschool.co.uk](http://www.thrumptonprimaryschool.co.uk)

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school. Distances are measured from the front gate of the pupil's registered home address to the reception office of the main school, as the crow flies, using the Local Authority's software. In the event of two applications that cannot be separated by distance, both applications will go to the local board of governors for consideration and decision.

Three documents to confirm proof of address may be required in the form of:

1. Solicitors letter confirming completion of a house move, signed tenancy agreement or rent book
2. Utility bill, driving licence or evidence of council tax payment schedule.
3. Child benefit book, child tax credit record or doctor's record

\*'At the time of admission' for the above purpose means on roll at the school at the time of admission.

**\*\*For school admissions the academy will consider the following as sibling:**

A brother or sister who share the same parents

A half-brother or half-sister or legally adopted child living at the same address as the child

A child looked after by a local authority placed in a foster family with other school age children

Stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

## **Appeals**

If a child has been refused a place, the parents have the right to appeal against the decision. An appeal must be lodged within 20 school days of receipt of the letter. Advice on how to lodge an appeal will be included in the letter advising that a place has been refused and more details on the appeals process can be found on the County Council's website:

[www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision](http://www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision)

## **In Year Admissions**

The Academy participates in Nottinghamshire County Council's in-year scheme. For full details, please refer to the County Council's website [www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool](http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool)

In-year applications for admission to any year group are considered by the Governors' Admissions Panel, and dealt with according to the oversubscription criteria contained within this policy.

## **Waiting lists**

The academy will operate a waiting list where in any year it receives more applications for places than there are places available. It will operate until the end of the first term of the academic year of admission. Names will automatically be placed on the waiting list following an unsuccessful application unless we hear from parents to the contrary.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Priority will not be given to children based on the date the application was received or the date their name was added to the list. Looked after Children, previously looked after children and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

## **Withdrawal of Offered Places**

An offer of a place at the Academy may be withdrawn if the parent has not responded by the deadline for acceptance as outlined in the original offer. A

reminder letter will be sent to anyone who has not responded by this date. If the Academy has still not received confirmation that the place is required by the extended deadline outlined in the reminder letter, it will be assumed that a place is not required and the offer will be withdrawn.

The offer of a place will also be withdrawn if it has been obtained through a fraudulent or intentionally misleading application.

In both of the circumstances outlined above, the applicant has no right of appeal against the withdrawal of an offer and must re-apply in September.

### **Admission of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Nottinghamshire residents should submit a request in writing to the academy via Nottinghamshire County Council's school admissions team as early as possible. Decisions will be based on the 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; where relevant, the child's medical history and the views of a medical professional and whether they have previously been educated out of their normal age group. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the 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 admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. 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 in the school but it is not their preferred age group.

### **Late applications**

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practical because places have already been allocated, or are shortly to be allocated, then late applications will be considered only after those applicants who applied by the

published closing date.

Signed..... Chair of Governors

Date.....