



**2024-2025**  
**Admissions Policy for**  
**Peafield Lane Academy**  
(Last Consultation Held November 2020)

### **Admission arrangements for children starting school**

Allocation of places for children about to start school is decided through implementation of Peafield Lane Academy's Governing Body (the academy's admission authority) previously determined over subscription criteria. The process is coordinated by Nottinghamshire County Council. The catchment area for Peafield Lane Academy and other schools in Nottinghamshire can be found at <https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>.

Parents must apply for places using the common application form <https://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place> and submit to the home local authority in which the child lives by the closing date for applications, 15 January. The outcome will be notified to parents by their local home authority on the National Offer Day or the next working day when offer day falls at a weekend, as stated in paragraph 2.12c of the School Admissions Code 2021.

The published admission number per year group is 45.

### **Admission oversubscription criteria**

In the event of over subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have an Education, Health and Care Plan (EHCP), which names the school:

1. Children looked after by a local authority and 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. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school.
3. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
4. Children who have a parent working at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children who live in the catchment area.
6. Other children – who attend Peafield Lane Nursery at the time of application.
7. Other children

In the event of over subscription within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.

In the event of two distances being equal, random allocation will be used as tie-break. This process will be independently verified in line with the School Admissions Code 2021.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Waiting lists are held for all year groups and are held within the school until the parent contacts the school to be removed or the child is no longer of primary school age. Waiting

lists are re-ranked in accordance with the oversubscription criteria as any new applications are received in line with 2.15 of the code.

Children offered a place in our school who were born between 1 September and 31 August of the appropriate admission year, have the option to start full-time school from the beginning of the autumn term.

Parents may choose to defer their child's admission to the following term or until the beginning of the term following their child's fifth birthday, provided that the child's admission takes place within the current school year and following discussion with the Headteacher.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born 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. Parents should telephone the school (01623 460366) and make an appointment to meet with the headteacher to discuss their requirements and the admission authority (governing body) will make a decision on the basis of the circumstances of each individual case.

### **Special Circumstances**

The following groups of children will be given special consideration in their application for a particular school: children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of the application.

The governors will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

### **In Year Admissions**

Admission into school is decided by the governors of the school, but coordinated by Nottinghamshire County Council. Applications must be made on the NCC website <https://www.nottinghamshire.gov.uk/education/school-admissions/changing-school> or by telephoning 0300 5008080.

Applications for admission to year groups other than the intake year group will be considered in relation to the published admission limit, which applied when the year group was first admitted to the school, subject to infant class size restrictions. If places are available within the year group, the child will be admitted. If there are more applications than places available, the oversubscription criteria above will be used to determine which child can be offered a place.

The governors use the following definitions

#### **Siblings (brothers or sisters)**

- brothers and/or sisters who share the same parents(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents

both live at the same address as the child.

### **Parents**

- the mother of the child
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

### **Home address**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought and this should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

**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 admission 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 (see the definition in Section 22(1) of the Children Act 1989).

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire County Council's "Admissions to Schools" booklet and the County Council website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk). This also outlines how the co-ordinated admissions scheme and late applications are processed.

### **Appeals**

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. Applicants wishing to appeal should contact the school. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

### **Fair Access Protocol**

Peafield Lane Academy participates in Nottinghamshire County Council's Fair Access Protocol.