Admissions Arrangements 2025/26

St Peter's Crosskeys C of E Academy

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1. Introduction

St Peter's Crosskeys C of E Academy is part of the Diocese of Southwell & Nottingham Multi Academy Trust, who are the admissions authority for the academy.

The Trust is committed to securing excellence in its academies by supporting them as they develop an ethos and learning environment based on Christian values and principles. It works with its academies to enable them to offer high quality education to pupils of all faiths and none. Parents/carers of children who wish to apply for a place are very welcome to visit the academy.

The Trust assumes that all parents/carers are willing for their children to join in all activities within the Christian ethos of the academy (whilst acknowledging parents/carers legal rights to withdraw their child from certain activities).

"To love, to live, to learn – we are proud of who we are, respectful of one another and aspirational for all".
And let us consider how we may spur one another on toward love and good deeds. Hebrews 10.24.

Providing an engaging educational environment that prepares children for life with the hope and ambition to achieve their best. Working with the whole school community to build respect and understanding for one another. Encouraging all our talents to grow with confidence and be successful members of society.

The academy has a defined catchment area details of which can be found on the Nottinghamshire County Council's website

School Details | Nottingham County Council (nottinghamshire.gov.uk)

Catchment areas do not prevent parents who live outside the catchment from making an application.

Published Admissions Number
All schools and academies are required to have a published admission number. This is the number of pupils each school can admit. The School Admissions Code 2021 defines the relevant age group, as the age group at which pupils are or will normally be admitted to the school eg. Reception, Year 7 and Year 12.

The Published Admissions Number (PAN) for the academy is **30**

2. Starting School

2.1 **Admission of children below compulsory school age and deferred entry to school.**
Compulsory school age is the term following a child's fifth birthday. All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the school year **2025-2026**, or until the term in which the child reaches compulsory school age within this year. The school year is also referred to as the 'academic year'.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the **2025-2026** school year. Parents must ensure that they apply for a school place before the closing date of **15 January 2025** if they want their child to start in the reception class. 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 the request is refused, the parent must decide whether to apply for a place in the normal age group, or to make an in-year application for admission to year 1 for the September following the child's fifth birthday.

2.2 **Admission of children outside the normal age group**
Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented, has experienced ill health or is a summer born child wishing to start school in reception instead of year 1. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools and from primary to secondary schools.

Parents should submit a request in writing to the school as early as possible. The school will consider all requests and will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking

account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When parents are told the decision about the year group to which the child should be admitted, they will also be given reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to an intake age group (for example, reception), the home local authority must process the application as part of the main admissions round. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

2.3 **Early Years Provision**

Attendance at the academy's early years provision (Foundation 1) does not guarantee a place in reception (Foundation 2). Parents must make an application to the home Local Authority, as per the application process set out in section 3.

3. Application Process (normal admissions rounds)

3.1 Academies in the Diocese of Southwell & Nottingham Multi Academy Trust participate in **Nottinghamshire County Council's Co-ordinated Admissions Scheme** which processes admissions applications submitted at the **'normal time'** ie. starting primary school, moving to junior school and moving to secondary school and all deadlines in this scheme should be adhered to by applicants.

All other admissions applications are known as **'in-year'** applications and follow a slightly different application process referred to in section 4.

3.2 Parents should apply using the **Local Authority Application Form**, to be returned online to their home Local Authority, before the closing date. For Nottinghamshire residents this form can be found on the Nottinghamshire County Council website at www.nottinghamshire.gov.uk/learning/schools/admissions. Applications can also be made by completing a paper application form or by telephone on 0300 500 80 80.

3.3 **Ranking Applications**

In line with the Trust's 'Scheme of Delegation' the Local Governing Body (LGB) at the academy is responsible for applying the admissions oversubscription criteria (see section 5) to all applications and ranking them in priority order. Applicants will then be sent a decision by the home Local Authority on the offer day.

3.4 **Infant Class Size Regulations**

Section 1 of the SSFA 1998 limits the size of an infant class to 30 pupils per school teacher. Parents should be aware that when the LGB is considering applications for

places, they must keep to the 30 limit. Parents do have a right of appeal in accordance with infant class size regulations if the school is oversubscribed and their child is refused a place. The School Admissions Code 2021 (2.16) states that additional children **may** be admitted under limited exceptional circumstances. These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

3.5 **National Offer Day**

This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area. For primary pupils, offers can only be communicated by the home local authority on **16 April 2025** or the next working day.

These dates are relevant to all on-time applications in the primary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

3.6 **Late Applications (those received after the closing date)**

Late applications are considered after all on time applications have been processed and will be processed in-line with the Nottinghamshire County Council Co-ordinated Admissions Scheme. Full details of which are available at www.nottinghamshire.gov.uk/schooladmissions

3.7 **Waiting List**

Parents whose children are not offered a place will be placed on a waiting list which is maintained in partnership with Nottinghamshire County Council until the end of the academic year. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. The waiting list is re-ranked every time there is a new application. If any applications are received that have a higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available. If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time.

3.8 **Right of Appeal**

Under the terms of the School Admissions Appeals Code 2022, if you apply for and are refused a place at St Peter's Cross Keys C of E Primary Academy you have the right to appeal.

Admission Appeals at SNMAT academies are managed by Nottinghamshire County Council Appeals Team, who provide an independent appeals process. If you decide that you wish to proceed with an appeal, you should within 20 school days of the date of the refusal letter complete the online form on Nottinghamshire County Council's website:-

https://www.nottinghamshire.gov.uk/education/school-admissions/appeal-a-school-admission-decision

For parents/carers who are unable to use the online form, a printed form can requested from NCC's customer contact centre – 0300 500 80 80.

Appeals at SNMAT academies will be heard by an Independent Appeals Panel in accordance with the School Admissions Code 2021, The School Admissions Appeals Code 2022 and Part 3 of the School Standards and Framework Act 1998.

3.9 **Withdrawing an offer of a place**

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

3.10 **Fraudulent information**

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with a higher priority for the place at the school, the offer of a place may be withdrawn.

Where the allocation has been withdrawn, the application will be reconsidered and the usual statutory right of appeal will be made available if a place is subsequently refused.

The academy will check the home address on any applications where there are doubts about the information provided.

3.11 **Repeat Applications**

Repeat applications to the academy will not be considered in the same school year unless there has been a significant and material change in the circumstances of the application or those of the academy. A significant and material change in circumstances is something that alters the decision already made.

4. In-Year Admissions Applications

4.1 Details of the application process for 'in year' admissions is on the Nottinghamshire County Council website www.nottinghamshire.gov.uk/schooladmissions and applications should be made directly to them. Parents can apply online, by telephone or by completing a paper application form. For transfer or application outside the normal admissions round the waiting list lasts until the end of the current academic year. It is maintained in strict 'admission criteria' order, irrespective of the date of application and is re-ranked every time there is a new application.

4.2 SNMAT Academies also participate in **Nottinghamshire County Council's Fair Access Protocol,** which includes the admission of vulnerable children in collaboration with the Local Authority.
For full details please visit www.nottinghamshire.gov.uk/learning/schools/admissions

5. The Academy's Admissions Arrangements

5.1 If there are fewer applications than places available then all applicants will be allocated a place. If the academy receives more applications than it has places for, then the following oversubscription criteria will be applied after places have been allocated to

any pupils who have an **Education, Health and Care Plan** (EHCP) which names the school.

5.2 **Special Circumstances**

Children whose particular medical need, mobility support needs, special educational needs or social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional at the time of the application will be considered by the academy. The information must demonstrate that **St Peter's Crosskeys C of E Academy** is the only school/academy which can cater for the child's particular needs.

Any application under 'special circumstances' will be considered on its merits and the allocation of any such place will be determined by the academy's admissions panel. **Cases agreed under 'special circumstances' will take precedence over oversubscription criteria 2.**

5.3 **Oversubscription Criteria**

The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place.

1. Children looked after by a local authority and all 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 (see definitions below).

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.
(a map showing the academy's defined catchment area can be found on the academy's website).

3. Other 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 who live outside the catchment area.

5.4 **Distance Measurement**

In the event of oversubscription, within all but the first criterion, preference will given to children who live nearest to the academy as the crow flies (by straight line). 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 Nottinghamshire County Council's computerised distance measuring software.

5.5 **Tie Breaker**

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation will be used to allocate places supervised by someone independent of the academy.

5.6 **Multiple Births**

Where one child of a multiple birth can be admitted the other child/children will also be admitted. In the case of infant class size, the additional sibling(s) would be an "excepted pupil or pupils."

6. Definitions

6.1 **Looked after and previously looked after children.**

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A residence order and 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. 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).

To be eligible for internationally adopted previously looked after children – 'IAPLAC' – priority, the child must appear (to the admission authority) to have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) and ceased to be in state care as a result of being adopted.

6.2 **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 (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.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the address at which the child will live when applying the oversubscription criteria will be used, as long as the parent provides some evidence of their intended address. A Unit or quartering address is used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

Overseas nationals entering the UK, who wish to apply for a state-funded school place, are advised to check that they have a right of abode (https://www.gov.uk/right-of-abode) or that the conditions of their immigration status otherwise permit access to a state-funded school.

6.3 **Parent**

- 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.

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by the academy, it may be necessary for parents to obtain further legal advice. The academy will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, the academy will establish where the child lives for the majority of the time.

6.4 **Sibling (brother or sister)**

- 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 the local authority placed in a foster family with other school aged 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