



# **Flying High Trust Partnership**

**Determined Admissions Arrangements for  
Forest Glade Primary School  
2023-24**

## **Admission arrangements for children starting school in 2023-24**

Admissions for children about to start school are decided by the governors of the school, but coordinated by the 'home' Local Authority Nottinghamshire County Council's Admissions Office, to whom applications should be directed – 0300 5008080 or [admissions.ed@nottscc.gov.uk](mailto:admissions.ed@nottscc.gov.uk).

The published admission number per year group is 30.

### **Admission oversubscription criteria**

In the event of over subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have an Education, Health and Care Plan (EHCP) which names the school:

1. Children looked after by a local authority 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.
3. Children who live in the catchment area at the closing date for applications
4. Children who live outside the catchment area and who at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area

Details of our catchment area can be found at:

<https://www.nottinghamshire.gov.uk/search-for-a-school#/details/2361>

In the event of over subscription within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the main entrance to the main administrative building of the school using the Nottinghamshire County Council's computerised distance measuring software.

In the event of two distances being equal, random allocation will be used as tie-break. This process will be independently verified.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

For Reception class applications outcomes to online applications will be received on National Offer Day (17<sup>th</sup> April 2023) and for other applications an outcome will be posted 2<sup>nd</sup> class on National Offer Day.

Waiting lists are held for the reception intake year and will be held until 31<sup>st</sup> December of the intake year.

Children offered a place in our school who were born between 1 September and 31 August of the appropriate admission year, have the option to start full-time school from the beginning of the autumn term. Parents may choose to defer their child's admission to the following term or until the beginning of the term following their child's fifth birthday, provided that the child's admission takes place within the current school year and subject to discussion with the Head of School.

Should parents of summer born children choose to defer their child's admission until the September after their fifth birthday and request their child enter the reception class the admission authority will make a decision on the basis of the circumstances of each individual case.

### **Special Circumstances**

The following groups of children will be given special consideration in their application for a particular school: 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 the application.

The governors will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

## **In Year Admissions**

Admission into school is decided by the governors of the school, but coordinated by Nottinghamshire County Council. Applications forms can be obtained from Nottinghamshire County Council, [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

Applications for admission to year groups other than the intake year group will be considered in relation to the published admission limit which applied when the year group was first admitted to the school, subject to infant class size restrictions. If places are available within the year group, the child will be admitted. If there are more applications than places available, the oversubscription criteria above will be used to determine which child can be offered a place. Each child who is added to the school's waiting list will require the list to be ranked again in line with the oversubscription criteria.

The governors use the same definitions (sibling, parent, home address) as those of Nottinghamshire County Council – these are published in the “Admissions to schools: guide for parents”.

A definition of a “sibling” is:

- 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 a local authority placed in a foster family with other school age 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.

A definition of a “parent” is:

- 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 Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. Nottinghamshire County Council 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, Nottinghamshire County Council will establish where the child lives for the majority of the time. If agreement is not reached the address held by the child's current provision will be used.

A definition of "home address" is:

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 (that is, 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 the child's place of residence is permanent may also be sought and this should prove that the 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, Nottinghamshire County Council 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.

A definition of 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.

A definition of a "previously looked after child" is a child who:

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. 17 This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). 18 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. 19 See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire County Council's "Admissions to Schools" booklet and the County Council website [www.nottscc.gov.uk](http://www.nottscc.gov.uk) including. This also outlines how the co-ordinated admissions scheme and late applications are processed.

### **Admissions Outside of the Normal Age Range**

All children allocated a place at the school are entitled to a full-time school place. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances. Any parent wanting their child to be admitted out of the normal age group should submit an application to Forest Glade Primary School, via the Local Authority as soon as is possible. When such a request is made, the School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking account the views of the parent, the Head Teacher and any supporting evidence provided by the parent. The School is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to. All such applications will be considered at the time they are submitted.

### **Appeals**

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. Applicants wishing to appeal should contact the school within 20 school days of the refusal letter to obtain the necessary forms.

### **Fair Access Protocol**

Forest Glade Primary School participates in Nottinghamshire County Council's Fair Access Protocol.