

Highbank Primary School Admission Criteria 2022/23

The admission criteria set out below are used to allocate places at Highbank Primary School for the 2022-23 school year.

The published admission number is 47 pupils.

All applications for places are made on the applicant's home local authority application form. In the majority of cases, this will be the Nottingham City (the local authority) common application form which is available from the local authority. Although the Governing Body has 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.

Applications for the Reception Year in 2022

For entrance to the academy in September 2022 the closing date of the coordinated admission scheme is 15 January 2022. Offers of places will be made on the offer date of 19th April 2022.

Late applications for the normal Year of Entry

Nottingham City Local Authority and the Governing Body may be willing to accept applications which are received late but before the date set by the Local Authority (5.00 pm on 10th February 2022) for good reason 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 preferences received by the Nottingham City Council up to the date set by the Local Authority, with good reason for being late, and where appropriate, with the agreement of the Governing Body will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for Highbank Primary School or other primary school places received by Nottingham City Council after the specified date will be dealt with after the offer day.

Other local authorities might have different policies when dealing with late applications. We would advise that you contact your home local authority to find out what their policies are.

Applications outside the normal year of entry

Details of how to apply for places in any year group, made during the school year from September 2022 onwards, will be made available on the academy's website nearer the time. If the respective year group total is below the published admission number for that year group, the child will be offered a place unless paragraphs 2.15 and 3.8 of the School Admissions Code are applicable. If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the governors decide that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. Parents will have **14 days** to accept the offer of a school place.

If there is oversubscription within any year group the school will maintain waiting list. Waiting lists will be maintained all-year round for all primary year groups, with the exception of year 6. Parents/carers will be contacted on a half-termly basis to ask if they wish their child's name to remain on the waiting list. No waiting list is maintained for Year 6. Details will be provided on request. Inclusion in a school's waiting list does not mean that a place will eventually become available. Where the number of students in a particular year group falls below the admission number and where it will not result in a breach of the infant class size legislation, the person whose name appears at the top of 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 oversubscription

criteria. If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within four weeks (20 School days) after the date of your decision letter.

Independent Appeals

Parents have the right to an independent appeals panel in the event that their child is declined admission to the academy. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to the Clerk to Governors, c/o Highbank Primary School, Winscombe Mount, Clifton, Nottingham, NG11 9FP **within 20 school days** of notification that child has not been given a place.

Local Authorities are required to have **Fair Access Protocols** in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Oversubscription Criteria

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point on the school site to a point at the pupil's home (by a computerised geographical information system) 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 academy).

Pupils who have a Statement of Special Educational Need or Education, Health and Care Plan, where that school is named in the child's statement or plan will be admitted. This will reduce the number of places available for other pupils.

1. Places will first be allocated to pupils looked after by the local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order¹. 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.
2. Places will then be allocated to pupils who, at the closing date for applications, **live within the catchment area***, whose parents have requested a place at the school and who, at the time of admission, will have **a brother or sister attending** the school.
3. Places will then be allocated to other pupils who, at the closing date for applications, **live within the catchment area*** and whose parents have requested a place at the school.
4. Places will then be allocated to pupils who **live outside the catchment area**, whose parents have requested a place at the school and who, at the time of admission, will have **a brother or sister attending** the school.
5. Places will then be allocated to other pupils who **live outside the catchment area** whose parents have requested a place at the school.

* This relates to those pupils living in the catchment area for the school set for the 2022/23 school year. The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at the academy (e.g. where the academy has specialist provision);**
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at the academy.**

****Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the academy to assess your child as having a stronger case than other children. Each case will be considered on its merits.**

Please note that attending the Highbank's nursery class does not guarantee admission to the main school for primary education. All applications for admission to the main school will be considered against the oversubscription criteria set out in 1-5 on this page.

Brothers or sisters - sibling connection

For admission purposes Highbank Primary School considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half brother or half 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 Child Arrangements Orders

Highbank Primary School does not consider a sibling connection to relate to any of the following:

- cousins or other family relationships not included in 1 above;
- siblings who at 1 September 2022 will not be registered pupils at the
- preferred school.

Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent or intentionally misleading applications (e.g. a false claim to residence in the catchment area). Failure to accept a place offered at the academy within the 14 days previously specified will also lead to the withdrawal of that offer.

Definitions of terms used in these arrangements:

Looked After

1 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 Act 2002 (see section 46 adoption orders). 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 14 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)

Residence

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months tenancy agreement from the date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.

Catchment area

Details of the school's defined catchment area can be found on the school's web site, obtained from the School Office or by contacting the School Admissions Team at the Nottingham City Council.

Admission outside the normal year group:

Highbank Academy will consider requests for admission outside the normal year group and take account of the circumstances of each case. Requests must be made in writing and should detail the child's educational need which makes education outside the normal age group necessary. Parents must consider the impact of a child being educated with children of a different age both within primary school and at transition to secondary school where admissions outside the cohort cannot be guaranteed.

Admission Arrangements for reception year:

Highbank Academy will normally admit pupils to reception year at the beginning of the school year in which they reach the age of 5. Parents have the right to defer admission until statutory school age or start school on a part-time basis for a selected period of time or until the point of reaching statutory school age (statutory school age is the term after the child's fifth birthday).