



# Admissions policy

Nova Education Trust

Victoria Primary School  
2023 – 2024

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## Contents

1. Aims .....	2
2. Legislation and statutory requirements.....	2
3. Definitions .....	3
4. How to apply .....	4
5. Requests for admission outside the normal age group .....	4
6. Allocation of places.....	5
7. In-year admissions.....	6
8. Appeals .....	7
9. Monitoring arrangements.....	7

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## 1. Aims

This policy sets out the admissions policy of Nova Education Trust

Sections 6 and 7 set out the oversubscription criteria, and approach to in-year admissions, specific to Victoria Primary School.

It aims to:

- › Explain how to apply for a place at a school in Nova Education Trust
- › Set out the arrangements for allocating places to the pupils who apply
- › Explain how to appeal against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- › [School Admissions Code](#)
- › [School Admission Appeals Code](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- › In the care of a local authority, or
- › Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- › Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- › Became subject to a child arrangements order, or
- › Became subject to a special guardianship order

**Internationally adopted previously looked after children** are 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.

A child reaches **compulsory school age** on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

**Residence** 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.

**Siblings**, for admission purposes, are considered by the academy as:

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage or civil partnership;
- adopted or fostered children or children living in the same household under the terms of a child arrangements or special guardianship order.

The academy does not consider these as siblings:

- cousins or other family relationships not included above;
- siblings who at 1 September 2023 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.

**A parent** is defined by Section 576 of the Education Act 1996 to include:

- all natural parents, whether they are married or not;
- 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.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending one of our nurseries will not transfer automatically into reception in the attached school (or any of our other schools). A separate application must be made for a place in reception.

Please note, pupils attending one of our infant schools will not transfer automatically into one of our junior schools. A separate application must be made for a place.

### Late Applications in Exceptional Circumstances

Victoria Primary School may be willing to accept applications which are received late but before 5 pm on 10 February 2023 for good reason, for example those from:

- a family returning from abroad;
- a lone parent/carer who has been ill for some time;
- a family moving into Nottingham City from another area; or
- other exceptional circumstances.

Details of the exceptional circumstances must be given in writing and attached to the SCAF. Each case will be treated on its merits.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Headteachers' views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place but it is not in their preferred age group.

# 6. Allocation of places

## 6.1 Admission numbers

At Victoria Primary School, our published admission number (PAN) for entry into Nursery is 26. Priority is given to children who are in Nursery 2, that is pupils who are in the year before they start full time school. Additional places are offered to Nursery 1, that is pupils who are in the months after their third birthday, but not in the year before their start full time school.

At Victoria Primary School, our published admission number (PAN) for entry into all year groups Reception through to Year 6 is 45.

## 6.2 Oversubscription criteria

All children whose education, health and care (EHC) plan names Victoria Primary School will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that Victoria Primary School receives more applications than the number of places available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. LAC, PLAC and IAPLAC

Highest priority will be given to looked after children (LAC), previously looked after children (PLAC) and internationally adopted previously looked after children (IAPLAC) who apply for a place at the school.

2. In Catchment; siblings in school

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. In Catchment; Premium Nursery

For entry to Reception Year, 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 are eligible for the early years pupil premium, the premium or the service premium who are in the nursery class which is part of the school.

4. In Catchment

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.

5. Out of Catchment; siblings in school

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.

6. Out of Catchment; Premium Nursery

For entry to Reception Year, places will then be allocated to pupils who, at the closing date for applications, live outside the catchment area of the academy, whose parents have requested a place at the academy and who are eligible for the early years pupil premium, the premium or the service premium who are in the nursery class which is part of the school.

#### 7. Out of Catchment

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.

### **6.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.

Where the distance between 2 or more children's homes and the school is the same, random allocation will be used to decide between them. Random allocation involves drawing random sealed envelopes with name of one child per envelope. This process will be independently verified.

### **6.4 Children below compulsory school age**

Where children below compulsory school age are offered a place at Victoria Primary School, they will be entitled to attend the school full-time in the September following their 4th birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

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.

## **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round.

As is the case in the normal admissions round, all children whose EHC plan names Victoria Primary School and Looked After Children (LAC), Previously looked after children (PLAC) and Internationally Adopted looked After Children (IAPLAC) will be admitted to that school even if the year group is full.

Likewise, if there are spaces available at the school in the year group you are applying for, your child will always be offered a place.

Victoria Primary School participates in the local fair access protocols and are expected to accept students even if the year group is full except in specified circumstances set out in the DFE schools admissions code.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group at the school. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent using the forms available on the following link:  
<https://www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/school-admissions/new-to-the-area-or-wishing-to-change-schools/>

## 8. Appeals

If your child's application for a place at one of our trust's schools is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing by completing an appeal form online at [www.nottinghamcity.gov.uk/schooladmissions](http://www.nottinghamcity.gov.uk/schooladmissions) or by contacting Nottingham City School Admissions Team for a form on Tel: 0115 841 5568 or email [schooladmissions@nottinghamcity.gov.uk](mailto:schooladmissions@nottinghamcity.gov.uk)

You have 28 days to lodge an appeal from the date of the decision letter. You will be informed of the timescale for the appeal process ten days before the first hearing is scheduled.

## 9. Monitoring arrangements

This policy will be reviewed and approved by the Nova Board of trustees every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the Local Governing Board will consult on these changes.

The Local Governing Board will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.