



ADMISSIONS POLICY

Ratification

Date Approved:
SIGNED:
SIGNED:

July 2021
Fiona Pearson, Chair of Governors
Mrs Pavan Chandhoke, Principal

Review Date: July 2022

Context and Purpose

Rosecliffe Spencer Academy is a primary school built with a clear commitment to serve the local community of the new development at Sharphill, and to support the creation of a community in this area.

The purpose of this document is to set out the admission arrangements for the Rosecliffe Spencer Academy.

Whole School Approach

All pupils admitted to The Academy are expected to behave in the Rosecliffe Way:

With the love and care of our families and with the help of our teachers, we:

- *care for each other and ourselves*
- *care for our Academy*
- *care for our community*
- *show resilience in our learning*

Objectives of the Policy

The specific objectives of this policy are:

- To ensure equal and fair access to Rosecliffe Academy
- To ensure transparency of decision making

Roles and Responsibilities

Rosecliffe follows the guidance from Nottinghamshire County Council when setting its admissions policy

Whilst Rosecliffe is able to offer advice to prospective families, all applications to key stage 1 and 2 are handled by Nottinghamshire County Council. Only admissions to Rosecliffe nursery are handled by the Academy (see Nursery Admissions Policy)

Key Elements of the Admissions Policy

Admission Numbers

In 2021/22 the Academy has an admission number of 45 in both Reception and Year 1 and will admit 15 places in each of the year groups 2-6.

The Academy will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy will offer places at the school to all those who have applied.

Application Process

Admissions for children to attend for 2022/23 are processed by the local authority as part of the co-ordinated admissions process. This means that you need to complete your child's home local authority application form.

If you live in Nottinghamshire, you should apply online at www.nottinghamshire.gov.uk/admissions or by telephone on 0300 500 8080. If you

are moving into Nottinghamshire, you still need to apply via Nottinghamshire County Council admissions.

The national closing date for applications is mid-January 2022

Applications for Year 1 to Year 6

Admissions for children to attend the school for 2022 /23 will be processed by Nottinghamshire County Council. You can apply online at www.nottinghamshire.gov.uk/admissions or by telephoning the school admissions team on 0300 500 80 80.

Decisions for all year groups will be sent to parents mid-April 2022. Thereafter, applications will be processed on a weekly basis and decisions communicated to parents.

Oversubscription Criteria

When the Academy is oversubscribed, (i.e. more applications than places available), after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school
3. Children who live in the catchment area at the closing date for applications
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school
5. Other children

Tie-Break

Within each criterion, the child living closest to the central point of the new school will be given priority. Distances will be measured from this central point to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Nottinghamshire County Council's computerised distance measuring software.

In the event of two distances being equal, lots will be drawn by the Nottinghamshire County Council to decide who will be admitted.

Late Applications

Any application received by the Nottinghamshire County Council after the deadline will be considered as a late application. Late applications will be considered after those received on time. If, following consideration of all applicants the Academy is oversubscribed, the child's name is placed on the waiting list and the application refused.

All applications received after the national closing date, mid-January 2022, will be considered after those received on time and in accordance with the dates outlined in Nottinghamshire County Council's coordinated scheme.

Deferred Entry for Infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

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

The parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group – to reception rather than year 1. If you are considering this option, you should contact Rosecliffe Academy for more information.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested, and the year group in which they wish their child to be allocated a place.

When such a request is made, the Academy will decide based on the circumstances of the case and in the best interests of the child concerned, considering the views of the Principal and any supporting evidence provided by the parent.

Waiting Lists

The Academy will operate a waiting list for all year groups. Where the school receives more applications than there are places available, a waiting list will operate until the 31st May 2022. This will be maintained by the Academy and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an application being refused.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the school office within 20 school days of the refusal letter. For information about appealing please contact newschool@satrust.com. Information on the timetable for the appeals process will also be available on the school's website www.rosecliffspencer.co.uk

Notes:

Home address:

The child's place of residence is taken to be 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 child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Monday, Tuesday, Wednesday, 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.

Brothers and Sisters:

The following are considered:

- Brothers and/or sisters who share the same parent(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 step-child or children who are not related but live as a family unit, where parents both live at the same address as the child

Review & Monitoring

<u>This policy will be reviewed:</u>	<u>Annually</u>
<u>By:</u>	<u>Pavan Chandhoke</u>
<u>Last Reviewed:</u>	<u>July 2021</u>
<u>Next Review date:</u>	<u>July 2022</u>
<u>Changes made:</u>	<u>N/A</u>

Supporting Documentation:

[Nursery Admissions Policy](#)