



## Admissions Policy for the School Year 2022-23

Robert Miles Infant School provides for the needs of children within the 4 to 7 age range. Pupils will be admitted using the criteria set out in this policy.

The School Governing body is the Admitting Authority for Robert Miles Infant School. The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

The Published Admission Number (P.A.N.) for the school is 60 per year group.

### **Application for Places**

Arrangements for applications for places at Robert Miles Infant School will be made in accordance with the Nottinghamshire LA's co-ordinated admission arrangements; parents resident in Nottinghamshire can apply online using the common application form at: [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions). You can check your catchment area by visiting <https://www.nottinghamshire.gov.uk/search-for-a-school#/catchments>

Parents resident in other areas must apply through their home Local Authority.

Applications must be made by 17<sup>th</sup> Jan 2022.

### **Application for First Admission Places**

Children have the right to be admitted to the Reception class in the September following their fourth birthday i.e. children who will reach their 5<sup>th</sup> birthday between 1<sup>st</sup> September and 31<sup>st</sup> August in any year.

The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Children must attend school no later than the term after they are 5 years old.

Pupils who have an **Education, Health and Care Plan (EHCP), or Statement of Special Educational Needs**, where this school is named will be admitted.

In the event of over subscription, the following criteria will be applied, in priority order, to determine which applications will be allocated.

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Executive Head Teachers: **Helen Duffy** BA (Hons), QTS, NPQH | **Victoria Hayles** BEd (Hons), NPQH | Head of School: **Linda Barbuti** BA (QTS), NPQSL

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Registered Office: C19, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, ENGLAND



### **Admission oversubscription criteria 2022/23**

1. Children looked after by a local authority and previously looked after children
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior school Robert Miles Junior School
3. Other children who live in the catchment area at the closing date for applications
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior school Robert Miles Junior School
5. Children who live outside the catchment area

In the event of over-subscription in any criterion, where all applications are deemed equal, preference will be given to the child living nearest to the school 'as the crow flies', 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.

Where two or more applicants 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 school). 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 independently verified.

### **Late applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date specified in the Nottinghamshire County Council coordinated scheme, providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, and family trauma. Supporting evidence may be required.

### **Special circumstances**

Consideration will be given to applicants who may establish *at the time of application* medical, special educational or social needs with supporting evidence from a relevant professional. The evidence must be presented at the time of application. Each case will be judged on its merits and the admission authority (The Governing Body) may accord a higher priority to the applicant.

The allocation of any such place will be determined by comparing the written evidence presented along with the capacity for the school for the identified needs. In order to make an assessment of the case, reference may be made to local head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over criteria 2 to 5 above.

### **Multiple births**

Where a child of a multiple birth can be admitted, the other child/children will also be admitted in and outside the normal admissions round.

### **Waiting list**

If, after the offer of places has been made, the Academy is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the school in partnership with the Local Authority for the duration of the co-ordinated admissions scheme. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. If any applications are received that have higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available. If a place becomes available, the place will be allocated at that time, to the child who has highest priority on the waiting list according to the admission oversubscription criteria.

### **Withdrawing an offer of a place**

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

### **Right of Appeal**

If a place is not offered, parents have the right of appeal. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Parents have the right to an independent appeals panel if you are not happy with the outcome of your application for first admission or an in-year admission. Admissions appeals for Robert Miles Infant School are administered by Nottinghamshire County Council. Parents wishing to appeal should refer to Local Authority guidance available at <http://www.nottinghamshire.gov.uk/education/school-admissions/making-a-schooladmission-appeal>

### **In Year Applications**

Robert Miles Infant School participates in Nottinghamshire County Council's in-year co-ordinated scheme. Application forms and details about how to apply are available at <http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/>

If a place is not available in the year group for which a student applies the academy operates a waiting list. Names are placed on this waiting list in the rank order of our published oversubscription criteria, not in the date order by which they are received.

### **Admission of Children Outside the Normal Age Group (including summer born children)**

- Parents may seek a place for their child outside of their 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.

- Any parent wanting their child to be admitted out of the normal age group should submit an application to the Academy via the Local Authority as soon as is possible. When such a request is made, school's Governing body will make a decision on the basis of the circumstances of each case. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their 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. They must also take into account the views of the head teacher of the school concerned.
- The Governing body is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.
- When informing a parent of their decision on the year group the child should be admitted to, the Governing body must set out clearly the reasons for their decision. The school will communicate its decision to Nottinghamshire County Council who will notify the parents of the decision.
- Parents have 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 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. 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.

### **Fair Access Protocol**

Robert Miles Infant School participates in the Nottinghamshire Fair Access Protocol which includes the admission of vulnerable children in collaboration with the local authority.

### **Definitions.**

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

### **Parent**

The mother of the child.

The father of the child where he was married to the mother either when the child was born or at a later date.

The father of the child if (since 1 December 2003) he was registered as the father on the birth certificate.

### **An adoptive parent**

Any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

The person making the application must hold parental responsibility. In all cases, those with parental responsibility must be in agreement with preferences made.

### **Sibling (a brother or sister)**

A brother or sister who shares 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 a 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 one child of a multiple birth can be admitted, the other child/children will also be admitted.

### **Catchment Area**

Details of the catchment area school for your address can be obtained from the Nottinghamshire County Council website: <http://www.nottinghamshire.gov.uk/findmynearest>

Details of schools catchment areas can be accessed at: <http://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>