



Samuel  
Barlow  
Primary Academy

Church Road | Clipstone | Mansfield | Nottinghamshire | NG21 9DF

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## **Determined Admission Arrangements – 2022 to 2023**

Admissions arrangements at the academy are overseen by the Local Academy Committee.

**The national closing date for applications to the 2021-22 intake is 15th January 2022, as stated in the school's admissions code.**

Our PAN (Published Admission Number) for Year R is 40.

Children will be admitted to the Academy as follows:

- Children born between 01/09/17 and 31/08/18 will be admitted at the beginning of the Autumn Term 2022
- Parents can request that the date their child is admitted to school is deferred until a later date in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up a place part-time until the child reaches compulsory school age.

Applications for the intake year will be managed in line with Nottinghamshire County Council's co-ordinated arrangements.

**Applications need to be made to the home authority:**

**<http://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>**

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 a statement of special educational needs which names the school and pupils who have an education, health and care plan:

1. Children looked after by a local authority and children previously looked after by a local authority
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school





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3. Other children who live in the catchment area
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. Other children who live outside the catchment area

***A map of the Samuel Barlow Academy catchment area is available to view on the academy website under Admissions.***

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 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 the local authority's computerised distance measuring software.

In the event of two distances being equal, lots will be drawn and **verified by a person independent to the academy.**

For the intake year (YR), waiting lists are held until at least 31 December of each school year of admission.

### **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 application.

The Local Academy Committee will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence.





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Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

We participate in the Fair Access Protocols. The purpose of the Fair Access Protocols is to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children include those children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil.

Admission authorities must provide for the admission of all children in the September following their fourth birthday. The authority must make it clear in their arrangement that:

- a) Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age;
- b) Parents can request that their child takes up the place part-time until the child reaches compulsory school age

Late applications will be processed in line with the co-ordinated scheme.

### **Previously looked after children**

The definitions of **looked after** and **previously looked after** children are as follows:

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). This includes children who were adopted under the Adoption Act 1972 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 appointing one or more individuals to be a child's special guardian (or special guardians).

### **Admissions to year groups other than the intake year**

Applications for places in any year group, made during the school year, must be made to the Local Authority. Details of the application process will be available from schools and from the Local Authority. Once an application has been made, it will be passed to the Admissions Committee of the Local Academy Board for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Waiting lists will not be held for in-year admissions.

### **Summer born children**

In addition, the parents of a summer born child (those born between April 1 and August 31) may choose not to send that child to school until later in the academic year to which the child has been given a place. This allocated place must be taken within the relevant academic year that corresponds to the admission round that the application was made in. *Parents who choose to defer application for the September after their child's fifth birthday must re-apply via the usual admissions process for the following academic year.*

Children should only be educated out of their normal age group in very exceptional circumstances.



### **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.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible.

Designated officers 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.

The views of the head teacher of the school concerned will also be taken into account. 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.

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 a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and *admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only*, including the application of oversubscription criteria where applicable.

The parent has 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.

### **Applications on waiting list and repeat applications**

Your child's name will be placed on a waiting list for the academy where your preference has been refused. You do not need to request this. Waiting lists are held for all schools in Nottinghamshire where the number of applications received is greater than the number of available places in the intake year group.

Nottinghamshire County Council will maintain waiting lists until 31 December.

The order of places on a waiting list is decided by the admission oversubscription criteria for the academy. No reference will be made to the date we receive an application or whether you have chosen to appeal.





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Your position on a waiting list may change. If any late applications have a higher priority within the admission oversubscription criteria, they will be placed higher than applications that have been on the list for some time.

If the number of allocated places at Samuel Barlow Primary falls below the published admission number for the school, the County Council will write to offer a place to the applicant at the top of the waiting list.

If your application for a place at Samuel Barlow Primary has been refused, the local authority will not consider another application for the same academy in the same school year unless there have been significant and material changes in your circumstances, or those of the academy.

### **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.

### **Siblings**

Include a brother or sister who share 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 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 a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.





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## How do I make an appeal for a place at this School?

If you wish to appeal against a decision to refuse a place for your child at this school you can appeal online or in writing. Information on how to appeal can be found at

<http://www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision/>

or by calling 0300 500 80 80.

### **Definition of parent:**

For the purposes of education law, the Department for Education considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person
- a person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

### **Definition of home address:**

To qualify as living in the catchment area of a school, your child must live there when the application is made and when your child starts the school in September.

"Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time.

If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.





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If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

The admissions policy has been written in compliance with the following publications:

<https://www.gov.uk/government/publications/school-admissions-code--2>

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

<https://www.nottinghamshire.gov.uk/education/school-admissions>

<https://www.nottinghamshire.gov.uk/media/1528492/first-admission-guide-for-parents.pdf>

The Principal,  
Samuel Barlow Primary Academy,

February 2021

