



Admissions policy

Nova Education Trust

Robert Miles Infant School

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1. Aims

This policy aims to:

- › Explain how to apply for a place at a school in Nova Education Trust

This policy sets out the admissions policy of Nova Education Trust
Sections 6 and 7 set out the oversubscription criteria, and approach to in-year admissions, specific to Robert Miles Infant School

- › Set out the arrangements for allocating places to the pupils who apply
- › Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- › [School Admissions Code](#)
- › [School Admission Appeals Code](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- › In the care of a local authority, or
- › Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- › Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- › Became subject to a child arrangements order, or
- › Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending one of our nurseries will not transfer automatically into reception in the attached school (or any of our other schools). A separate application must be made for a place in reception.

Please note, pupils attending one of our infant schools will not transfer automatically into one of our junior schools. A separate application must be made for a place.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- › Parents' 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
- › Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- › Headteachers' views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place but it is not in their preferred age group.

6. Allocation of places

6.1 Admission numbers

At Robert Miles Infant School our published admission number (PAN) for entry into 2022-2023 is 60.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plan names Robert Miles Infant School will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that Robert Miles Infant School receives more applications than the number of places available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school. The 2021 Code requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – “IAPLAC”.
2. Priority will next be given to children on the basis of social or medical need. Robert Miles Infant defines Pupils who have an education , Health and Care Plan (EHCP) or Statement of Special Educational Needs where Robert Miles Infant School is named will be admitted. Supporting evidence will be required if you are making an application on the basis of social or medical need.
3. Priority will next be given to children of staff at the school, in either of the following circumstances:
 - a. The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Priority will next be given to children who attend named feeder schools. Our named feeder schools are Robert Miles Junior School and Toothill School.
5. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.

Where the distance between 2 or more children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified. We will draw at random sealed envelopes with name of one child per envelope.

6.5 Children below compulsory school age (optional)

Where children below compulsory school age are offered a place at Robert Miles Infant School, they will be entitled to attend the school full-time in the September following their 4th birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

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.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names Robert Miles Infant School will be admitted to that school.

Likewise, if there are spaces available at the school in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group at the school. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

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

8. Appeals

If your child's application for a place at one of our trust's schools is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

<https://www.nottinghamshire.gov.uk/learning/schools/admissions/making-a-schooladmission-appeal>

You can find details of the trust's appeals timetable on the following webpage:

https://www.rmischool.co.uk/data/uploads/web/files/PRIMARY_Appeals_Timetable_2021.pdf

9. Monitoring arrangements

This policy will be reviewed and approved by the Nova Board of trustees every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the board of trustees will publicly consult on these changes.

The board of trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.

Annex – Frequently asked questions on implementing the new provisions on Fair Access Protocols and admissions priority for children adopted from state care outside of England

Fair Access Protocols (FAPs)

The new School Admissions Code 2021 (the 2021 Code) sets out a number of new provisions in relation to FAPs. These include:

- extending the mandatory categories of children who can be placed via the FAP to include children on a Child in Need/Child Protection Plan, children in refuge, children in formal kinship care arrangements, children who have been out of education for four or more weeks and previously looked after children for whom the local authority has been unable to promptly secure a school place;
- removing the ability for local authorities to introduce their own FAP categories and prohibiting the routine use of FAPs in place of the usual in-year admissions process;
- requiring that placement decisions need to be made within 20 school days of a child being referred to the FAP.

When should new FAPs come into operation in order to comply with the new provisions in the 2021 Code?

Local authorities must make changes to their existing FAPs in order to give effect to the new provisions in the 2021 Code, which come into force on 1 September. This means that a new FAP will be operational on 1 September.

As the 2021 Code requires FAPs to be consulted upon and developed in partnership with all schools in the area, local authorities must consult all the admission authorities in their area about the changes they intend to take forward before doing so.

Admissions priority for children adopted from state care outside of England

The 2021 Code requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – “IAPLAC”.

What action must admission authorities take in order to comply with the new IAPLAC provision?

Paragraph 1.7 of the 2021 Code will require that highest priority is given to “looked after children 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”.

This new provision will necessitate variations to determined admission arrangements to take effect from 1 September 2021. Admission authorities will need to vary their admission arrangements for 2021/22 (which would have been determined by 15 February 2020) and their admission arrangements for 2022/23 (which would have been determined by 15 February 2021). Without these variations, admission arrangements that have already been determined will not comply with the 2021 Code.

We expect admission authorities to hold a meeting sometime between now and 31 August 2021 to determine the necessary variations to admission arrangements for 2021/2022 and 2022/2023. All such variations should come into effect on 1 September 2021.

As these variations will be necessary to comply with a mandatory requirement of the Code, it will not be necessary to refer a variation request to either the Schools Adjudicator (in respect of maintained schools) or the ESFA (in respect of academies). See paragraphs 3.6 – 3.7 of the 2021 Code for further information on variations.

How will the new IAPLAC provision affect admissions in 2021/22?

All applications received before 1 September 2021 will have been processed in accordance with the existing (2014) Code, and offers made and places allocated will be unchanged. This includes those applications received before 1 September but where the decision has not yet been made by 1 September.

Any applications received on or after 1 September 2021 will need to be processed in accordance with the 2021 Code. By way of example, when dealing with in-year applications for the 2021/2022 academic year, children who are determined as being IAPLAC must be given equal highest priority with LAC and PLAC.

A school's waiting list must be ranked in accordance with its oversubscription criteria. This means that where a child is added to a waiting list before 1 September 2021, but meets the definition of an IAPLAC, the waiting list must be ranked again on 1 September following the 2021 Code coming into force, so that the child is given equal highest priority with LAC and PLAC. This may mean other children who were higher up on the waiting list, may be moved lower down the list.

Other references to previously looked after children in the Code

All references to previously looked after children in the 2021 Code mean children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after **as well as** 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.

This means that the other provisions in the 2021 Code which apply to PLAC (for example, in relation to the admission arrangements of schools with a religious character, selective arrangements, and boarding priority) apply to IAPLAC in exactly the same way as they do to PLAC.

In-year admissions

The 2021 Code requires local authorities, admission authorities and governing bodies to publish information about how in-year applications for their school(s) will be dealt with. For this year only, details about how in-year applications will be dealt between 1 November 2021 until 31 August 2022 must be published by 31 October. In all subsequent years, such information must be published by 31 August at the latest each year, to explain how in-year applications can be made and how they will be dealt with from 1 September until the following 31 August.

Taking forward other changes to give effect to the new provisions in the 2021 Code

Where an admission authority deems it necessary to make other changes to its admission arrangements in order to comply with a mandatory provision in the Code, it is not required to refer a variation request to either the Schools Adjudicator (in respect of maintained schools) or the ESFA (in respect of academies).