Proposed Admission Arrangements for Member Schools of Equals Trust

2028-29

Introduction

Equals Trust is the Admission authority for 19 schools in Nottinghamshire, situated in the Borough areas of Rushcliffe, Broxtowe and Gedling. A list of all the member schools can be found here: Equals Trust Schools

We have a single Admissions policy for Equals Trust which allows stakeholders to view all the information in one place.

Admission arrangements

The term, 'Admission arrangements', means the overall procedure, practice, criteria, and supplementary information used in deciding on the allocation of school places. This document sets out the admission arrangements for the member schools of Equals Trust. Other schools in Nottinghamshire will have different Admissions authorities and their arrangements may differ to Equals Trust.

All schools 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).

All admission authorities must include the oversubscription criteria in their arrangements. The criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation.

Relevant legislation and other information

Equals Trust complies with the regulations and legislation set out in the School Admissions Code 2021 and the School Admission Appeals Code 2022, including:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

Overseas nationals entering the UK, who wish to apply for a state-funded school place, are advised to check that they have a right of abode or that the conditions of their immigration status otherwise permit access to a state-funded school before making an application for a school place. Information can be found here regarding the right of abode: Prove you have right of abode in the UK: Overview - GOV.UK

Applying for a school place in the normal admissions round

Children do not automatically transfer to Reception year from Early Years provision or Nursery and parents must apply for a school place for Reception year. Similarly, children attending an infant school do not automatically transfer to the junior/primary phase of education and children attending a primary school do not automatically transfer to the secondary phase of education. In all cases parents must make an application.

Children attending Nursery provision in any Equals Trust school do not receive priority in applications for Reception year places, as Nursery education, while beneficial, is not statutory education and therefore, is not an advantage in the admissions applications process.

Applications can be made at the following times:

	Age Group at Admission	**Applications submitted from**	**National closing date**
First admission to statutory education	**Reception Year:** Children born between 01 September 2023 and 31 August 2024	1 November 2027	15 January 2028
Children transferring from infant school to junior/primary education	**Year 3:** Children born between 01 September 2020 and 31 August 2021	1 November 2027	15 January 2028

Applications must be submitted to the Local Authority of your home address, by 15 January 2028. You can find your Local Authority for School Admissions by using the Government website If your Local Authority is different to Nottinghamshire County, they will ensure that your application is shared with Nottinghamshire County Council, who co-ordinate applications for primary and secondary phase in Nottinghamshire, and will liaise with Equals Trust. Offers will be issued by your Local Authority on National Offer Day, 16 April 2028.

Applications for families living in Nottinghamshire can be made through Nottinghamshire County Council's online portal: Nottinghamshire County Council School Admissions Hub

How applications are processed

All schools must have admission oversubscription criteria, this is used if there are more applications than places available. If a school is not oversubscribed all applicants must be offered a place. The oversubscription criteria determine how places are allocated at the school: 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.

Equals Trust, like all Admission authorities are required to set a Published Admission Number (PAN). This is the number of places which must be offered in each relevant age group (eg, Reception, Yr3).

The oversubscription criteria and PAN for each of the schools in Equals Trust is set out later in this document.

Catchment areas

In line with most Nottinghamshire schools, all Equals Trust schools have a defined catchment area. Details about catchment areas are available on Nottinghamshire County Council's website at Nottinghamshire County Council Catchment Checker or by selecting the relevant school below, in the tables. Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school. Whilst living in a catchment area can give higher priority within the oversubscription criteria, it cannot guarantee a place at a particular school will be allocated. The address point (using eastings and northings as defined by Ordnance Survey) will be the point used to determine if a property falls within a specific catchment area.

Special consideration

Within each set of criteria, Equals Trust will consider applications for their schools where the application can be supported by written evidence from a doctor, social worker or other relevant professional stating why a

particular 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 designated Admissions Team officers will consider each case and decide the allocation of any such place on the basis of written evidence. Where it is agreed that a particular 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, the designated officers will consider each case. If it is agreed that a particular 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 on the request for special consideration will not be communicated. The application will be considered in line with the published admission oversubscription criteria and an outcome issued alongside all other applications on National Offer Day. For information provided after the closing date, a decision based on the evidence provided will be communicated to the applicant.

Distance measurement

Within each criterion, priority is 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. In the event that two applications cannot be separated (two distances being equal), Nottinghamshire County Council's distance measuring software will randomly identify the application to be allocated.

Late applications

Nottinghamshire County Council state that:

'An application received after the closing date including any changes to preferences, or order of preferences, is considered late and will be processed after all on time applications. In very limited circumstances an application received after the closing date may be considered as on time by Nottinghamshire County Council and only in the following circumstances:

- *relocation into the area of Nottinghamshire County Council from another local authority area*
- *relocation within Nottinghamshire*
- *exceptional reasons for missing the closing date, for example, family bereavement, hospitalisation or family trauma.*

Information outlining why the application was late, together with evidence of relocation, must be provided to Nottinghamshire County Council' by the dates stated in their determined admissions arrangements, which can be viewed on their website at Nottinghamshire County Council Admissions Hub
We strongly recommend that parents who have circumstances that may increase their risk of submitting a late application or changes to an application after 15 January 2028, familiarise themselves with the dates.

Nottinghamshire County Council state,

'Late applications and changes to preference order received after the dates outlined above but before 31 August 2028 will be considered after National Offer Day. This will be after all on time applications have been

processed and decisions have been sent to parents. A maximum of 4 preferences can be processed as late on an application at any one time and parents must wait for the outcome for these preferences before making further changes.'

In addition, any late application for reception processed after National Offer Day and before 31 August 2028, Nottinghamshire County Council will also consider whether the limited exceptional circumstances for infant class sizes could apply. A child who falls into any of these categories will not automatically be admitted as an excepted child.

Any applications received after 1 September 2028 will be processed as in-year applications.'

Admission oversubscription criteria and published admission number

Reception Criteria: Equals Trust Primary Schools: 2028-29

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.
2. Children who live in the catchment area at the closing date for admissions and who, at the time of admission, will have a brother or sister attending the school.
3. Other children who live in the catchment area at the closing date for admissions.
4. Children who live outside the catchment area at the closing date for admissions but will have a brother or sister at the school at the time of admission.
5. Other children who live outside the catchment area at the closing date for admissions.

School	District/Borough	PAN
Abbey Road Primary School	Rushcliffe	60
Brookside Primary School	Rushcliffe	45
Burton Joyce Primary School	Gedling	45
Cropwell Bishop Primary School	Rushcliffe	30
Crossdale Primary School	Rushcliffe	30
Flintham Primary School	Rushcliffe	15
Heymann Primary and Nursery School	Rushcliffe	90
Keyworth Primary and Nursery School	Rushcliffe	30
Kinoulton Primary School	Rushcliffe	20
Netherfield Primary School	Gedling	60
Orston Primary School	Rushcliffe	25
Normanton-on-Soar Primary School	Rushcliffe	15
Richard Bonnington Primary and Nursery School	Gedling	60
Round Hill Primary School	Broxtowe	75
Sutton Bonington Primary School	Rushcliffe	30
Tollerton Primary School	Rushcliffe	30
Wadsworth Fields Primary School	***Broxtowe***	***30 (50)***
Willow Farm Primary School	Gedling	30

****The consultation on these arrangements includes lowering the Published Admission Number (PAN) for Wadsworth Fields Primary School from 50 to 30.***

Junior/Primary Criteria: Year 3 Admissions to Robert Miles Junior School			
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. 2. Children who attend the linked infant school at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school 3. Other children who attend the linked infant school at the closing date for applications 4. Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school 5. Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school 6. Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school. 7. Children who live outside the catchment area			
School	**Linked School**	**District/Borough**	**PAN**
Robert Miles Junior School	Robert Miles Infant School	Rushcliffe	60

Starting School

Children of parents who submitted their application on or before 15 January 2028 will receive an offer on National Offer Day. The offer will be sent by Nottinghamshire County Council. Parents will be contacted soon after this date by the offered school, which will share information on starting school in September 2028.

All children offered a place can start school full time in Reception in the September following their fourth birthday. Parents can request that their child:

- defers the date in which they are admitted until later in the school year (but not beyond the point they reach compulsory school age and not beyond the beginning of the final term of the school year)
- takes up the place part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents must ensure that they apply for a school place before the closing date, 15 January 2028, even if they wish to request to request a deferred start or part-time attendance.

Admission of children outside the normal age group (including delayed entry to school)

Parents may request that their child is placed outside their normal age group, eg, if they have had significant illness or is gifted and is significantly ahead of their peers.

Parents who wish to delay their child's admission should submit their request when they make their formal application, to Nottinghamshire County Council's school admissions team by the closing date; 15 January. Nottinghamshire County Council will consult with all schools preferenced in the application. For Equals Trust schools, 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.
- Z_the views of the Headteacher of the school.

In line with the legislation, Equals Trust and its schools do not have a blanket policy regarding the admission of children outside of their normal age group (including delayed entry to school) and consequently cannot advise of this until their formal application is made for a school place.

Summer born children

The parents of a summer born child (born between 1 April and 31 August) may choose not to send their 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. The process is outlined above.

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. If you have already submitted an application for the current year, this application will be withdrawn from the admissions round and you will need to reapply in the following year.

If a request is not agreed, reasons will be given why, and parents can continue with an application for a reception school place at the normal time, or delay admission until compulsory school age and apply for a place in year 1. In all cases, the application will be considered on the basis of the determined admission arrangements only. Further information can be found here: Admission Outside Normal Age Range (including summer born children) and Summer Born Children Advice for Parents DfE

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.

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 applying. 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. The request should be made when the child reaches the normal age for parents to submit an application for transfer. 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.

Waiting lists

Children's names will be added to the waiting list if the application has been refused because there are no spaces available; all spaces have been allocated to children of a higher criterion, or of the same criterion but living a shorter distance from the school.

The position on a waiting list is decided by the oversubscription criteria; each child added to the list means the list will be ranked again in line with the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. If any applications are received that have 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 at that time, to the child who has highest priority on the waiting list according to the admission oversubscription criteria. This will include all applications that have been received requesting a place at that school where a higher preference has not been met.

Equals Trust continues to hold waiting lists after this date until 31 May. Waiting lists will then close on 31 May and parents would need to make a new application for the next academic year.

Withdrawing Offers

Equals Trust may withdraw an offer of a school place if the place 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.

Where it has been identified that Equals Trust has made an administrative error in the processing of an application for a school place, and it is established that another child has been disadvantaged by this error the place may be withdrawn.

Applicants are responsible for the accuracy of any information which they submit. Equals Trust takes no responsibility for incorrect information submitted as part of the application (i.e failure to mention a sibling(s) or provide supporting evidence).

Where a parent has not responded to the offer, Equals Trust will work with Nottinghamshire County Council, who will provide parents with an additional 14 days to respond and will explain that if no response is received the offer may be withdrawn.

Equals Trust will co-operate with Nottinghamshire County Council to investigate any applications where there are doubts about the information provided. In these cases, parents will be required to provide evidence that the information submitted as part of the application was accurate. If the parent does not provide information or is unable to provide this information Equals Trust will seek to obtain confirmation of the information through Nottinghamshire County Council from other local government departments and other publicly funded organisations, including schools. 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 higher priority for the place at the school, the offer of a place may be withdrawn. Equals Trust reserves the right to work with Nottinghamshire County Council to check the information provided on the application is genuine.

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. Where the allocation has been withdrawn due to an error or confirmed fraudulent or intentionally misleading information, the application will be reconsidered, and the usual statutory right of appeal will be made available if a place is subsequently refused.

In-year applications

Equals Trust subscribes to Nottinghamshire County Council's in-year coordinated scheme for applications. Equals Trust abides by the rules and protocols of the scheme. An application is an in-year application if it is for the admission of a child to a relevant age group, but it is submitted on or after the first day of the first term of the admission year, or if it is for the admission of a child to an age group other than a relevant age group.

Details of the in-year coordinated scheme and information about applications in-year is available at Nottinghamshire County Council Admissions Hub Parents can submit applications to start at the beginning of the next half term or up to six weeks before the date that they would like their child to start at the preferred school. School places cannot be reserved, and places are allocated in line with the admission arrangements for the school. Admissions will normally be agreed up to the published admission number for the relevant age group. Admission to other age groups cannot be refused on the grounds that the PAN has already been reached however, admission may be refused where the admission of another child would prejudice the provision of efficient education or efficient use of resources. Waiting list information is provided earlier in this document.

Fair Access Protocol

Equals Trust subscribes to Nottinghamshire's Fair Access Protocol (FAP). Information about the Fair Access Protocol is available at NCC Fair Access Protocol

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 all member schools of Equals Trust are administered by Nottinghamshire County Council, who appoint an independent panel to hear admissions appeals. Parents wishing to appeal should refer to Local Authority guidance available at School admissions hub | Nottinghamshire County Council

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

There is no charge to parents for an appeal, but the cost is paid by the school. Parents are advised to consult the School Admissions Appeal Code before submitting an appeal.

Publication

This document will be published on the Equals Trust website and on the website of all member schools. A list of these schools can be found here: Equals Trust Schools

Definitions

Looked after and previously looked after

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 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 April2014 is deemed to be a child arrangements order. Section 14A of the Children Act1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

Also given the highest priority are:

- *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 or clicking on the named school in this document.