

**Glenbrook Primary Academy**  
**PROPOSED ADMISSION ARRANGEMENTS – 2017/2018**

The Published Admission Number (PAN) at Glenbrook Primary Academy is 60 pupils for the intake year.

All applications for places should be made on the applicant's home local authority online or paper application form. In the majority of cases, this will be Nottingham City Council's (the local authority) common application form which is available from the local authority. 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 2017**

For entrance to the academy in September 2017 the closing date for applications under the co-ordinated admission scheme is 15 January 2017. Offers of places will be made on the national offer date of 16 April 2017 (for applicants who applied on line, an email will be sent on 16 April 2017; letters will be sent to all applicants by second class post on Tuesday, 18 April 2017 showing the outcome of their application).

**Admission Oversubscription Criteria**

In accordance with the School Admission Code, Glenbrook Primary Academy operates within the Nottingham City Council's Coordinated Admissions Scheme. We do not currently require additional information to consider your application fully.

**Special consideration for all year groups**

The school's Admissions Committee may give priority to children whose particular medical needs, mobility support needs, special educational needs or other social circumstances can only be met at Glenbrook Primary Academy. Such applications must be supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application. The school's Admissions Committee will consider the written evidence provided to decide whether the application may be processed as special circumstances. Admission under special circumstances will have priority over all but criterion 1.

**In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs or an Education, Health and Care Plan which names the school.**

**Admission oversubscription criteria**

1. Children who are looked after by a Local Authority – including previously looked after children
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. 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

Attending school is taken to be on roll at a school for the purposes of admissions. In the event of oversubscription, within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school using Nottingham City Council's computerised distance measuring system. In the event of two distances being equal the measurement will be taken from the next decimal point. In the event that two distances remain equal, lots will be drawn by a person independent of the school.

### **In Year Applications**

Glenbrook Primary Academy participates in Nottingham City Council's non-statutory In Year Admissions Scheme to (a) assist in safeguarding matters and (b) to help prevent parents/carers from having to make multiple applications.

### **Admission out of the normal age group**

Parents/carers may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate, and they should only be educated out of their normal age group in very limited circumstances. You can contact the school or your home local authority for advice on how to request admission for your child outside their normal age group.

Definitions:

### **Looked After Children and Previously Looked After Children**

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 previously looked after, but immediately after being looked after became subject to an adoption, a residence/child arrangements or special guardianship order. 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 Act 2002 (see section 46 adoption orders). A 'residence/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).

### **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 the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate

addresses, where the child permanently spends at least 3 'school' nights i.e. 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 when 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. Such evidence should demonstrate that a child lived at the address at the time of the application. Informal arrangements will not be taken into consideration. The school Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

### **Parents**

For school admissions the school will consider the following as parents:

- the mother of the child
- an adoptive parent
- 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
- any other person who has acquired 'parental responsibility through the courts

### **Siblings**

For school admissions the school will consider the following as a sibling:

- a brother or sister who share the same parents
- a half-brother or half-sister or legally adopted child living at the same address as the child
- a child looked after by a local authority placed in a foster family with other school age children
- stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

Twins and multiple births - where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### **Waiting lists**

**During a normal admissions round** where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day until the end of the 2017 Autumn term in partnership with Nottingham City Council. Inclusion on a waiting list does not mean that a place will eventually become available.

- Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated
- Priority on the waiting list will be determined by reference to the admission oversubscription criteria and not by the date an application was received.

**For in-year applications** Glenbrook Primary Academy does not operate waiting lists for in year applications. An exception is made for late applications for intake rounds (i.e. Reception (F2)) where waiting lists are still in place for the Autumn term. These applications will be included within waiting list processes albeit managed as an in-year application.

## **Late Applications – normal admissions rounds only.**

Nottingham City Council and the Governing Body may be willing to accept applications which are received late, i.e. after the closing date of 15 January 2017, but before 5.00 pm on 17 February 2017 for good reason for example:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving into Nottingham from another area
- other exceptional circumstances

Each case will be treated on its merits.

Any preferences received by Nottingham City Council up to 17 February 2017, with good reason for being late, and where appropriate, with the agreement of the Governing Body of the relevant 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 15 January 2017 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.

## **Admission Appeals**

Glenbrook Primary Academy is responsible for determining its own admissions and appeals arrangements. If your child is not allocated a place then you have a statutory right of appeal, appeals should be lodged within 20 school days of the outcome of your application. Currently, appeals received are forwarded to an Independent Appeal Clerk who makes all the necessary arrangements for the Appeal to be heard by an Independent Appeals Panel within the required timelines. The appeals timetable will be published on the school website. Appeals will begin from June 2017 onwards.

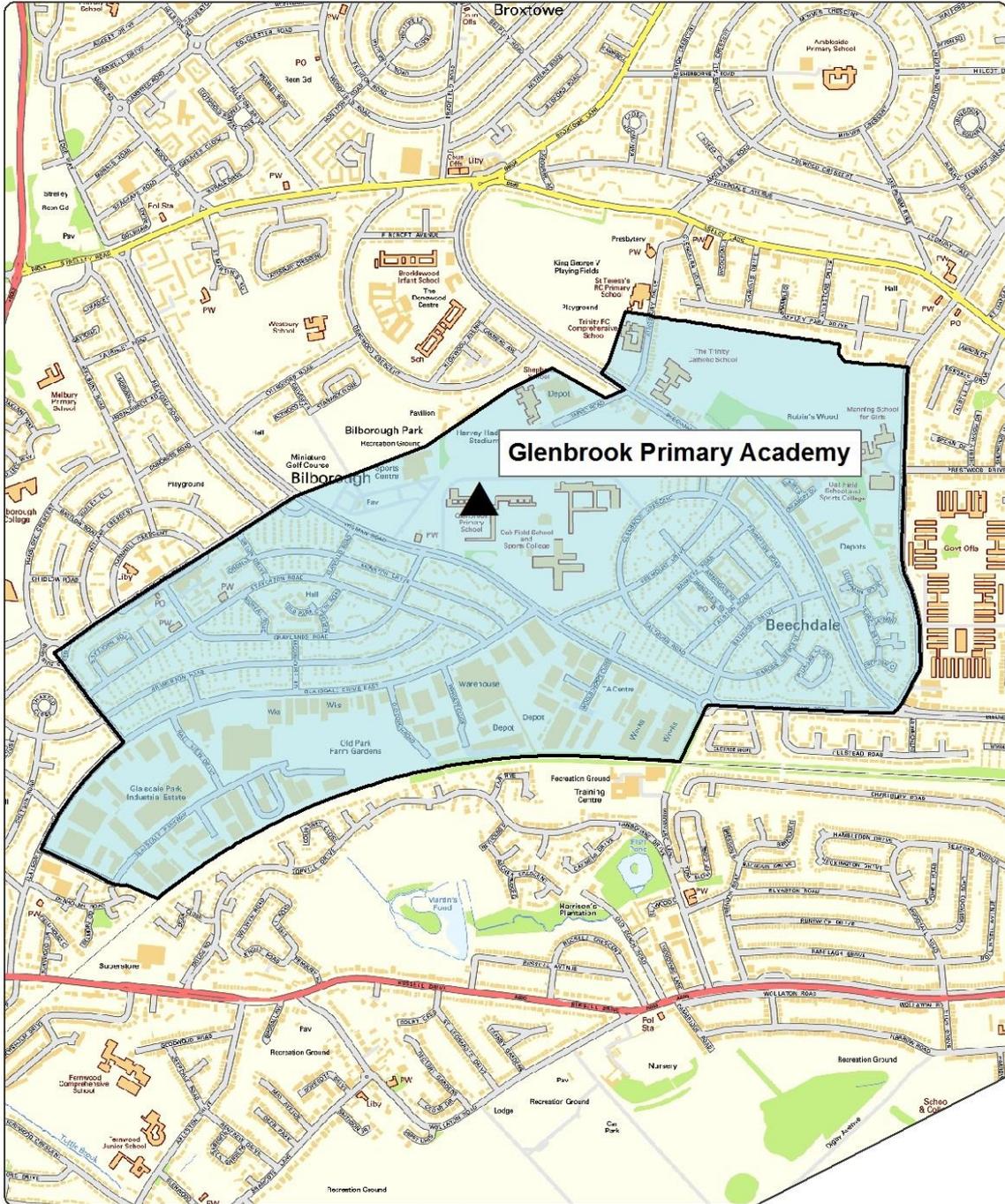
## **False information**

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.
2. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

## **Fair Access Protocol**

Nottingham City Council operates a Fair Access Protocol to ensure that - outside the normal admissions round - unplaced children who live in the Nottingham City area, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum. Glenbrook Primary Academy participates in Nottingham City Council's Fair Access Protocol.

# Glenbrook Primary Academy Catchment



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