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## Admission Arrangements 2019-2020

### Published Admission Number

The Education Advisory Board (EAB) has determined a Planned Admission Number (PAN) of:-

- 60 on the Primary phase with a maximum of 39 places in our Nursery Unit
- 120 on the Secondary phase
- 60 for external students for the Post-16 Centre

This is the number of children who can be admitted into the “intake year” and preferences are agreed until the PAN has been reached.

Applications must be made through your home local authority. For Nottinghamshire residents, this can be found on the NCC website [www.nottinghamshire.gov.uk/learning/schools/admissions](http://www.nottinghamshire.gov.uk/learning/schools/admissions) and applications should be completed by the closing date for applications as stated in the Nottinghamshire Coordinated scheme.

### Nursery Admissions

Children are accepted into the Nursery Unit from the following term of their 3<sup>rd</sup> birthday.

### Reception year admission criteria

Children born between the 1 September and the 31 August, in the year they are 5, are admitted into Reception on a full-time basis at the beginning of the Autumn Term. Parents / carers can request that the date their child is admitted to school is deferred until later in the academic year. The parents of a **summer born child** (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that the child is admitted out of the normal age group – to Reception rather than Year 1.

In the event of oversubscription, the following criteria, listed in orders of priority, will then be applied to determine which other applications will be granted places. Children with a statement of special educational need or Education, Health and Care (EHC) plan that names the school will be admitted.

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area and who, at the time of admission, have a brother or sister attending Serlby Park Academy.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area who have a brother or sister attending Serlby Park Academy at the time of admission.
5. Other children who live outside the catchment area.

### Year 7 admissions

It should be noted that children attending the Primary phase transfer automatically into Year 7 unless parents request otherwise.

### Year 7 Admissions Criteria

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#### Registered Office / Head Office

Education House, Spawd Bone Lane, Knottingley, WF11 0EP

Company Number: 07386086 (England and Wales) Charity Exempt under the Academies Act 2010 VAT Number 115 811 243

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1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area and who, at the time of admission, have a brother or sister attending the Academy.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area but who are attending a linked Primary phase school on the closing date for applications preceding admission to Secondary school and who have a brother or sister at Serlby Park Academy at the time of admission.

**Our linked Primary schools are:**

- All Saints Harworth Church of England Primary School
  - St Patrick's Catholic Primary School
  - The Primary School of St Mary and St Martin, Blyth
  - Misson Primary School
5. Children who live outside the catchment area and who, at the time of admission, have a brother or sister attending Serlby Park Academy.
  6. Children who live outside the catchment area but who are attending a linked Primary phase school on the closing date for applications preceding admission to Secondary school.
  7. Other children who live outside the catchment area.

For applications into any year group and in the event of oversubscription within any criterion, preference will be given to children who live nearest to the Academy as 'the crowflies'. Distances are measured from the entrance of the child's home to the principal entrance of the main administrative building of the Academy using the Local Authority computerised distance measuring software. In the event of two distances being equal, lots will be drawn and independently verified.

**Parents can check their catchment area and apply for a place at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)**

**Post 16 Admission Criteria**

The oversubscription criteria for admissions to Sixth Form is the same as that for Year 7.

**Admission Oversubscription Criteria**

**Siblings - For school admissions the academy will consider the following as sibling:**

- a brother or sister who share the same parents
- a half-brother or half-sister or legally adopted child living at the same address as the child
- a child looked after by a local authority placed in a foster family with other school age children
- stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.
- Twins and multiple births - where one child of a multiple birth can be admitted, the other child/children will also be admitted.

## **Late Applications**

Certain late applications submitted in the normal admissions round will be treated as on time by Nottinghamshire Local Authority up to the Local Authorities set late admissions deadline. Such applications will be from parents or carers that: Families who have recently moved into Nottinghamshire or can prove that at the time of completing the form that there were exceptional reasons for missing the published date. The Local Authority will treat such applications as on time where it is practical to include them in their first ranking. All other late applications for Secondary school places received by Nottinghamshire Local Authority after the specified date will be dealt with after offer day.

## **Waiting Lists**

If your child has not been offered a place at their preferred school, you will be informed of your right to appeal and your child will be added to their year group's waiting list. The waiting list for admission to Serlby Park Academy will remain open until the end of the Autumn term of that academic year. Parents must make a request for their child's name to be put on the waiting list which will be revised annually. Applications that have been refused will automatically be placed on a waiting list. The lists are ranked in the same order as the oversubscription criteria which means that a child's position could go up or down throughout the year. Any late applications will be added to the list in accordance with the order of priority for allocating places. Inclusion on a waiting list does not guarantee that a place will eventually become available for your child, however, should a place become available, we will notify you as soon as possible.

In the event of an application being refused as there are more applications than places available, parents have a right to appeal to an independent appeals panel. The appeal should be lodged within 20 school days.

## **In Year Applications**

Serlby Park Academy participates in Nottinghamshire County Council's in-year coordinated scheme.

Applications for places in any year group made during the school year, will be considered by the EAB. Where there are sufficient places, an application will normally be agreed by the Admissions Committee. Where the number of applicants exceeds the number of available places, applicants will be ranked in accordance with criterion listed in the 'Over-subscription' section in the same order of priority and places will be awarded accordingly. If a place is agreed, parents will receive confirmation from Nottinghamshire County Council and a start date will be determined.

Any parent whose child is not offered a place in any year group at the Academy will be notified of their right for independent appeal.

Serlby Park Academy participates in Nottinghamshire County Council's Fair Access Protocol.

## **Admissions outside the normal age range**

Parents may seek a place for their child outside of the normal age group, for example, if a child is gifted or talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council 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. The views of the principal of the school concerned will also be taken into account. When informing parents of the decision on the year group to which the child should be admitted, the parents will be notified of the reasons for the decision.

The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. The right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Transfer to Secondary schools**

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 from junior 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 which the child has been educated in up to that point.

### **Admission Under Special Circumstances**

Special consideration will be given to children whose 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 Academy is the only school that can cater for the child's particular needs. Supporting evidence must be presented at the time of application. The EAB 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.

Children of nomadic Travellers will be allocated a place at their catchment area school.

### **Looked after and previously looked after**

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 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).

### 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 application. Informal arrangements between parents will not be taken into consideration.