



ROBERT SHAW PRIMARY AND NURSERY SCHOOL Proposed Admissions Arrangements for 2019/2020

Introduction:

The school policy for Admissions for the academic year 2019/2020, has been written to closely reflect Nottingham City Local Authority guidance.

The published admissions number for intake year is 60.

All applications for places should be made on the applicant's home Local Authority online or paper application form. In the majority of cases, this will be Nottingham City Council's (the Local Authority). Although the Governing Body has a responsibility for deciding on admissions, under law the Local Authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

Application for places in reception year in 2019

For entrance to Robert Shaw Primary and Nursery School in September 2019 the closing date for applications under the coordinated admission scheme is 15th January 2019. Offers of places will be made on the national offer date of 16th April 2019. (For applicants, who applied online, an email will be sent on 16th April 2019; letters will be sent to all applicants by second class post on 18th April 2019 showing the outcome of the application.)

Late applications for reception year in 2019

Nottingham City Council and the Governing Body of Robert Shaw Primary and Nursery School may be willing to accept applications which are received late, ie after the closing date of 15th January 2019, but before 5:00pm on 16th February 2019 for good reasons, for example:

- A family returning from abroad
- A lone parent who has been ill for some time
- A family moving into Nottingham from another area
- Other exceptional circumstances.

Each case will be treated on its merits.

Any preferences received by Nottingham City Council up to 16th February 2019, with good reason for being late, and where appropriate, with the agreement of the Governing Body of Robert Shaw Primary and Nursery School will be included in the first cycle of allocations and will be notified on the national offer day.

All other later applications for places at Robert Shaw Primary and Nursery School received by Nottingham City Council after 16th February will be dealt with after offer day. Other local authorities might have different policies when dealing with late applications. Applicants are advised to contact their home local authority to find out what their policy is.

Applications outside the normal year of entry

Details of how to apply for places in any year group, made during the school year from September 2019 onwards, will be made available on the school's website nearer the time. If the respective year group total is below the published admission number for that year group, the child will be offered a place unless paragraphs 2.15 and 3.8 of the School Admissions Code are applicable. If the respective year group total is full, the child will only be offered a place if there are very exceptional circumstances and if the Governors decide that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. Parents will have **14 days** to accept the offer of a school place.

If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within 20 school days of the date of the decision letter. Local Authorities are required to have '**Fair Access Protocols**' in order to make sure that unplaced children, especially the most vulnerable, who live in the home Local Authority area, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number to schools that are already full. Robert Shaw Primary and Nursery School will participate fully in Nottingham City Council's Fair Access Protocol.

Over subscription criteria

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the Robert Shaw Primary and Nursery School).

Pupils who have a Statement of Special Educational Need or an Education, Health and Care Plan, where that school is named in the child's statement or plan will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 12 of the Children and Families Act 2014. 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).
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area of Robert Shaw Primary and Nursery School, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school, or Individual Needs Centre.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area of Robert Shaw Primary and Nursery School and whose parents have requested a place at the school.

4. Places will then be allocated to pupils who live outside the catchment area of Robert Shaw Primary and Nursery School, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school.
5. Places will then be allocated to other pupils who live outside the catchment area of Robert Shaw Primary and Nursery School whose parents have requested a place at the school.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at a specific school (e.g. where the school has specialist provision)**;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a specific school**.

**Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking Robert Shaw Primary and Nursery School to assess your child as having a stronger case than other children.

Each case will be considered on its merits by the Governing Body of Robert Shaw Primary and Nursery School.

Attendance at a particular nursery does not guarantee admission to the main school for primary education. All applications for admission to the main school must be made to the Local Authority and will be considered against the oversubscription criteria listed in 1-5 below.

Withdrawal of an offer of a place.

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent or intentionally misleading applications (eg. A false claim to residence in the catchment area of Robert Shaw Primary and Nursery School). Failure to accept a place offered at Robert Shaw Primary and Nursery School within the 14 days previously specified may also lead to the withdrawal of that offer.

Waiting list

If there is oversubscription within any year group, Robert Shaw Primary and Nursery School will maintain waiting lists until the last day of the summer half term for reception year to year 5 (i.e. May 2019). Waiting lists will not be maintained for year 6.

Where the number of students in a particular year group falls below the admission number and where it will not result in a breach of the infant class size legislation, the person whose name appears at the top of that particular year group's waiting list will be offered a place. A child's position on the waiting list will be determined by the application of Robert Shaw Primary and Nursery School's published oversubscription criteria.

Parents are welcome to ask what position their child currently holds on the list. However, because schools constantly receive applications for admission throughout the year, the waiting lists are continually re-ordered. Parents need to be aware that their position on the list may rise or fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

Children who are the subject of a direction by a Local Authority to admit or who are allocated a place at Robert Shaw Primary and Nursery School in accordance with the In Year Fair Access Protocol, will take precedence over those children on a waiting list.

Admission out of the normal age group

Parents/carers may request admission for their child outside of their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate, and they should only be educated out of their normal age group in very limited circumstances. You can contact the school or your home local authority for advice on how to request admission for your child outside of their normal age group.

Independent Appeals

Parents have the right to an independent appeals panel in the event that their child is declined admission to Robert Shaw Primary and Nursery School. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should submit their appeal form within 20 school days of the date of the letter advising that the child has not been given a place. Details of where an appeal should be sent will be provided on the decision letter or made available on the school's website.

Definitions of terms used in these arrangements:

Residence:

This is defined as the child's permanent place of residence which is deemed to be the residential property that is their only or main home on the closing date for applications and which their parent/carer/guardian own, leases or rents under a lease or written rental agreement. If more than one person has parental responsibility for the child and those people live in separate homes, the school will consider the child's home address to be the property at which they live for most of the week (this includes weekends as well as weekdays).

If the child lives at two separate homes for an equal length of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.

Brothers or sisters – sibling connection

For admission purposes the Local Authority considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage;
- adopted or fostered children or children living in the same household under the terms of a child arrangements or special guardianship order.

Where applications are received in respect of twins, triplets or children of other multiple births Robert Shaw Primary and Nursery School will endeavour to offer places to each of them, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Parent:

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has a parental responsibility for a child or young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

