

Determined Admissions Arrangements 2023/24



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Leverton C of E Academy is an independent academy within the diocese of Southwell & Nottingham. **The Trust is its own admissions authority for the academy.**

The School Admissions Code 2014 requires that all admission authorities undertake a statutory consultation to seek the views and comments of anyone who may be affected by the proposed changes.

All academies must have admission arrangements that clearly set out how children will be admitted, including information about what happens if there are more applications than places available (oversubscription criteria). The criteria must be reasonable, clear, objective, and procedurally fair and comply with all relevant legislation, including equalities legislation. It is for the admissions authority to decide which criteria are most suitable for the academy, according to local circumstances.

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1. Introduction

Leverton C of E Academy is an independent academy within the Diocese of Southwell & Nottingham, who are their own admissions authority.

The academy is committed to excellence by supporting an ethos and learning environment based on Christian values and principles. We strive 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 academy.

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

At Leverton Church of England Academy we provide a happy, safe and caring Christian environment. We develop well rounded, resilient individuals who have a lifelong love for learning - all nurtured in a place where all are valued, respected and encouraged to be the best they can be.

Leverton C of E Academy has a defined catchment area, details of which are available on the academy's website. Catchment areas do not prevent parents who live outside the catchment from making an application.



Catchment area information can be found here - <https://www.nottinghamshire.gov.uk/search-for-a-school#/catchments>

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 2014 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 academy is 15

2. Starting School

- 2.1 Admission of children below compulsory school age and deferred entry to school is the term following a child's fifth birthday.
- 2.2 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/academic year or until the term in which the child reaches compulsory school age within this year.
- 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. For children born before 1 April, parents must ensure that they apply for a school place before the closing date of **5th 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. Children should only be educated out of the normal age group in very limited circumstances.

Parents should submit a request in writing to the academy as early as possible. The academy 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 academy's early years provision (Foundation 1) does not guarantee a place in reception (Foundation 2). Parents must make an application to Nottinghamshire Local Authority, as per the application process set out in section 3.

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

3.1 Leverton C of E Academy participate in **Nottinghamshire County Council's Co-ordinated Admissions Scheme** which processes admissions applications submitted at the '**normal time**' i.e. 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

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 academy. The Supplementary Information Form must be completed **in addition** to the Local Authority's application form and returned to the academy.

3.4 **Ranking Applications**

In line with the Trust's 'Scheme of Delegation' the Local Governing Body (LGB) at the academy 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 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.

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 16th April 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

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, the waiting list ceases to exist on 31st December. 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 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.

The appeal will be managed by an Independent panel and parents will receive notification of the time and date of the appeal hearing, to which they can go and make their case. Following the hearing the clerk will inform the parents of the decision of the panel.

Appeals at Leverton Academy will be heard by an Independent Appeals Panel in accordance with the School Admissions Code 2014, The School Admissions Appeals Code 2012 and Part 3 of the School Standards and Framework Act 1998 and is binding on all parties involved.

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

3.12 **Repeat Applications**

Repeat applications to the academy 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 academy. 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 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 Leverton Academy also participate 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

5. The Academy's Admissions Arrangements

5.1 If there are fewer applications than places available then all applicants will be allocated a place. If the academy 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 academy. The information must demonstrate that Leverton Academy is the only school/academy 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 academy'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 (see definition below)**
2. **Children who live within the catchment area and who, at the time of admission will have a sibling attending Leverton Church of England Academy.**
3. **Children who live outside of the catchment area and who, at the time of admission will have a sibling attending Leverton Church of England Academy.**
4. **Children who live inside the catchment area.**
5. **Children who live outside of the catchment area and whose parent or carer regularly attend the 'churches of the Levertons'. Parent/Carer applying under this criterion must also complete the supplementary admission form. In determining faith admission applications priority is given to children who have worshipped regularly with their parent/carers (at least monthly for at least the previous year) at the 'churches of the Levertons'.**

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 academy 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, an independent appeals panel from Nottingham and Southwell diocese will be arranged on behalf of Leverson Academy.

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.**

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).

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).

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 academy, it may be necessary for parents to obtain further legal advice. The academy 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 academy 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.



Leverton Church of England Academy

Admissions supplementary Application Form

Please note that applicants who wish attendance at a place of worship to be considered as part of the application need to complete this form. Please complete in CAPITAL LETTERS.

Child's Surname
Child's forenames
Child's date of birth Sex (M/F)
Address
Parent/Guardian Surname Forename
Tel.no. Mobile no.
E-mail address
Name of present school
Which Church does the child attend?
Describe the child's church attendance
In determining faith admission applications priority is given to children who have worshipped regularly with their parent/carer (at least monthly for at least the previous year) at the 'Churches of the Levertons'.

Please provide the name, full address and telephone number of a priest/minister to whom reference may be made to confirm your child's church attendance

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..... Telephone no.
.....

SIGNATURE DATE
.....

NAME