

# **Admission Policy for Greythorn Primary School**



**GREYTHORN**  
PRIMARY SCHOOL

**2024/25**

## **Admission arrangements for children starting school**

Admissions for children about to start school are decided by the governors using the over-subscription criteria, but the process is coordinated either by Nottinghamshire County Council's Admissions Call Centre: 0300 50 80 80  
or <http://www.nottinghamshire.gov.uk/education/school-admissions>

Or, for parents living in Wilford village:  
Nottingham City Council Admissions Office Call: 0115 8415568  
<https://www.nottinghamcity.gov.uk/schooladmissions>  
and parents/carers are required to apply on a common application form through their 'home' local authority.

The published admission number per year group is 45.

### **Admission over-subscription Criteria**

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 an Education, Health and Care Plan which names the school:

1. Children looked after by a local authority and all 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 whose application has been determined to deserve special consideration (see below)
3. Children who live in the catchment area and who, at the time of admission, will have a sibling attending the school
4. Children who live in the catchment area
5. Children who live outside the catchment area and who, at the time of admission, will have a sibling attending the school
6. Children who have a parent working at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
7. Other children

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, random allocation will be used as tie-break. This process will be independently verified.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Waiting lists are held for the reception intake year and will be held until 31<sup>st</sup> December of the intake year.

### **Special Consideration**

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 the application.

The governors 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 consideration' will take precedence over all but the first of the numbered criteria.

### **In year admissions to year groups other than the intake year**

Admission into school is decided by the governors using the over-subscription criteria, but coordinated by Nottinghamshire County Council and, in the case of residents of Wilford, Nottingham City Council. Applications forms can be obtained from:

Nottinghamshire County Council:

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

Nottingham City Council:

<https://www.nottinghamcity.gov.uk/schooladmissions>

Applications for admission to year groups other than the intake year group will be considered in relation to the published admission limit which applied when the year group was first admitted to the school, subject to infant class size restrictions.

If places are available within the year group, the child will be admitted. If there are more applications than places available, the over-subscription criteria above will be used to determine which child can be offered a place.

A waiting list will be in operation for all other years where the academy receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year.

Where the number of students in a particular year group falls below the published admission number, the person whose name appears first on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the academy's published over-subscription criteria.

Parents of children who are on the waiting list will be contacted at the start of each half term to establish if they wish to remain on the waiting list. Parents are welcome to ask what position they currently hold on the list. However, because the academy constantly receives applications for admission throughout the year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise and 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 to the academy in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list. The governors use the same definitions (sibling, parent, home address) as those of Nottinghamshire County Council – these are published in the "Admissions to schools: guide for parents".

A definition of a "looked after child" is a child who is:  
Children who are being accommodated, or who have been taken into care, by a local authority (i.e. under Section 20, or Sections 31 or 38 of the Children Act 1989) are legally defined as being 'looked after' by the local authority.

Previously looked-after children are those who are no longer looked after by a local authority in England and Wales (as defined by the Children Act 1989 or Part 6 of the Social Services and Well-being (Wales) Act 2014) because they are the subject of:

- an adoption
- special guardianship or
- child arrangements order; or
- were adopted from 'state care' outside England and Wales. 'State care' is care provided by a public authority, a religious organisation,

or any other organisation whose sole or main purpose is to benefit society.

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire County Council's "Admissions to Schools" booklet and the County Council website

[www.nottinghamshire.gov.uk/education/school-admissions](http://www.nottinghamshire.gov.uk/education/school-admissions).

This also outlines how the co-ordinated admissions scheme and late applications are processed.

### **Admission of children below compulsory school age and deferred entry to school**

Compulsory school age is the term following a child's fifth birthday. All children can start school full time in reception in the September following their fourth birthday.

Children offered a place in our school who were born between 1 September and 31 August of the appropriate admission year, have the option to start full-time school from the beginning of the autumn term. Parents may choose to defer their child's admission to the following term or until the beginning of the term following their child's fifth birthday, provided that the child's admission takes place within the current school year and subject to discussion with the Headteacher. Should parents of summer born children choose to defer their child's admission until the September after their fifth birthday and request their child enter the reception class, the admission authority will make a decision on the basis of the circumstances of each individual case. Where this is agreed the parent must re-apply for a school place.

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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Residents should submit a request in writing to the admission authority 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 Headteacher 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 over-subscription 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.

### **Transfer to junior and 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 junior and 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.

### **Appeals**

In the event of over-subscription and applications being refused, applicants have the right to an independent appeal. Applicants wishing to appeal will be given 25 school days to submit an appeal. Following submission of the appeal applicants will be given at least 10 days' notice

of a hearing. Appeals must be heard within 40 days of the deadline for making an appeal.

### **Fair Access Protocol**

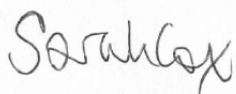
Greythorn Primary School participates in Nottinghamshire County Council's Fair Access Protocol.

**Annual Review:** January 2024

**Chair of Governors:**



**Head Teacher:**



**Definitions:**

**For the purposes of admissions, we will adopt the same definitions for home address, parent and sibling as those shared by Nottinghamshire County Council.**

[admissions-to-schools-guide-for-parents-reception-and-primary.pdf](#)  
[\(nottinghamshire.gov.uk\)](#)



## Appendix 1 – Greythorn Primary School Catchment Area

