

# King Edwin Primary & Nursery School



## Admissions Policy

The policy was reviewed and approved in June 2018 by:

Andy Callaghan-Wetton (Headteacher)  
Dick Empson (Governor)

The policy was approved by the F&GP Committee on 19 July 2018

This policy is reviewed annually

Date of next review: Summer Term 2019

### INTRODUCTION

The local authority (Nottinghamshire County Council) is responsible for admissions to this school and must act in accordance with the Department for Education (DfE) School Admissions Code, the School Admission Appeals Code, other laws relating to admissions, and relevant human rights and equalities legislation.

As part of determining their admission arrangements, all admission authorities must set an admission number for each relevant age group. In this school the governors have decided that the Published Admission Number (PAN) should be set at 60 pupils and this is the maximum number that can be admitted to the school in each year.

### FIRST ADMISSIONS TO SCHOOLS – INTAKE ARRANGEMENTS

The general first admissions policy for all County and Voluntary Controlled primary and infant schools is that children born between 1 January and 31 August may be offered a full time main school place up to two terms earlier than statutory school age. This policy was established after statutory consultation from September 2002.

At the King Edwin School we have exceptional intake arrangements in that we have one admission point for all compulsory school aged children and this is in September. So all children who have a birthday between 1 September and 31 August will start school in the September before they turn five.

This policy is subject to parents' statutory right to defer their child's admission to compulsory school age.

### OVER-SUBSCRIPTION

In the event of over-subscription the following criteria will be applied, in priority order, to determine which applications will be granted:

1. Children 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 or linked junior/primary school.

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.

In the event of over-subscription within any criterion, 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 school's main gate.

## SPECIAL CIRCUMSTANCES

The following groups of children will be given special consideration in their application to the 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 Education Officer will consider each case on its merits and determine the allocation of any such place by comparing the written evidence presented along with the capacity for the school to cater for the identified needs. In order to make an assessment of the case, reference will be made to local head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over all of the numbered criteria.

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

## ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR

Applications for admission to other year groups will be considered in relation to the published admission number (PAN) which applied when the year group was first admitted to the school, subject to infant class size restrictions. In some schools, changes in circumstances, such as the building of additional classrooms or as a result of teaching group organisation, will require the school and the LA to agree admission numbers which will apply to each year group. The Local Education Officer will agree the detail of this before the start of each academic year.

If places are available within the year group, applications will be considered in accordance with the current published admission criteria for admission to the school. If places are available, the child will normally be admitted to the school.

Further guidance on the way in which applications are dealt with including the way waiting lists are maintained and used can be found on Nottinghamshire County Council's website follow link:

<http://www.nottinghamshire.gov.uk/learning/schools/admissions/>

and in "Admissions to Schools" booklet.