

# Admissions Arrangements 2023-24



**Huthwaite All Saints C of E Infant School**

**Common Road, Huthwaite. NG17 2JR**

**01623 459199**

**Headteacher: Mrs Joanna Redfern**

## **1. Introduction**

**Huthwaite All Saints C of E Infant School** is a voluntary aided Church school in the Diocese of Southwell & Nottingham and is its own admissions authority.

The school is committed to securing excellence in all aspects of its work. It aims to develop an ethos and learning environment based on Christian values and principles. It works with the local community and partner schools and organisations to offer high quality education to pupils of all faiths and none. Parents/carers of children who wish to apply for a place are very welcome to visit the school.

The school assumes that all parents/carers are willing for their children to join in all activities within the Christian ethos of the school (whilst acknowledging parents'/carers' legal rights to withdraw their child from certain activities).

### **Published Admissions Number**

The Published Admissions Number (PAN) for the school is **30**.

# MISSION STATEMENT

*“Opening hearts and minds through the grace and love of God”*

At All Saints Infant School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our school and pre-school including children, parents, carers, governors, teaching and non-teaching staff.

This Mission Statement lies at the heart of our school's aims. It is the philosophical basis for all of the school's policies and through these, for everything that happens in and round the school. Our aspiration is for everyone at All Saints to:

- feel happy, secure, safe and valued at school and pre-school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our school with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.

## 2. Starting School

### 2.1 Admission of children below compulsory school age and deferred entry to school.

Compulsory school age is the term following a child's fifth birthday. 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 school year **2023-2024**, or until the term in which the child reaches compulsory school age within this year. The school year is also referred to as the 'academic year'.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the **2023-2024** school year. Parents must ensure that they apply for a school place before the closing date of **13th January 2023** 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.

### 2.2 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, 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 and from primary to secondary schools.

Parents should submit a request in writing to the school as early as possible. The school will consider all requests and 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.

When parents are told the decision about the year group to which the child should be admitted, they will also be given 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 an intake age group (for example, reception), the home local authority must process the application as part of the main admissions round. 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.

2.3 Parents can request that their child takes up a place part-time until the child reaches compulsory school age within the 2023-2024 school year. Parents must ensure that they apply for a school place before the closing date of **Friday, 13<sup>th</sup> January 2023** if they want their child to start in a reception class.

2.4 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 – to reception rather than year 1.

### 2.5 **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 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 and from primary to secondary schools. Children should only be educated out of the normal age group in very limited circumstances.

Parents should submit a request in writing to the school as early as possible. The school will consider all requests and 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.

When parents are told of the decision about the year group to which the child should be admitted, they will also be given 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 an intake age group (for example, reception). The home local authority must process the application as part of the main admissions round.

### 2.6 **Early Years Provision**

Attendance at the school's early years provision (Foundation 1) does not guarantee a place in reception (Foundation 2). Parents must make an application to the home Local Authority, as per the application process set out in section 3.

## 3. **Application Process (normal admissions rounds)**

3.1 The school participates in Nottinghamshire County Council's Co-ordinated Admissions Scheme which processes admissions applications submitted at the 'normal time' ie. starting primary school, moving to junior school and moving to secondary school and all deadlines in this scheme should be adhered to by applicants.

The school also participates in Nottinghamshire County Council's Fair Access Protocol, which includes the admission of vulnerable children in collaboration with the Local Authority.

For full details please visit [www.nottinghamshire.gov.uk/learning/schools/admissions](http://www.nottinghamshire.gov.uk/learning/schools/admissions)

All other admissions applications are known as 'in-year' applications and follow a slightly different application process referred to in section 4.

- 3.2 Parents should apply using the **Local Authority Application Form**, to be returned **online** to their home Local Authority, before the closing date. For Nottinghamshire residents this form can be found on the Nottinghamshire County Council website at [www.nottinghamshire.gov.uk/learning/schools/admissions](http://www.nottinghamshire.gov.uk/learning/schools/admissions)

Applications can also be made by completing a **paper application form** or by telephone on **0300 500 80 80**.

### 3.3 **Supplementary Information Form (SIF)**

Applicants who wish for church or other faith commitment to be taken into consideration as part of their application should also complete a Supplementary Information Form, which is available direct from the school or can be found on the schools website under the 'Admissions' tab. The Supplementary Information Form must be completed in addition to the Local Authority's application form and returned to the school.

### 3.4 **Ranking Applications**

The Governing Body (GB) of the school is responsible for applying the admissions oversubscription criteria (**see section 5**) to all applications and ranking them in priority order. Applicants will then be sent a decision by the home Local Authority on the offer day.

### 3.5 **Infant Class Size Regulations**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents should be aware that when the governing body is considering applications for places, they must keep to the 30 limit. Parents do have a right of appeal in accordance with infant class size regulations if the school is oversubscribed and their child is refused a place.

### 3.6 **National Offer Day**

This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area. For primary pupils, offers can only be communicated by the home local authority on 19th April 2023 or the next working day.

### 3.7 **Late Applications (those received after the closing date)**

Late applications will be processed in-line with the Nottinghamshire County Council Co-ordinated Admissions Scheme.

Full details are available at [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions)

### 3.8 **Waiting List**

Parents whose children are not offered a place will be placed on a waiting list which is maintained in partnership with Nottinghamshire County Council until the end of the academic year. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision.

The waiting list is re-ranked every time there is a new application. 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 to the child who is top of the waiting list at that time.

### 3.9 Right of Appeal

Under the terms of the School Admissions Appeals Code 2012, if you apply for and are refused a place at All Saints CE Infant and Pre-School you have the right to appeal. If you decide that you wish to proceed with an appeal, you should, **within 20 school days of the date of the refusal letter, write to the Diocesan Appeals Clerk, Mr Tom Redgate c/o Rotheras, 2 Kayes Walk, Stoney Street, The Lace Market, Nottingham NG1 1PZ. (email: [t.redgate@rotheras.co.uk](mailto:t.redgate@rotheras.co.uk))** so that the formal appeals process can be put into motion. Appeals will be heard by an Independent Appeals Panel in accordance with the School Admissions Code 2014 and Part 3 of the School Standards and Framework Act 1998.

### 3.10 Withdrawing an offer of a place

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

### 3.11 Fraudulent information

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with a higher priority for the place at the school, the offer of a place may be withdrawn.

Where the allocation has been withdrawn, the application will be reconsidered and the usual statutory right of appeal will be made available if a place is subsequently refused.

The school will check the home address on any applications where there are doubts about the information provided.

### 3.12 Repeat Applications

Repeat applications to the school will not be considered in the same school year unless there has been a significant and material change in the circumstances of the application or those of the school. A significant and material change in circumstances is something that alters the decision already made.

## 4. In-Year Admissions Applications

- 4.1 Details of the application process for 'in year' admissions is on the Nottinghamshire County Council website [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions) and applications should be made directly to them. Parents can apply online, by telephone or by completing a paper application form. For transfer or application outside the normal admissions round the waiting list lasts until the end of the current academic year. It is maintained in strict 'admission criteria' order, irrespective of the date of application and is re-ranked every time there is a new application.

## 5. The School's Admissions Arrangements

- 5.1 If there are fewer applications than places available then all applicants will be allocated a place. If the school receives more applications than it has places for, then the following oversubscription criteria will be applied after places have been allocated to any pupils who have an Education, Health and Care Plan (EHCP) which names the school.

### 5.2 Special Circumstances

Children whose particular medical need, mobility support needs, special educational needs or social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional at the time of the application will be considered by the school. The information must demonstrate that All Saints CE Infant and Pre-School is the only school/school which can cater for the child's particular needs.

Any application under 'special circumstances' will be considered on its merits and the allocation of any such place will be determined by the school's admissions panel. Cases agreed under 'special circumstances' will take precedence over oversubscription criteria 2.

### 5.3 Oversubscription Criteria

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.

1. Children looked after by a local authority (LAC) and all previously looked after children (PLAC), 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 (IAPLAC - see definition below).
2. Children who, at the time of admission, have a sibling who attend the school, or Woodland View Primary School **and** whose parent has a commitment to All Saints Church, Huthwaite (see definition below).
3. Children who, at the time of admission, have a sibling who attend the school, or Woodland View Primary School and whose parent has a commitment to other churches who are members of Churches Together in England or the Evangelical Alliance (see definition below).
4. Children who, at the time of admission, have a sibling who attend the school, or Woodland View Primary school.
5. Children whose parent has a commitment to All Saints Church, Huthwaite (see definition below).
6. Children whose parent has a commitment to any other churches who are members of Churches Together in England or the Evangelical Alliance (see definition below).
7. Children whose parent has a commitment to another faith group. (see definition below).
8. Any other children.

#### 5.4 **Distance Measurement**

In the event of oversubscription within each of the criteria priority will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school's campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.

#### 5.5 **Tie Breaker**

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal, lots will be drawn by a person independent of the governing body to determine which child can be offered a place.

#### 5.6 **Multiple Births**

Where one child of a multiple birth can be admitted the other child/children will also be admitted. In the case of infant class size, the additional sibling(s) would be an "excepted pupil or pupils."

### 6. **Definitions**

#### 6.1 **Looked after and previously looked after children.**

##### **Looked After Child (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 Child (PLAC)**

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.

##### **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 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).



## 6.2 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 the foster parent may be used.

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (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 a child's place of residence is permanent may also be sought and this should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area will accept a Unit postal address or quartering area address for a service child will be accepted.

## 6.3 Parent

- The mother of the child.
- The father of the child where he was married to the mother either when the child was born or at a later date.
- The father of the child if (since 1 December 2003) he was registered as the father on the birth certificate. □ An adoptive parent.
- Any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by the school, it may be necessary for parents to obtain further legal advice. The school will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, the school will establish where the child lives for the majority of the time.

## 6.4 Sibling (brother or sister)

- Brothers and/or sisters who share the same parent(s).
- A half-brother, half-sister or legally adopted child living at the same address
- A child looked after by the local authority placed in a foster family with other school aged children
- A stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

## 6.5 Church or Faith Commitment.

The definitions below apply to the oversubscription criterion 2,3,5,6 & 7 (see above):-

1. A parent/carers who is '**at the heart of a church or faith community**' is defined as someone who is a regular, committed worshipper, **someone who has worshipped at least twice a month, for 24 months prior to the date of application** (including week-day worship) **\*\* Please refer to the paragraph below on measurement of attendance.**

2. A parent/carer who is **'attached to a church or faith community'** is defined as someone who is a regular, but not a frequent worshipper, **someone who has worshipped at least once a month, for 24 months prior to the date of application** (including week-day worship).

In the event of oversubscription within each criterion (2,3,5,6, & 7) those parents/carers who demonstrate that they meet point 1, will be given priority over those who meet point 2.

### **Measurement of Attendance**

\*\* In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship"