EQUALS TRUST

The Equals Trust Policy for:

Admissions
(Heymann Primary and Nursery School)

2022-2023

Approved at the Local Governing Body meeting of Heymann Primary and Nursery School on Monday 8 February 2021

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Rationale

Heymann Primary and Nursery School provides for the needs of children within the 4 to 11 age range. Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our School is not dependent on any 'voluntary' contribution.

The Equals Trust is the Admitting Authority for Heymann Primary and Nursery School. The school participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants. The school has an agreed Published Admission Number of 90 for the year 2022/2023 and, subject to any changes approved or required by the Secretary of State, for subsequent years.

Variation to Admission Numbers

In accordance with the School Admissions Code, in any specific year, Heymann Primary and Nursery School may set a higher admission number than its agreed admission number for an applicable year group. The school is not required to consult on its PAN where it proposes either to increase or keep the same PAN. The school must consult where they propose a decrease to the PAN. Heymann Primary and Nursery School must notify the Local Authority of its intention to increase the PAN and reference to the change must be made on the school's website.

Process of Application

Arrangements for applications for places at Heymann Primary and Nursery School will be made in accordance with the Nottinghamshire LA's co-ordinated admission arrangements; parents resident in Nottinghamshire can apply online using the common application form at: www.nottinghamshire.gov.uk/schooladmissions

Parents resident in other areas must apply through the Local Authority where their child lives. The school will use the Nottinghamshire LA's timetable for applications to Abbey Road Primary School each year through the co-ordinated scheme.

The dates of the application window and the date parents/carers will receive their offer of a school place can be found using the website address above.

Parents are strongly advised to indicate at the earliest opportunity whether they wish to accept the offer of a place via the online system or phone call to the Local Authority. When the Trust is informed by the Local Authority that a place has been offered, it may write to the parent(s) seeking written confirmation that they will take up the place, if the offer has not been accepted. Parents who do not wish to accept a place offered will be required to provide information to the Local Authority regarding their alternative arrangements for formal education for their child before the offer can be rejected.

Consideration of Applications

Heymann Primary and Nursery School will consider all applications for places at the School. Where fewer than the published admission number(s) for the relevant year groups are received, Heymann Primary and Nursery School will offer places to all those who have applied. Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Special consideration

Equals Trust will consider applications for places in Equals Trust schools where the application can be supported by written evidence from a doctor, social worker or other relevant professional stating why Heymann Primary and Nursery School is the **only** school which could cater for the child's particular needs. The evidence must be presented at the time of application.

For information provided before the closing date for intake applications, the Admissions Lead officer will consider each case and decide the allocation of any such place on the basis of written evidence. Where it is agreed that Heymann Primary and Nursery School is the only school that could meet a child's needs, the application will have priority following the allocation of looked after, and previously looked after children.

For information provided after the closing date and for all in-year applications, the Admissions Lead officer will consider each case. If it is agreed that Heymann Primary and Nursery School is the only school that could meet a child's needs, the application will have priority after looked after, and previously looked after children. If the school is oversubscribed the application will have priority on the waiting list after the initial allocation of places.

Where a request for special consideration is not approved:

- For information provided before the closing date for intake applications, a decision will not be communicated and the application will be considered in line with the published admission oversubscription criteria.
- For information provided after the closing date and for all in-year applications, a decision based on the evidence provided will be communicated to the applicant via letter from the Admissions Lead officer.

Procedures where the Heymann Primary and Nursery School is oversubscribed

Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Oversubscription Criteria

Heymann Primary and Nursery School will first accept all pupils with a statutory right to a place through a Educational Health and Care Plan (EHCP) naming the School.

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Looked After Children and previously Looked After Children
2. Children who have been adopted from state care outside of England
3. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school.
4. Other children who live in the catchment area.
5. Children who live outside the catchment area but will have a brother or sister at the Heymann Primary and Nursery School at the time of admission.
6. Other children who live outside the catchment area.

Attendance of non-statutory Foundation Stage (FS1) provision at the school does not give priority to applications for a statutory school place, as places are allocated according to the criteria above.

In the event of oversubscription, within a criterion, preference will be given to children who live nearest to the school as the crow flies. In the event that two or more distances are exactly the same, the School will use a method of random allocation by lot, and the process will be independently verified.

If applications exceed the number of places available the school will operate a waiting list in which priority for places will be given on the basis of the above criteria, measuring distance 'as the crow flies'. In the event of over-subscription within the criteria listed above, 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 entrance of the school's principal administrative building on Waddington Drive, West Bridgford, NG2 7GX by Nottinghamshire County Council's computerised measuring software. In the event of two distances being equal, lots will be drawn and independently supervised and verified by someone independent of the school.

Children who attend the non-statutory FS1 provision at Heymann Primary and Nursery School do not automatically receive a place at the school and an application must be submitted within the timeframes set out.

Arrangements for In-Year Admissions

Heymann Primary and Nursery School participates in Nottinghamshire County Council's in-year co-ordinated scheme. Application forms and details about how to apply are available at http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/

If a place is not available in the year group for which a student applies the school operates a waiting list. Names are placed on this waiting list in the rank order of our published over-subscription criteria, not in the date order by which they are received.

Late applications

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date specified in the Nottinghamshire County Council coordinated scheme, providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, and family trauma. Supporting evidence may be required. When the Trust is informed by the Local Authority that a place has been offered, it may write to the parent(s) seeking written confirmation that they will take up the place, if the offer has not been accepted via the online system or phone call to the Local Authority.

Waiting Lists

In respect of the normal year of entry, after the offer of places has been made, but the school is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the school in partnership with the Local Authority until the end of the Autumn term. A child's position on this waiting list will be determined by the school's published over-subscription criteria. Once the coordinated scheme is closed (at the end of the Autumn term), the waiting list will remain open but

will be administered by the governors of the school. The waiting list will be maintained for the remainder of the current academic year. Waiting lists are re-ranked in accordance with the oversubscription criteria as new applications are received, in line with 2.14 of the Code. All places will be offered up to the PAN in the intake year.

Independent Appeals

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Admissions appeals for Heymann Primary and Nursery School are administered by Nottinghamshire County Council. Parents wishing to appeal should refer to Local Authority guidance available at http://www.nottinghamshire.gov.uk/education/school-admissions/making-a-school-admission-appeal

Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances.

Coordinated admission scheme

All applications for places in the normal year of entry are made on the common application form. Heymann Primary and Nursery School participates in Nottinghamshire County Council's Fair Access Protocol.

Deferred entry to school

Children will be offered a full-time place at Heymann Primary and Nursery School for the September following their 4th birthday. Parents may choose to defer their child's entry until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents can also choose for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. Any allocated place must be taken up within the academic year and requests to defer to another year will require a new application for that year. Further information on summer born children is available at www.nottinghamshire.gov.uk or by visiting the DFE Schools Admissions Code (para 2.16)

Applications outside the normal year of entry, including summer born children entering education

Nottinghamshire residents wishing to apply for their children to be educated outside their normal year of entry, including delayed entry to Reception should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible, with any supporting evidence that may need to be considered. For applications to Heymann Primary and Nursery School, Nottinghamshire County Council Designated officers will consult the Admissions Lead officer of Equals Trust and 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;
- the child's medical history and the views of a medical professional;

- whether they have previously been educated out of their normal age group;
- 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.

Where an application is made with multiple school preferences, Nottinghamshire County Council Designated officers will consult with all admissions authorities related to the named schools.

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. More information can be found at http://www.nottinghamshire.gov.uk/media/129227/factsheet-summer-born.pdf

If the request to delay entry to formal education (Reception) is agreed, you will need to apply for a school place the following academic year.

Parents/carers who do not live in Nottinghamshire wishing to apply for their children to be educated outside their normal year of entry, including delayed entry to Reception, should consult their home Local Authority for advice before submitting an application. Overseas residents should consult the Local Authority of their intended home address for advice, before submitting an application.

Transfer to secondary school

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Withdrawing an offer of a place

An offer of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time. The Trust may complete random checks to ensure information submitted is correct. This may require applicants to provide evidence to support their application, eg, proof of address.

Equals Trust reserves the right to withdraw the offer of a place under circumstances set out in the Admissions Code 2014, (para 2.12, 2.13) and will consult with Nottinghamshire County Council Admissions team in such circumstances.

DEFINITIONS

Looked after and previously looked after

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 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. 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).*

Second highest priority is given to

- *Children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted (that is, children looked after by a public authority, religious organisation or another provider of care whose sole purpose is to benefit society, such as orphanages or other settings).*

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. The evidence 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.

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. In all cases, those with parental responsibility must be in agreement with preferences made.

Sibling (a brother or sister)

A brother or sister who shares the same parents.

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.

Multiple births

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

Catchment Area

Details of the catchment area school for your address can be obtained from the Nottinghamshire County Council website: http://www.nottinghamshire.gov.uk/findmynearest

Details of Heymann Primary and Nursery School's catchment areas can be accessed at:

https://www.nottinghamshire.gov.uk/search-for-a-school#/details/2590

Links to the LA online admissions portal can be accessed via Heymann Primary and Nursery School's website, provided under 'Admissions' on the home page. The direct link for this page is:

https://www.heymann.notts.sch.uk/page/?title=Admissions&pid=73