



## **Admissions Arrangements 2023/24**

### **1. Introduction**

Gamston CofE (Aided) Primary aims to serve its community by providing the highest quality of education, in which all children are offered the widest possible range of experiences in an environment which encourages learning and an understanding of the meaning and significance of faith, promoting Christian values through the experiences it offers to all pupils.

Our mission is to help each child to achieve the best of which he/she is capable at every stage and in every aspect of their development in an atmosphere of respect within a Christian environment.

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).

Gamston CofE (Aided) Primary School has a defined catchment area, details of which are available on the school's website at <https://www.gamstonschool.co.uk/admissions-1/>. Catchment areas do not prevent parents who live outside the catchment from making an application.

### **Published Admissions Number**

All schools and academies are required to have a published admission number. This is the number of pupils each school can admit. The School Admissions Code 2021, which came into effect on 1 September 2021, defines the relevant age group, as the age group at which pupils are or will normally be admitted to the school eg. Reception, Year 7 and Year 12.

The Published Admissions Number (PAN) for the school is 15.

### **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 15 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.

If parents wish their child to remain outside of their age group when they transfer to a new school, including secondary, they will need to apply again for an outside normal year group place.

## **2.3 Early Years Provision**

Attendance at the school's early years/nursery provision (Foundation Stage1) does not guarantee a place in reception (Foundation Stage 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.

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 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. 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 at 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**

Section 1 of the SSFA 1998 limits the size of an infant class to 30 pupils per school teacher. Parents should be aware that when the LGB 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. The School Admissions Code 2021 (2.16) 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.

### **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 17 April 2023 or the next working day.

These dates are relevant to all on-time applications in the primary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

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

Late applications are considered after all on time applications have been processed and will be processed in-line with the Nottinghamshire County Council Co-ordinated Admissions Scheme, full details of which 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 Gamston CofE (Aided) Primary School, you have the right to appeal. If you decide that you wish to proceed with an appeal, 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 and send it to the clerk of appeals at Rothera Dowson, 2 Kayes Walk, Stoney Street, The Lace Market, Nottingham, NG1 1PZ email: [t.redgate@rotheras.co.uk](mailto:t.redgate@rotheras.co.uk) and to the school.

### **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.
- 4.2 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)

## **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 Gamston CofE (Aided) Primary School is the only 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. 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 (see definition below)
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a sibling attending the 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 sibling attending the school.
5. Children who do not meet any of criteria 1-4 but are on roll in the school's Foundation Stage 1 (nursery) setting at the closing date for applications to reception. Priority is given to:
  - a) children for whom the school received pupil premium or service premium funding; followed by
  - b) other Foundation Stage 1 children
6. Out of catchment area children who are applying on faith grounds under the following criteria:
  - (i) Where the child has been admitted to communion in the Church of England before confirmation.
  - (ii) Where the child has been baptised and has a parent or legal guardian who is a communicant member of the Church of England or a church that is a member of "Churches Together in England" or the Evangelical Alliance.
  - (iii) Where the child has a parent or legal guardian who regularly attends\* either the Church of England or a church that is a member of "Churches Together in England" or the Evangelical Alliance or a place of worship which follows the teachings of one of the other major world faiths (Buddhism, Hinduism, Islam, Judaism, Sikhism).

Applications on faith grounds must be supported at the time of application by a Supplementary Information Form available from the school office or <https://www.gamstonschool.co.uk/admissions-1/>. Places in this category will be allocated by the governing body according to the degree of involvement which will be determined by consideration of the evidence given on the Supplementary Information Form.

\*‘Regularly attends’ is defined as attendance for at least once every month in the 6 months immediately prior to the date of the application. 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.

7. All other children.

#### **5.4 Distance Measurement**

In the event of oversubscription, within all but the first 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 Nottinghamshire County Council’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. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation will be used to allocate places supervised by someone independent of the school.

#### **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**, 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.

The School Admissions Code 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).

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A residence order and 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. 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).

To be eligible for Internationally adopted previously looked after children (IAPLAC) priority, the child must 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 or main purpose is to benefit society) and ceased to be in state care as a result of being adopted.

## **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.

### **Children of UK service personnel (UK Armed Forces)**

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the admissions authority will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria;
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this;
- The admissions authority will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.



For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The admissions authority will consider whether:

- An application from that address would normally succeed in an oversubscribed year;
- There is any child on the reserve list with higher priority under the oversubscription criteria;
- The prejudice from admitting an extra child would be excessive;
- The admissions authority have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

### **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.