

Cotgrave Church of England Primary School



ADMISSIONS POLICY 2023-2024

Reviewed	Autumn 2009	Autumn 2015	Summer 2022		
	Spring 2010	Spring 2016x2			
	Autumn 2010	Summer 2016			
	Spring 2011	Spring 2017			
	Summer 2011	Summer 2017			
	Spring 2012	Summer 2018			
	Summer 2012	Autumn 2018			
	Spring 2013	Summer 2019x2			
	Summer 2013	Summer 2020x3			
	Spring 2014x2	Autumn 2020			
	Spring 2015x2	Summer 2021x2			

Cotgrave Church of England Primary School

Admissions Policy for 2023-2024

Introduction

Our school has no catchment area, applications are invited from parents throughout Cotgrave and beyond who wish their child to receive a broad and balanced education in a creative and caring family environment. There are places available, each school year for children whose fifth birthday falls between 1st September and 31st August of that academic year. Places may be available in other year groups for families that move into the area or transfer children from other schools. Our Published Admission Number (PAN) is 15 per cohort.

Information to support parents in their application is available on the Nottinghamshire County Council website <http://www.nottinghamshire.gov.uk/education/school-admissions>. Applications must be made to the home Local Authority for the child's address by the closing date for applications in line with the coordinated scheme. The school also has a supplementary information form used to demonstrate commitment to a church (for those applying under faith criteria). This form must be completed and returned directly to the school by 15th January 2023. Parents will be sent a decision from the home local authority on national offer day (16th April or the next working date if this falls at a weekend).

Children with an Education, Health and Care Plan which names Cotgrave Church of England Primary School will be allocated a place.

In the event of there being a greater demand for admissions and to preserve the Christian character of the school, the following admission oversubscription criteria will be applied:

Admission Oversubscription Criteria (listed in priority order).

1. Children looked after by the local authority, or children who were previously looked after including those who immediately after being looked after became subject to an adoption, residence, child arrangements or special guardianship order (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). 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.
2. Children who have a sibling attending the school at the time of admission.
3. Children who have a parent with a commitment to All Saints Church Cotgrave or any other church which is a member of Churches Together in England/Council for Churches for Britain and Ireland and/or The Evangelical Alliance (for this criterion governors will seek written confirmation of that statement from the appropriate Minister of Religion). ** See additional information below
4. Any other children.

Special Circumstances

The following groups of children will be given special consideration by our Admissions Committee in their application to the school, with applications that are upheld given precedence over all except the first numbered criteria:

- 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.

Additional Information

- Within Criterion 3, governors will differentiate priority according to whether the parent has been (within the two years prior to 15th January 2023): 'at the heart of the church' (worshipping at least twice per month); 'attached to the church' (worshipping monthly or involved in regular weekday church activities which include an element of worship); or 'known to the church' (worshipping at least once per year, known through a family connection or involved in a regular weekday church activity which does not include an element of worship). **In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises/means for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- Within Criterion 4 we warmly welcome children from families of other faiths or of no faith at all who wish their child(ren) to be educated within a school with a religious character.
- In the event of oversubscription, within any criterion, preference 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 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.

Tie Breaker

In the event of a tie whereby two children are equal after all of the criteria have been applied a tie break will be applied for the remaining place. In the event of two distances being equal, lots will be drawn and independently verified. A fresh drawing of lots, independently verified, will be used each time a child is to be offered a place from a waiting list

Late Applications

Late applications are considered in line with Nottinghamshire County Council's coordinated scheme.

Waiting Lists

Waiting lists are kept for admissions to intake year groups only. Our reception waiting list runs from offer day for the full academic year for which the application for a place was made. Children are ranked in priority order against the school's published oversubscription criteria. The waiting list is re-ranked as new applicants are received. Parents who are unsuccessful in their application will be automatically placed on a waiting list and will be advised, on request, where their child stands in the list. A child's position on the list may rise and fall as others are added or removed from the list. The waiting list will cease at the end of the summer term and parents will need to re-apply for the following academic year.

In-Year Admissions

The school participates in Nottinghamshire County Council's coordinated scheme. Full details of the 'in-year' coordinated scheme are available at www.nottinghamshire.gov.uk/education/school-admissions/changing-school.

The Military Covenant

In order to honour the spirit of the Military Covenant, and in keeping with the School Admissions Code 2021 (paragraph 2.21), the school supports the Government's commitment to removing disadvantage for service children. In the light of this, the school recognises the specific provisions within the Code for children of UK service personnel (UK Armed Forces) admitted both within and outside the normal admissions round. For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the school will accept a Unit postal address or quartering area address for a service child provided the application is accompanied by an official letter that declares a relocation date.

Right of Appeal

Any parent or carer whose child is refused a primary school place for which they have applied has the right of appeal to an independent appeals panel. Any appeals should be addressed to Tom Redgate, Rotheras Solicitors, 2 Kayes Walk, Stoney Street, The Lace Market, Nottingham, NG1 1PZ or directly to the school (Cotgrave Church of England Primary School, The Cross, Cotgrave, NG13 3HS). The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

Fair Access Protocols

Local authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number to schools that are already full. In accordance with the School Admissions Code 2021 Cotgrave Church of England Primary School participates in Nottinghamshire County Council's Fair Access Protocol.

Deferral of an Allocated School Place - Reception Intake

Parents can request that the date their child is admitted to school is deferred until a later date in the academic year or until the term in which the child reaches compulsory school age, and parents can request that their child takes up a place part-time until the child reaches the compulsory school age. Places cannot be reserved for the next academic year.

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. 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 - to Reception rather than Year 1. Children should only be educated out of the normal age group in very limited circumstances.

Parents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. The governors of the school in consultation with Nottinghamshire County Council 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 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 (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 at the school but it is not in their preferred age group.

Review

All policies are subject to periodic evaluation and update.

Appendix 1: Definitions of Terms used within this Policy

- Adoption, Residence or Special Guardianship Order: An adoption order is an order under section 46 of the Adoption and Children Act 2002 or the Adoption Act 1976 (Section 12).
A residence 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. 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).
- 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 the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least three 'school' nights (i.e. 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. Such evidence should demonstrate that a child lived at the address at the time of the application and will continue to live there after the time of admission. Informal arrangements between parents will not be taken into consideration. The schools Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in this matter. In all cases all those with parental responsibility must be in agreement with the preferences made.
- Looked after child: The School Admissions Code 2021 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 (see the definition in 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 child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.
 - A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
 - 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).
- Parents: For school admissions, the school will consider the following as parents:
 - The mother of the child;
 - An adoptive parent;

- 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;
- Any other person who has acquired 'parental responsibility' through the courts, we may require evidence of this.
- Siblings (brothers or sisters): For school admissions the school 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.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted. If their admission created an infant class of more than 30 pupils, the additional child/children would be admitted as an 'excepted pupil' under the infant class size rule.

- 'Attending the school': For admissions purposes, this means on roll at the school at the time of admission.

Cotgrave Church of England Primary School

The Cross, Cotgrave, Nottingham, NG12 3HS



Head Teacher:

Mr C. A. Moxham BEd (Hons), FCollIT, NPQH

Telephone/Fax: 0115 989 2204

office@cotgrave-pri.notts.sch.uk

Supplementary Information Form for Admission during School Year 2023/2024

Child's full name: _____

Child's date of birth: _____

Family address: _____

Name of Parent making the application: _____

Please tick which one of the following statements most applies to you as parent/carer within the two years prior to 15th January 2023:

1. I am at the heart of the church (worshipping at least twice per month);
2. I am attached to the church (worshipping monthly or involved in regular weekday church activities which include an element of worship);
3. I am known to the church (worshipping at least once per year, known through a family connection or involved in a regular weekday church activity which does not include an element of worship);

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises/means for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

If you have ticked either 1, 2 or 3 above, please provide the name, title, address and telephone number on the lines below of a Priest, Church Minister or similar leader who could verify the statement you have selected. Please contact them before submitting the form to ensure that they know the form will be coming to them and so that they can accurately verify your chosen statement.

Parent/Carer Signature: _____

Date: _____

Once completed please return the form to the Admissions Committee c/o School Business Manager at Cotgrave Church of England Primary School, The Cross, Cotgrave, NG12 3HS by 15th January 2023 who will pass the form on to the nominated Priest, Church Minister or similar leader for verification.

FOR SCHOOL USE ONLY: (to be completed by nominated Priest, Church Minister or similar leader)

The statement selected above best describes the relationship of the parent/carer of this child to the church.

Priest/Minister's Signature: _____

Date: _____

Once completed please return the form to the Admissions Committee c/o School Business Manager at Cotgrave Church of England Primary School, The Cross, Cotgrave, NG12 3HS. If the statement selected by the parent/carer does not best describe their relationship to the church, please indicate which of the statements does best describe their relationship to the church.