

# Scotholme admissions arrangements 2023/24




**Management log**

**Document** Scottholme’s admissions arrangements  
**Author** Leader of governance  
**Body responsible for the document** Board of trustees  
**Date considered** 27 October 2021  
**Date approved** 24 February 2022  
**Date issued** 24 February 2022  
**Review period** Annually  
**Next review** Autumn 2022  
**Reviewer** Admissions committee on behalf of the Board  
**Signed** Signed



**Chair of the Board**



**CEO**

**Document history**

Version	Date authored	Author	Date approved	Date issued	Comments
V1	November 2017	Helena Brooks	15 March 2018	16 March 2018	To secure Scottholme’s admissions arrangements for 2019/20 since their conversion to SHINE as the admissions authority. Consultation process adhered as per the Admissions Code.
V2	September 2018	Helena Brooks	21 March 2019	22 March 2019	Annual review – revised and updated admission arrangements for 2020/21. Consultation process adhered as per the Admissions Code.
V3	September 2019	Helena Brooks	26 February 2020	27 February 2020	Annual review – revised and updated admission arrangements for 2021/22.  Consultation period: 25 November 2019 until 13

					January 2020 (six weeks).
V4	21 October 2020	Helena Brooks	26 January 2021	28 January 2021	Annual review – revised and updated admission arrangements for 2022/23. Issued once the LA have had an opportunity to offer an opinion.
V5	6 September 2021	Helena Brooks	6 September 2021	6 September 2021	Following a mandatory change to the School Admissions Code – revised admission arrangements for 2021/22 and 2022/23 to define 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.
V6	October 2021	Helena Brooks	24 February 2022	24 February 2022	Annual review – revised and updated admission arrangements for 2023/24. Issued once the LA have had an opportunity to offer an opinion

**Related policies**

Policy	Website link
Complaints	<a href="https://shine-multi-academy-trust.secure-primariesite.net/business-and-personnel/">https://shine-multi-academy-trust.secure-primariesite.net/business-and-personnel/</a>
Equality	<a href="http://www.shine-mat.com/pupil-welfare/">http://www.shine-mat.com/pupil-welfare/</a>
General Data Protection Regulation (GDPR)	<a href="http://www.shine-mat.com/gdpr/">http://www.shine-mat.com/gdpr/</a>

## Contents

1. Determined admission policy (2023/24) .....	4
2. Applications for places in Reception.....	4
3. Late applications for Reception .....	5
4. Applications outside the normal admissions round (in-year applications).....	5
5. Fair Access Protocols.....	6
6. Admission of children outside their normal age group .....	6
7. Oversubscription criteria .....	6
8. Accepting or withdrawing an offer of a place .....	8
9. Waiting list .....	9
10. Independent appeals .....	9
11. Definitions of terms used in these arrangements .....	10
12. Catchment area.....	12

## **1. Determined admission policy (2023/24)**

**1.1** All references to 'academy' in this document refer to Scotholme Primary and Nursery School – their published admission number for the intake year is 60.

**1.2** All applications for places should be made on the applicant's home local authority online or paper application form. For residents living in Nottingham City this will be Nottingham City Council's (the local authority's) common application form which is available from their website <https://www.nottinghamcity.gov.uk/education-and-schools/school-admissions/> or from Schools Admissions, Loxley House, Station Street, Nottingham NG2 3NG

Tel: 0115 841 5568. Although the SHINE Board of trustees have responsibility for deciding on admissions, Nottingham City, as the local authority, will co-ordinate all our admissions in its area and will communicate all first time admission decisions to parents (in-year admissions decisions will be confirmed by the academy).

## **2. Applications for places in Reception**

**2.1** For entrance to the academy in September 2023 the closing date for applications under the coordinated admission scheme is 15 January 2023. Offers of places will be made on the national offer date of 17 April 2023.

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

**2.3** Where a child has been offered a place at the academy, that child is entitled to a full-time place in the September following their fourth birthday. However, the child's parents may defer the date their child is admitted to the academy 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. Where 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.

**2.4** Parents wishing to defer admissions should still apply by 15 January 2023.

### 3. Late applications for Reception

**3.1** Nottingham City Council and admissions authority may be willing to accept applications which are received late, i.e. after the closing date of 15 January 2023, but before 5 pm on 10 February 2023 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.

**3.2** Any preferences received by Nottingham City Council before 5 pm on 10 February 2023, with good reason for being late, and where appropriate, with the agreement of the admissions authority will be included in the first cycle of allocations and will be notified on the national offer day.

**3.3** All other late applications for places at the academy received by Nottingham City Council after 5 pm on 10 February 2023 will be dealt with after the offer day.

**3.4** Other local authorities might have different policies when dealing with late applications. Applicants are advised to contact their home local authority to find out what their policy is.

### 4. Applications outside the normal admissions round (in-year applications)

**4.1** Details of how to apply for places at any time other than during the normal admissions round for Reception, will be made available on the academy's website. 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<sup>1</sup> 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.

**4.2** Applications outside the normal round (also known as in-year or mid-term admissions) should be made via Nottingham City Council who will co-ordinate admissions on behalf of the academy.

---

<sup>1</sup> <https://www.gov.uk/government/publications/school-admissions-code--2>

**4.3** If a child is not allocated a place, parents have a statutory right to appeal (see section 10, 'Independent appeals' below). Appeals should be lodged within 20 school days of the date of the decision letter.

## **5. Fair Access Protocols**

**5.1** 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. This includes admitting children above the published admission number to schools that are already full.

## **6. Admission of children outside their normal age group**

**6.1** Parents may seek a place for their child outside of their normal age group, for example, if their child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group.

**6.2** In addition, the parents of a summer born<sup>2</sup> 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.

**6.3** Such requests will involve the headteacher completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group. Any admission outside normal age group will be subject to application for that year using the same criteria as above (6.1). The admissions authority cannot guarantee that, although a child may be offered a place in their normal year of entry, this place will be available in another year of entry as this application will be subject to the application of the admissions priority criteria.

## **7. Oversubscription criteria**

**7.1** In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the academy. Measurements will be determined by a computerised geographical information system and made 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, each point being

---

<sup>2</sup> The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

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).

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

**Criterion 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 children who were previously in state care outside of England and who 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 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 orders). 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).

**Criterion 2.** Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area<sup>3</sup> of the academy, whose parents have requested a place at the academy and who have a sibling already attending the school who is expected still to be on roll at the proposed date of admission of the applicant sibling.

---

<sup>3</sup> This relates to those pupils living in the catchment area for the academy set for the 2023/24 academic year.



**Criterion 3.** Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area of the academy and whose parents have requested a place at the academy.

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

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

Criteria 2 to 5 above 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 by the admissions authority.

**Note:** Parent/carers should be aware that no preference will be given to children attending the Nursery provision of Scottholme Primary School – only the criteria above will be applied.

## 8. Accepting or withdrawing an offer of a place

**8.1** In the normal admissions round (i.e. when offers are made for first-time admissions national offer date 17 April 2023), all admissions decisions will be communicated to parents by Nottingham City Council. Parents are requested to confirm to Nottingham City Council whether or not they wish to take up any place that is offered.<sup>4</sup>

**8.2** 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 of the relevant academy). Failure to

---

<sup>4</sup> The School Admissions Code does not allow an admission authority (in this case the Academy) to withdraw an offer unless 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.

<https://www.gov.uk/government/publications/school-admissions-code--2>

accept a place offered at the academy within a reasonable period of time may also lead to the withdrawal of that offer.

## **9. Waiting list**

**9.1** If there is oversubscription within any year group the academy will maintain a waiting list. Waiting lists for reception Year and Years 1 to 5 will be maintained all-year round from the date of refusal of a place up until the summer half term. Waiting lists will not be maintained for Year 6. Inclusion in a school's waiting list does not mean that a place will eventually become available.

**9.2** 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.

**9.3** Parents are welcome to ask what position their child currently holds on the list. However, because the academy constantly receives applications for admission throughout the year, the waiting lists are 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.

**9.4** Children who are the subject of a direction by a Local Authority to admit or who are allocated a place at the academy in accordance with the In-Year Fair Access Protocol<sup>5</sup>, will take precedence over those children on a waiting list.

## **10. Independent appeals**

**10.1** 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 submit their appeal form within 20 school days of the date of the letter advising that child has not been given a place. Details of where an appeal should be sent will be provided on the decision letter or made available on the school's website.

---

<sup>5</sup> published on our website <http://www.shine-mat.com/admissions/>

## 11. Definitions of terms used in these arrangements

### 11.1 Residence

**11.1.1** This is defined as the child's permanent place of residence which is deemed to be the residential property that is their only or main home on the closing date for applications and which their parent, carer or guardian owns, leases or rents under a lease or written rental agreement. If more than one person has parental responsibility for the child and those people live in separate homes, we will consider the child's home address to be the property at which they live for most of the week (this includes weekends as well as weekdays).

**Note:** Parent/carers should be aware the academy may request proof of residency.

**11.1.2** If the child lives at two separate homes for an equal length of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.

### 11.2 Brothers or sisters – sibling connection

**11.2.1** For admission purposes the academy 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 or civil partnership;
- Adopted or fostered children living in the same household under the terms of a Child Arrangements or Special Guardianship Order.

**11.2.2** The academy does not consider these as siblings:

- Cousins or other family relationships not included in 1 above;
- Siblings who at 1 September 2023 will not be registered pupils at the relevant academy.

**11.2.3** 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. If this is not possible, the parent/carers will be asked which child(ren) should take up the place(s). The parent/carers will still have a right of appeal against a refusal of a place.

### 11.3 Parent

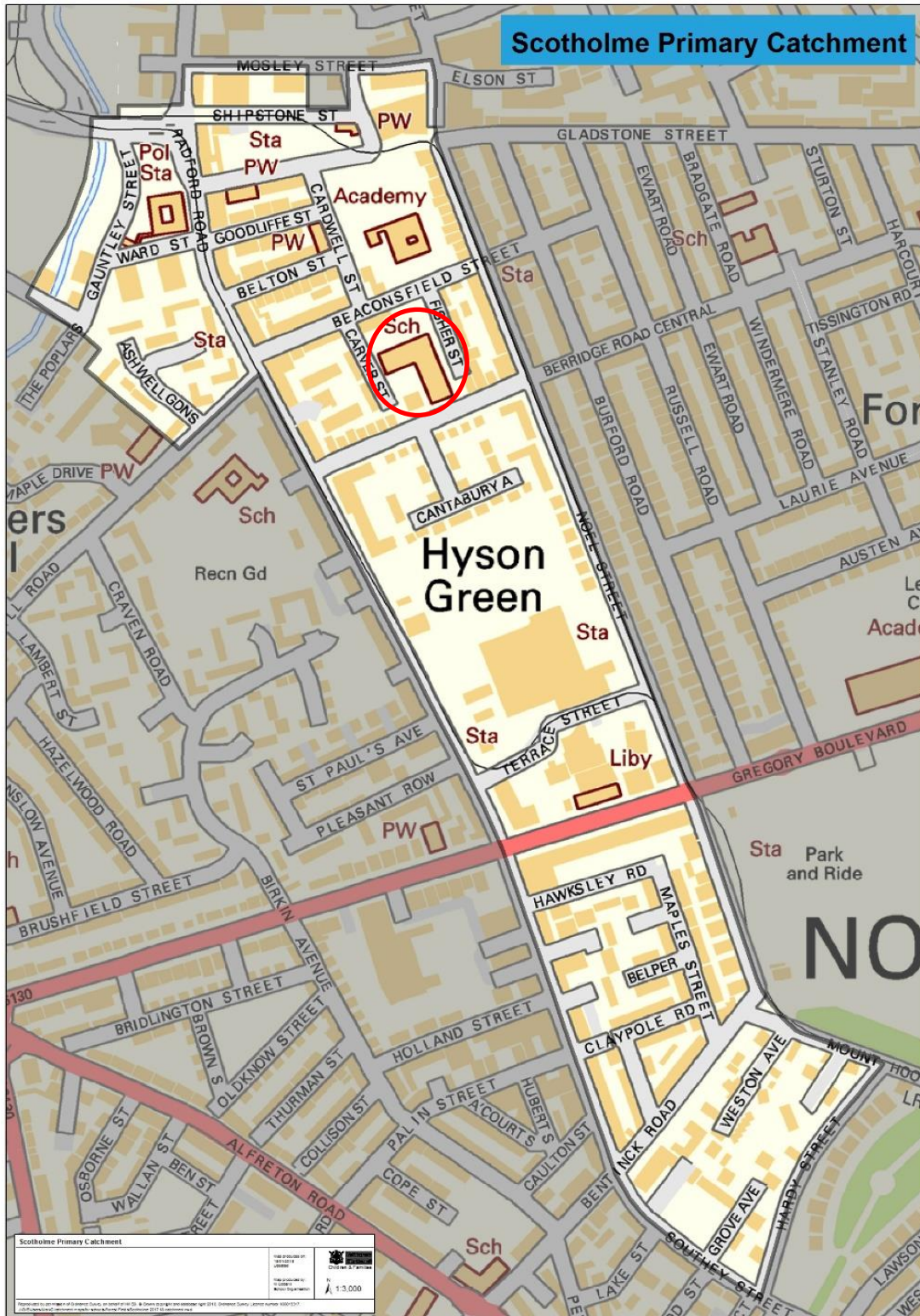
**11.3.1** Section 576 of the Education Act 1996 defines 'parent' to include:

- 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.

## 12. Catchment area

12.1 The defined catchment area for the academy is set out via the following link <http://geoserver.nottinghamcity.gov.uk/primarycatchment/> and on the map below.



**If you require this information in an alternative format such as large print, Braille, tape or help in understanding it in your own language, please contact the SHINE Team on 0115 9786351.**

Jeśli potrzebujesz tej informacji w alternatywnej wersji, takich jak duży druk, Braille'a, taśmy lub pomoc w zrozumieniu go w swoim języku, skontaktuj się z zespołem polsk na 0115 9786351.

Jei jums reikia šią informaciją alternatyvi versija pvz stambiu šriftu, Brailio raštu, juostos ar padėti suprasti savo gimtąja kalba, prašome susisiekti su valymo komanda 0115 9786351.

यदि आप एक वैकल्पिक संस्करण में इस जानकारी की आवश्यकता है जैसे बड़े प्रिंट, ब्रेल, टेप या इसे अपनी खुद की भाषा में समझने में मदद, कृपया 0115 9786351 पर शाइन टीम से संपर्क करें.

Dacă aveți nevoie de această informație într-o versiune alternativă, cum ar fi imprimare mari, Braille, bandă sau ajutor în înțelegerea-l în limba dumneavoastră, vă rugăm să contactați echipa de pantofi pe 0115 9786351.

اگر آپ اس معلومات میں ایک متبادل ورژن جیسے بڑے حروف میں چھپائی، بریل، ٹیپ یا اس کو اپنی زبان میں سمجھنے میں مدد کی ضرورت ہوتی ہے، 9786351 لائن پر شائن ٹیم سے رابطہ کریں۔