



**Southwark Primary School**  
**Park Lane**  
**Old Basford**  
**Nottingham**  
**NG6 0DT**



**Head of School: Mr. B. Skirton**

## **ADMISSION POLICY**

**(2022/2023)**

### **The published admission number is 90 pupils.**

The Believe Academy Trust is the overall Admission Authority for Southwark Academy, this is in accordance with paragraph 11 of the School Admissions Code 2021.

All applications for places are made on the applicants 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 communication of decisions will be made to parents within specified timeframes.

### **Applications for the Reception Year in 2022**

For entrance to the academy in September 2022 the closing date of the co-ordinated admission scheme is 15 January 2022. Offers of places will be made on the offer date of 19 April 2022. (Further details on Reception admission arrangements see appendix 1).

### **Late applications for the normal Year of Entry**

The Believe Academy Trust may be willing to accept applications which are received late but before the date set by the Local Authority (5pm on 10th February 2022) for good reason, for example:

- Re location into the area of Nottingham City Council from another local Authority area.
- Relocation within Nottingham City
- Exceptional reasons for missing the closing date eg. Family bereavement, hospitalisation or family trauma

Each case will be treated on its merits.

Any preferences received by the Believe Academy Trust up to the date set by the Local Authority, with good reason for being late, and where appropriate, will be included in the first cycle of allocations and will be notified on the national offer day.

**Equality - Courage - Co-operation - Respect - Empathy - Love - Liberty - Trust - Patience - Positivity – Honesty**

**Tel:** 0115 915 0466/69 **Email:** admin@southwarkprimary.net **Website:** southwarkprimary.net **Twitter:** @southwarkps

All other late applications for Southwark Primary School or other primary/infant school places received by Nottingham Local Authority 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 2021 onwards, will be made available on the Academy's website nearer the time. 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 a waiting list. Details will be provided on request. Inclusion in a school's waiting list does not mean that a place will eventually become available. If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within 20 school days after the date of your decision letter.

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.

### **Applications outside of normal age group**

Parents may request that their child is admitted outside their normal age group, for example, children born between 1st April to 31 August, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

For other year groups, any parent, wanting their child to be admitted out of the normal age group should submit a request, in writing, to Southwark Primary School as soon as possible.

When a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Head of School and any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

All applications will be considered at the time they are submitted.

Equality - Courage - Co-operation - Respect - Empathy - Love - Liberty - Trust - Patience - Positivity – Honesty

**Tel:** 0115 915 0466/69 **Email:** admin@southwarkprimary.net **Website:** southwarkprimary.net **Twitter:** @southwarkps

Southwark Primary School is a company, limited by guarantee, registered in England and Wales, number 7726568.  
Our fair processing policy statement explains how data is collected, shared and used across Believe Academy Trust and all its academies.  
This is available via [www.believeacademytrust.net](http://www.believeacademytrust.net)

## **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 (by a computerised geographical information system) from a point on the school site to a point at the pupil's home. 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 Southwark Primary School).

**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 will be admitted. This will reduce the number of places available for other pupils.**

1. Places will first be allocated to 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 including those who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

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 academy and who, at the time of admission, will have a brother or sister attending the academy, not including places within the Academy nursery setting.

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 academy.

4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister attending the academy.

5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the academy.

**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 Southwark Primary School. (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 Southwark Primary School.

Equality - Courage - Co-operation - Respect - Empathy - Love - Liberty - Trust - Patience - Positivity – Honesty

**Tel:** 0115 915 0466/69 **Email:** admin@southwarkprimary.net **Website:** southwarkprimary.net **Twitter:** @southwarkps

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 by the Believe Academy Trust.

### **Withdrawing the 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.

### **Waiting List**

If, after the offer of available places has been made, the academy is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the Governors of the Academy in partnership with the local authority for the duration of the co-ordinated admission scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Governors of the Academy. A waiting list will also be in operation for any 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 31st May of each year.

Where the number of students in a particular year group falls below 90 students, 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 oversubscription criteria.

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.

### **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 Chair of Governors, c/o Southwark Primary School, Park Lane, Old Basford, Nottingham NG6 ODT within 20 school days of notification that child has not been given a place.

Equality - Courage - Co-operation - Respect - Empathy - Love - Liberty - Trust - Patience - Positivity – Honesty

**Tel:** 0115 915 0466/69 **Email:** [admin@southwarkprimary.net](mailto:admin@southwarkprimary.net) **Website:** [southwarkprimary.net](http://southwarkprimary.net) **Twitter:** @southwarkps

Southwark Primary School is a company, limited by guarantee, registered in England and Wales, number 7726568.  
Our fair processing policy statement explains how data is collected, shared and used across Believe Academy Trust and all its academies.  
This is available via [www.believeacademytrust.net](http://www.believeacademytrust.net)

## **Definitions of terms used in these arrangements:**

### **Looked After**

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'Residence Order or 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. 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 (a tenancy agreement 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.

### **Brothers or sisters – sibling connection**

**For admission purposes Southwark Primary School considers the following as siblings:**

- 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 terms of a Residence Order or Child Arrangements Order.

**Southwark Primary School does not consider these as siblings:**

- Cousins or other family relationships not included in 1 above;
- Siblings who at 1 September 2022 will not be registered pupils at the academy.

Where applications are received in respect of twins, triplets or children of other multiple births, the academy will endeavour to offer places in the same school, admitting above the planned admission number where necessary unless to do so would breach the key stage 1 class size limit. In these cases, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Equality - Courage - Co-operation - Respect - Empathy - Love - Liberty - Trust - Patience - Positivity – Honesty

**Tel:** 0115 915 0466/69 **Email:** admin@southwarkprimary.net **Website:** southwarkprimary.net **Twitter:** @southwarkps

Southwark Primary School is a company, limited by guarantee, registered in England and Wales, number 7726568.  
Our fair processing policy statement explains how data is collected, shared and used across Believe Academy Trust and all its academies.  
This is available via [www.believeacademytrust.net](http://www.believeacademytrust.net)

## Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person and any person who although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

## 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 Admissions & Exclusion Team at the Nottingham City Council.

### Appendix 1. Reception Admission additional information.

- a) the child is entitled to a full-time place in the September following their fourth birthday;
- b) 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
- c) 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.

Equality - Courage - Co-operation - Respect - Empathy - Love - Liberty - Trust - Patience - Positivity – Honesty

**Tel:** 0115 915 0466/69 **Email:** [admin@southwarkprimary.net](mailto:admin@southwarkprimary.net) **Website:** [southwarkprimary.net](http://southwarkprimary.net) **Twitter:** @southwarkps

Southwark Primary School is a company, limited by guarantee, registered in England and Wales, number 7726568.  
Our fair processing policy statement explains how data is collected, shared and used across Believe Academy Trust and all its academies.  
This is available via [www.believeacademytrust.net](http://www.believeacademytrust.net)