

2024/25 Arrangements for the admission of pupils to Sneinton St Stephen's C of E Primary School

1 The Governing Body has determined Sneinton St Stephen's School shall:

- 1.1 Be a Church of England Co-educational Primary School.
- 1.2 Cater for the age range 3 - 11 years.
- 1.3 Have no geographical catchment area.
- 1.4 Offer places up to the overall accommodation number of 210 in total in the main school.
- 1.5 All applications for places should be made on the applicant's home Local Authority School Common Application Form. This will be Nottingham City Council's common application form, which is available on the Local Authority website <https://www.nottinghamcity.gov.uk/education-and-schools/school-admissions/> Although the Governing Body has the 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. The closing date for applications under the co-ordinated scheme is 15 January 2024.

A Supplementary Form and Church Reference Request Form should be completed alongside the Common Application Form. This is available on the school website www.sneintoncofeprimaryschool.co.uk

1.6. Use the following criteria, in order, to determine preferences in the event of over subscription to any year group.

1. 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.
2. A child or their parent/carer who can demonstrate a regular or strong worshipping commitment to a Church of England Church and the child has a sibling on roll at Sneinton St Stephen's C of E Primary School, at the time of the child's admission.
3. A child or their parent/carer who can demonstrate a regular or strong worshipping commitment to a Church of England Church.
4. A child or their parent/carer who can demonstrate a regular or strong worshipping commitment to a Church/Organisation, which is affiliated to 'Churches Together in England' and the child has a sibling on roll at Sneinton St Stephen's C of E Primary School, at the time of the child's admission.
5. A child with a sibling on roll at Sneinton St Stephen's C of E Primary School at the time of the child's admission.
6. A child or their parent/carer who can demonstrate a regular or strong worshipping commitment to a Church/Organisation, which is affiliated to 'Churches Together in England'.
7. A child/children with special, educational, social or medical needs, which can be best met at Sneinton St Stephen's C of E Primary School.
8. A child whose family are seeking a Christian environment for their child's education.



1.7 Oversubscription

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line (by a computerised geographical information system) from the school site (e.g. reception door) to a point at the pupil's home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. 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 school).

1.8 Late Applications

Applications received by the closing date are considered first, late applications are only considered after all of those, which have been received on time. Nottingham City Local Authority and the Governing Body may be willing to accept applications which are received after the date set by the Local Authority, 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 applications received by Nottingham City Council, falling within the above, with the agreement of the Governing Body, will be included within the first cycle of allocations and will be notified on the national offer day. All other late applications received by Nottingham City Council will be dealt with after the offer day. Other Local Authorities may have different policies when dealing with late applications and we would advise you to contact your home LA to find out what their home policies are.

1.9 In Year Admissions and Waiting list.

- 1.9.1 All applications for places should be made on the applicant's home Local Authority School Common Application Form. In the majority of cases, this will be Nottingham City Council's common application form, which is available on the Local Authority website.
- 1.9.2 A completed application form, supplementary form and faith reference form, will be considered by the Governors' Admission Group who will meet half termly, or as required, to consider recent applications and existing waiting lists. These waiting lists will operate in line with the Local Authority Co-Ordinated Scheme. Waiting lists will remain open until the summer term of the academic year in question and will be ranked in accordance with the admission criteria listed in section 1.6.
- 1.9.3. The Admission Group may recommend to the Governing Body that it:
- Offers a child a place immediately.
 - Offers a place in the future.
 - Refuses a child a place
 - Maintains a child on a waiting list.
 - Requests additional information.



1.9.4. A record of the above meeting will be presented at subsequent Governors' meetings to approve any recommendations.

1.9.5 Parents shall be informed of any decisions made regarding the admission of pupils as soon as possible after approval.

1.10 Appeals

1.10.1 Parents who are denied a place at the school have the right to appeal against the decision of the Governing Body and their appeal will be processed through Rothera Sharp Solicitors.

1.10.2 An appeal application should be made to the Clerk to the Governors, c/o Sneinton St Stephen's C. of E. Primary School, Windmill Lane, Sneinton, Nottingham NG2 4QB within 20 school days from the date of the decision letter.

1.10.3 Results of these appeals will be reported to subsequent Governors Meetings.

1.10.4 Applications for Foundation One can be requested from the school office or via email admin@sneinton.nottingham.sch.uk Applications will be considered at the earliest opportunity after the submission.

1.11 Fraudulent information

Honesty and integrity are values that as a Christian school we hold dearly. The Governing Body shall withdraw the offer or allocation of a school place, if it has been obtained as a result of fraudulent or misleading information.

1.12 The Governing Body has agreed that:

1.12.1 The standard admission number for each intake year is 30

1.12.2 Infant classes of 5, 6 and 7 year olds may not contain more than 30 pupils with a single qualified teacher.

1.12.3 Children whose fifth birthday falls between 1 September 2024 and 31 August 2025, will be admitted to full-time school at the beginning of the 2024/25 school year, regardless of the term start date.

1.12.4 The maximum roll in Foundation One is 26 children per session.

1.12.5 Admission to the school shall usually be at the start of the Academic Year in which the child's 5th birthday falls.

1.12.6 Six weeks will normally lapse between a request for transfer of schools that is not arising from a change of address, and enrolment, to enable all relevant matters to be considered.

1.12.7 When there is over subscription to the school, a waiting list will be kept with children being ranked according to the published over-subscription criteria. This list will be kept until the end of the academic year. Parents must re-apply for subsequent academic years. For the intake year, the waiting list will be administered in accordance with the Primary Co-ordinated Scheme.

1.12.8 If the school is named in an Education, Health and Care Plan, the child will be admitted to the school. This will reduce the number of places available to other pupils.

1.12.9 There are separate admission arrangements for the nursery and the main school. Attendance at the nursery does not guarantee admission to the school for primary education.

1.12.10 Placing a child's name on the waiting list will not affect the parent's right of appeal against an unsuccessful application.



1.13 Admission out of the normal age group

Parents/carers may request admission for their child outside of their normal age group. All requests should be made in writing to the Governing Body. The Governing Body will make a decision in conjunction with multi-agencies, on the basis of the circumstances of the case and in the best interests of the child concerned. At Sneinton St Stephens C of E Primary School we strongly recommend, that parent/carers do not defer the start of their child's full time education as children's learning chances are likely to be better, if they start school with their peers at the beginning of the 2024/25 school year.

Parents/carers of summer born children can request that their child attends part-time until the child reaches compulsory school age. If Parents/Carers wish to take up this option, they may arrange the details with the Head Teacher of the school. The child must attend school full time at the beginning of the term following their fifth birthday but not beyond the academic year of which the original application was accepted.

Admissions to the Nursery shall be following the child's third birthday, as places become available and the admissions criteria applied.

1.14 Accepting the place offered

Parents will have 14 days to accept the offer of a school place. Failure to accept a place offered within 14 days may lead to the withdrawal of that offer.

1.15 Fair Access Protocol

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. Children who are the subject of a direction by a LA to admit or are allocated a place at the academy in the accordance with the in year fair access protocol, will take precedence over those children on a waiting list.



DEFINITIONS

- (1) 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 (see the definition in 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 order). 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).

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".

- (2) A REGULAR/STRONG WORSHIPPING COMMITMENT is defined as attendance at a C of E. or Church/organisation on average, at least monthly. The appropriate priest or minister must confirm this by reference.
- (3) SPECIAL NEEDS, EDUCATIONAL, SOCIAL OR MEDICAL applications in this category must be supported with written supporting evidence from an appropriate outside agency i.e. doctor, social worker or other relevant professional. The Governing Body will consider each case on its merits.
- (4) A SIBLING is defined as:
- A brother or sister who share the same parent
 - A half brother or sister, where two children share one common parent
 - A step brother or step sister, where two children are related by a parent's marriage;
 - Adopted or fostered children living in the same household under the terms of a residence order

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

