



Admissions policy

Nova Education Trust

[Insert school name]

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Contents

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

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 [name of 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

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.

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.

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 [name of school] our published admission number (PAN) for entry into [entry year] is [PAN].
[Add another entry year if the school has more than 1 entry point.]

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plan names [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 [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.

If the criteria differ between each 'relevant age group' (the normal points of entry, e.g. reception, year 1), make this clear too.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school. The 2021 Code requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "IAPLAC".
2. Priority will next be given to children of staff who work for the Nova Education Trust, in either of the following circumstances:
 - a. The member of staff has been employed by the Trust for 2 or more years at the time at which the application for admission to the school is made, or
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Priority will next be given to children who attend named feeder schools. Our named feeder schools are [names of feeder schools – bear in mind that you can't name independent schools, and that the selection of a feeder school must be transparent and made on reasonable grounds]
4. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

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. This process will be independently verified. Add details of your random allocation process here, e.g. drawing random sealed envelopes with name of one child per envelope, numbers assigned to pupils then drawn from an electronic randomiser.

6.4 Children below compulsory school age (optional)

Where children below compulsory school age are offered a place at [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 [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.

[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 to the following address:

[Email or postal contact details for in-year applications to be sent to]

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 and send it to the following address:

[Email or postal contact details for appeals to be sent to]

You can find details of the trust's appeals timetable on the following webpage:

[Link to your appeals timetable, which must be published on your website by 28 February each year. You can publish the timetable on each school's website too but, as the trust is the admission authority, it must also be on the trust website].

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.