



## **Rosslyn Park Primary & Nursery School Admission Policy**



### **Determined Admission Arrangements for the Academic Year 2018/2019**

#### **Introduction**

The school policy for Admission for the academic year 2018/2019 has been closely written to reflect Nottingham City Local Authority guidance. It has been further developed by the Rosslyn Park Primary Policy working group. The policy was reviewed, updated and ratified by the Governing Body during the Spring Term 2017.

The published admission number for the intake year is 90.

The transition for this is demonstrated on the table below:

	2017/18	2018/19	2019/2020	2020/2021
F2	90	90	90	90
Year 1	90	90	90	90
Year 2	90	90	90	90
Year 3	90	90	90	90
Year 4	90	90	90	90
Year 5	90	90	90	90
Year 6	72	90	90	90

All applications for places should be made on the applicant's home local authority online or paper application form. In the majority of cases, this will be Nottingham City Council's (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 places in reception year in 2018**

For entrance to Rosslyn Park Primary School in September 2018 the closing date for applications under the coordinated admission scheme is 15th January 2018. Offers of places will be made on the national offer date of 16th April 2018. (For applicants, who applied online, an email will be sent on 16<sup>th</sup> April 2018; letters will be sent to all applicants by second class post on 18<sup>th</sup> April 2018 showing the outcome of the application.)

#### **Late applications for reception year in 2018**

Nottingham City Council and the Governing Body of Rosslyn Park Primary School may be willing to accept applications which are received late, i.e. after the closing date of 15th January 2018, but before 5.00 p.m. on 16th February 2018 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.

Agreed at the School Progress Committee:

Any preferences received by Nottingham City Council up to 17th February 2018, with good reason for being late, and where appropriate, with the agreement of the Governing Body of Rosslyn Park Primary School will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for places at Rosslyn Park Primary School received by Nottingham City Council after 17th February 2018 will be dealt with after the offer day. 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.

### **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 2018 onwards, will be made available on the school'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 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 of the date of the decision letter. 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. Rosslyn Park Primary School will participate fully in Nottingham City Council's Fair Access Protocol.

### **Oversubscription criteria**

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to Rosslyn Park Primary 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, 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 Rosslyn Park Primary School).

Pupils who have a Statement of Special Educational Need or an Education, Health and Care Plan, where Rosslyn Park Primary School is named in the child's statement or plan will be admitted. In this event the number of places that remain available for allocation will be reduced.

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. 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). An adoption order is an order under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'Child Arrangement Order' is an order setting 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's 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).
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area of Rosslyn Park Primary School, whose parents have requested a place at Rosslyn Park Primary School and who, at the time of admission, will have a brother or sister attending Rosslyn Park Primary School.

3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area of Rosslyn Park Primary School and whose parents have requested a place at Rosslyn Park Primary School.
4. Places will then be allocated to pupils who live outside the catchment area of Rosslyn Park Primary School, whose parents have requested a place at Rosslyn Park Primary School and who, at the time of admission, will have a brother or sister attending the relevant academy.
5. Places will then be allocated to other pupils who live outside the catchment area of Rosslyn Park Primary School whose parents have requested a place at Rosslyn Park Primary School.

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 relevant 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 relevant 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 Rosslyn Park Primary School to assess your child as having a stronger case than other children.

Each case will be considered on its merits by the Governing Body of Rosslyn Park Primary 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 of the relevant academy). Failure to accept a place offered at Rosslyn Park Primary School within the 14 days previously specified may also lead to the withdrawal of that offer.

### **Waiting list**

If there is oversubscription within any year group, Rosslyn Park Primary School will maintain a waiting list. Waiting lists will be maintained until the last day of the summer half term for reception year to year 5. 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.

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 Rosslyn Park Primary School's published oversubscription criteria.

Parents are welcome to ask what position their child currently holds on the list. However, because schools constantly receive 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 or 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 a place at Rosslyn Park Primary School in accordance with the In-Year Fair Access Protocol, will take precedence over those children on a waiting list.

### **Admission out of the normal age group**

Parent/carers may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate, and they should only be educated out of their normal age group in very limited circumstances. You can contact the school or your home local authority for advice on how to request admission for your child outside their normal age group.

### **Independent appeals**

Parents have the right to an independent appeals panel in the event that their child is declined admission to Rosslyn Park Primary School. 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 schools website.

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

#### **Residence**

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, the school/academy 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).

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.

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

1. For admission purposes Rosslyn Park 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.
  
2. Rosslyn Park Primary School does not consider these as siblings:
  - cousins or other family relationships not included in 1 above;
  - siblings who at 1 September 2018 will not be registered pupils at Rosslyn Park Primary School.

Where applications are received in respect of twins, triplets or children of other multiple births, Rosslyn Park Primary School will endeavour to offer places to each of them, admitting above the planned admission number where necessary. If this is not possible, 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.

### **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**

The defined catchment area for Rosslyn Park Primary School is set out on page 6 of the policy.

## **Rosslyn Park Primary Catchment Area - Street List**

This database is collated from Ordnance Survey and Nottingham City Property Data, therefore some streets that are within catchment areas have not been included in the list as they have no properties applicable to catchment areas.

<i><b>Name of Street / Building</b></i>	<i><b>House Numbers / Properties</b></i>
AINSDALE CRESCENT	All
AMESBURY CIRCUS	All
ANCHOR CLOSE	All
ARKLOW CLOSE	All
ATHERTON RISE	All
BELLS LANE	All
BIANT CLOSE	All
BRECON CLOSE	All
BROXTOWE LANE	Evens 2-144, Odds 25-155
BROXTOWE RISE	All
DEEPDENE WAY	Evens 2-32, Odds 1-35
DULVERTON VALE	All
ELTHAM CLOSE	All
ELTHAM DRIVE	All
HALSTEAD CLOSE	All
HARPENDEN SQUARE	All
HARWILL CRESCENT	Odds 1-93
HOLCOMBE CLOSE	All
KELSTERN CLOSE	All
LIME TREE AVENUE (NG8 6)	All
MUNFORD CIRCUS	All
NORBRECK CLOSE	All
NUTHALL ROAD	Odds 571-673 Inc Tyne Crt & Pretoria Villas
PAIGNTON CLOSE	All
ROSSLYN DRIVE	Evens 24-66, Odds 23-67
SURBITON SQUARE	All
TAVERN AVENUE	Odds All
TILBURY RISE	All
WALBROOK CLOSE	All
WAREHAM CLOSE	All
WELSTEAD AVENUE	All
WENDOVER DRIVE	Evens 2-100

The information contained is correct as of 14/10/ 15. However, please do not assume that there will be no change to the information in the future.