

## **Victoria Primary School (Primary and Nursery) Admissions Policy 2018 / 20189**

All references to 'academy' in this document refer to Victoria Primary School (Primary and Nursery).

The published admission number for the intake year is 60

All applications for places should be made on the applicant's home Local Authority School Common Application Form (SCAF). In the majority of cases, this will be Nottingham City Council's common application form, which is available on the Local Authority website. 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 2018/2019**

For entrance to the academy in 2018/2019 the closing date for applications under the co-ordinated admission scheme is 15 January 2018.

### **Late applications for reception year in 2018/2019**

Nottingham City Council and the Governing Body of Victoria Primary School may be willing to accept applications that are received late with good reason as long as the applicant provides evidence and can establish at the time of completing their application form that there were exceptional reasons for missing the closing date.

Any preferences received by Nottingham City Council up to 16 February 2018, with good reason for being late, and where appropriate, with the agreement of the Governing Body of Victoria Primary Academy 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 the academy received by Nottingham City Council after 16 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.



### **In Year Admissions**

Details of how to apply for places in any year group, made during the school year are 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 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 (please see 'Appeals' below). Appeals should be lodged within 20 school days of the date of the decision letter. Admissions outside of chronological age can be made.

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. Victoria 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 the academy, 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 the academy).

### **Children who have an Education, Health and Care Plan (EHCP) where Victoria Primary Academy is named in the child's Education, Health and Care Plan will be admitted.**

**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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. 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). 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 12 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).

**2.** Places will then be allocated to pupils who, at the closing date for applications, live within 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 brother or sister attending the academy.

**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.

**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 brother or sister attending the academy.

**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.

### **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 by the Governing Body of Victoria Primary School.



### **Deferred Admission**

If your child is offered a full time place before s/he reaches compulsory school age, you have the option of deferring the child's entry up until the term in which the child reaches compulsory school age (a child reaches compulsory school age on the prescribed day following his/her fifth birthday or on his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31st December, 31st March and 31st August) A place will be held and will not be offered to another child provided the place is taken up within the same academic year. Parents can request that their child attends part-time until the child reaches compulsory school age.

### **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 the academy 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 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.

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.

Parents are welcome to ask what position their child currently holds on the list. However, because the academy 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 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 a place at the academy in accordance with the In-Year Fair Access Protocol, 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 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, 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). 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

For admission purposes the academy 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 Child Arrangements Order or Special Guardianship Order.

The academy 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 the Victoria Primary School.

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/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 the academy is set out below.

AINSWORTH DRIVE All Victoria Primary  
ALDERMENS CLOSE All Victoria Primary  
ANMER CLOSE All Victoria Primary  
BARRA MEWS All Victoria Primary  
BEARDSLEY GARDENS All Victoria Primary  
BOSWORTH WALK All Victoria Primary  
BRIAR COURT All Victoria Primary  
CARROLL GARDENS All Victoria Primary  
CASTLETON CLOSE All Victoria Primary  
CAVAN COURT All Victoria Primary  
CAUSEWAY MEWS All Victoria Primary  
CHEYNY CLOSE All Victoria Primary  
COLLIERY CLOSE All Victoria Primary  
CRAMMOND CLOSE All Victoria Primary  
CREMORNE DRIVE All Victoria Primary  
DOYNE COURT All Victoria Primary  
FERNGILL CLOSE All Victoria Primary  
GLARAMARA CLOSE All Victoria Primary  
HATLEY CLOSE All Victoria Primary  
HAWTHORN CLOSE All Victoria Primary  
HAWTHORN VIEW All Victoria Primary  
HELVELLYN CLOSE All Victoria Primary  
HOOPERS WALK All Victoria Primary  
HOPE CLOSE All Victoria Primary  
KELSO GARDENS Evens 34-40, Odds 33- 39 Victoria Primary  
LOTHMORE COURT All Victoria Primary  
LOUGHRIGG CLOSE All Victoria Primary  
LYBSTER MEWS All Victoria Primary  
MEREDITH CLOSE All Victoria Primary  
MICKLEDON CLOSE All Victoria Primary  
MIDDLE FURLONG GARDENS Evens 2-24, Odds 1-23 Victoria Primary  
MIDDLE FURLONG MEWS All Victoria Primary  
OSIER ROAD All Victoria Primary  
OSMAN CLOSE All Victoria Primary  
OXBOW CLOSE All Victoria Primary  
PHOENIX CLOSE All Victoria Primary  
QUEENS DRIVE Part Industrial No Houses Victoria Primary  
QUEENS WALK All Residential Addresses Victoria Primary  
RIVERSIDE WAY All Victoria Primary  
ROBIN HOOD WAY All Victoria Primary  
ROYSTON CLOSE All Victoria Primary  
SAFFRON GARDENS All Victoria Primary  
SANDAYS CLOSE All Victoria Primary  
SOUDAN DRIVE All Victoria Primary  
SWEET LEYS ROAD All Victoria Primary  
TARBERT CLOSE All Victoria Primary  
THRUMPTON DRIVE All Victoria Primary  
VICTORIA EMBANKMENT Toll Bar House only Victoria Primary  
WETHERLAM CLOSE All Victoria Primary  
WILLOWBROOK COURT All Victoria Primary