

Admissions Policy

**2024-
2025**



ADMISSION ARRANGEMENTS 2024 -2025

Children will enter school at the beginning of the academic year following their 4th birthday. There is only one point of planned admission, in September. Parents are notified of the exact date of entry of their child in the preceding summer term.

Although the school's Admission policy is that children enter school if born between 01 September 2020 and 31 August 2021 in the September, parents may defer taking

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up the school place, if they so wish, until the child reaches statutory school age at the beginning of the term following the fifth birthday. (Further information can be found in NCC Appendix on Admission arrangements for community and voluntary controlled schools: 2025-2026)

Paragraph 2.16 on page 24 of the School Admissions Code 2014, linked to above, says that admission authorities must offer a full-time place to pupils in the September following their fourth birthdays.

However, it goes on to say that:

... 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 the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which [the offer] was made.

The Department for Education (DfE) has published non-statutory advice on the admission of summer-born children. Page 4 explains that the reason behind giving parents the right to defer entry to reception is that some parents may feel their child is not ready to start school in the September following his/her fourth birthday.

In the previous version of the School Admissions Code, which no longer applies, paragraph 2.16 said that parents could request that their child’s entry to reception be deferred until later in the school year. Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the 2024-2025 school year. For children born before 1 April, parents must ensure that they apply for a school place before the closing date of 15 January 2025 if they want their child to start in the reception class.

The parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child’s admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group – to reception rather than year 1. If the request is refused, the parent must decide whether to apply for a place in the normal age group, or to make an in-year application for admission to year 1 for the September following the child’s fifth birthday. Further information is available at www.nottinghamshire.gov.uk/admissions

The 2012 document used the term ‘request’, schools had to comply with parents’ wishes to defer.

The 2014 version of the code, linked to above, removed the word ‘request’ to make this position clearer.

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Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group, for example, if the child is gifted and talented, or has experienced ill health or is a summer born child wishing to start school in reception instead of year 1. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools.

Nottinghamshire residents should submit a request in writing to the admission authority as early as possible. The admission authority will make decisions 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; 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. The views of the head teacher of the school concerned will also be taken into account. 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 (that is, 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 at the school but it is not in their preferred age group.

This decision would be without detriment if statutory school age would be in the same academic year. If deferring the take up of a place means admission in the next school year, application for that school year would need to be made in the usual way.

The County Council, as the admission authority for community and voluntary controlled schools, is responsible for setting and applying schools’ admission arrangements. The LA’s admission arrangements and criteria are designed to ensure that there is a transparent and equitable system across the county.

- All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the academic year 2026-2027, or until the term in which the child reaches compulsory school age within this year.
- Compulsory school age is the term following the child’s fifth birthday.
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the 2025-2026 school year.
- Parents must ensure that they apply for a school place before the closing date (15 January 2025) if they want their child to start in the reception class.

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**STANDARD RECEPTION CRITERIA:
INFANT AND PRIMARY SCHOOLS 2025-2026**

1. Looked after children and previously looked after children, including those children 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.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/ primary school and children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a brother or sister attending the school or the linked junior/primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school.
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
5. Children who live outside the catchment area.

For the purposes of admissions, attending school is taken to be on roll at a school.

In the event of oversubscription in all but the first criterion, preference will be given to children who live nearest to the school as the crow flies (by straight line).

In the event of over-subscription within any criterion, preference will normally be given to children who live nearest to the school as the crow flies. For Nottinghamshire community and voluntary controlled schools distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Nottinghamshire County Council's computerised distance measuring software. Remember, other admission authorities may measure differently. In the event of two distances being equal, the County Council measures to the next decimal point. If the measurements remain equal, for example children living in the same block of flats, lots will be drawn and the process will be independently verified.

The published admission number for Banks Road is 60.

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Oversubscription criteria

Where there are more applications than places available, the oversubscription criteria are used to decide the priority of applications for school places. The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place.

Special Circumstances

Consideration will be given to applicants who can establish particular medical, Special Educational Needs or social grounds relating to their child. Supporting written evidence from a doctor, social worker or other relevant professional must be provided at the time of application. The definition of Special Educational Needs relates to a learning difficulty which calls for special educational provision to be made for the child. Special consideration will be given to children whose mobility support needs require that they access the specialist accommodation provided by a school in a designated ‘through route’ family of schools. Each case will be determined on its merits.

All children with an education, health and care plan or statement of special education need that names the school will be admitted. These documents state the education provision required for an individual child.

Looked after and previously looked after children

The School Admissions Code 2014 states that all admission authorities must give highest priority to this group of children and provides the following definition:
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** are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence 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. 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 arrangements 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).*

Special circumstances may take precedence over any of the numbered criteria above. The allocation of any such places will be determined by the Local Education Officer, in consultation with the Head teacher.

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In the event of oversubscription in all but the first criterion, preference will be given to children who live nearest to the school as the crow flies.

Admission to year groups other than the intake year

Applications for admissions to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to school, although infant class size restrictions will also need to be considered. If places are available within the year group, applications will be considered in accordance with the above admission criteria. If places are available, the child will normally be admitted to the school.

Further guidance on the way in which applications are dealt with, including

- Preferences for more than one school
- Late applications
- The way waiting lists are maintained and used can be found in Nottinghamshire County Council’s publication ‘Admissions to Schools 2025-2026’.

Appeals

Appeals for admission to the school are considered by Nottinghamshire County Council, and should be made in writing to them. Consideration will be given to applicants according to the merits of each individual case.

Infant class sizes

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (that is, a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2014 (2.15) states that additional children **may** be admitted under limited exceptional circumstances.

These children will remain as ‘excepted pupils’ for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

For late applications for reception processed after 16 April 2022 (offer day) and before 31 August 2022 and for all in-year applications for Reception to year 2, Nottinghamshire County Council will also consider whether the limited exceptional circumstances could apply. A child who falls into any of these categories will not automatically be admitted as an excepted child.

Relevant legislation

Nottinghamshire County Council complies with the regulations and legislation set out in the School Admissions Code 2014 and the School Admission Appeals Code, including:

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- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

THE POLICY WILL BE REVIEWED ANNUALLY.

DATE OF REVIEW BY GOVERNING BODY:

February 2016

March 2017

March 2018

March 2019

March 2020

March 2021

March 2022

March 2023

March 2024

Dec 2024

This policy was reviewed and ratified by the FGB

Signed: Chair of Governors _____

Date: _____