Archbishop Cranmer: 'Striving for Life in all its fullness'

Archbishop Cranmer C. of E. Academy

(Part of the Aspire Multi-Academy Trust)

Admissions Policy for the School Year 2025 - 2026

Application for Places

Our school serves the catchment area of Aslockton, Whatton, Scarrington, Hawksworth, Thoroton and Shelton. In the event of under subscription from our catchment area, we also welcome out of catchment applications. Our Published Admission Number (P.A.N.) is 30 per year group.

Please visit **https://www.nottinghamshire.gov.uk/education/school-admissions** for detailed information about school admissions or to apply for a school place.

N.B. As of 1st September, 2021, a new statutory change involving children who were Internationally Adopted Previously Looked After Children but outside of England (IAPLAC – see definition below). This is a governmental change and does not need to be consulted upon.

Visits Welcome

The opportunity to visit Archbishop Cranmer Academy and sense the positive and vibrant atmosphere is always available and is something that is encouraged. To arrange a visit, simply ring the school office to make an appointment. You may also wish to visit our website for more information. In the autumn term, we hold a number of open mornings.

Application for First Admission Places in Primary Education

If your child lives in Nottinghamshire and you require a primary school place, you must apply through Nottinghamshire County Council (see above link). Allocations for first admission places must be made to the child's home Local Authority by the national closing date of 15th January 2025.

Children will be admitted to the Foundation class (Reception) in the September following their fourth birthday i.e. children who will reach their fifth birthday between 1st September 2025 and 31st August 2026. Parents / carers can request that the date their child is admitted to the school be deferred until later in the school year or until their child reaches compulsory school age in that year (School Admissions Code 2021), or they can request that their child attends part time until their child reaches compulsory school age. Children must be attending school no later than the term after they are 5 years old. Parents / carers who choose to defer their child's admission until the September after their birthday, must reapply.

Pupils who have an Education, Health and Care Plan (EHCP), where Archbishop Cranmer is named in the plan, will be admitted.

Admission Criteria

Priority will be given to children in the following order, after those children with an Education Health Care Plan, which names the school, have been allocated:-

1. Children who are or have previously been looked after or Internationally Adopted Previously Looked After Children (IAPLAC).

A looked after child is a child who is (a) in the care of the 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 the application is made to 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 child arrangements 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's Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in place prior to 22nd 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.

Internationally Adopted Previously Looked After Children: To be eligible for 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.

2. Children who live in the catchment area at the time of admissions and have a sibling already on roll at Archbishop Cranmer.
3. Children who live in catchment.
4. Children out of catchment with siblings who are already on roll at Archbishop Cranmer.
5. Children whose parent(s) / carer(s) are involved in a church and are regular church worshippers or involved in the life and work of the Church of England, as attested by the Minister (i.e. Vicar / Priest in charge) in writing.
6. Children who live outside the catchment area without siblings already on roll at Archbishop Cranmer, will be allocated in terms of distance - nearest to the school first.

If two or more applications have identical rankings after applying all the above criteria in priority order, lots will be drawn and the process will be independently verified.

If places remain after applicants from the catchment area have been accommodated, places will be allocated as follows: -

- In the event of over-subscription in any criterion, where all applications are deemed equal, preference will be given to the child living nearest to the school 'as the crow flies'. 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 the local authority's computerised distance measuring software.

- Definition of regular worshippers means parents / carers who have attended worship at least one Sunday a month over the previous year.

- Definition of 'involved in the life and work of' means parent / carers who can demonstrate specific involvement in the church, apart from regular worship throughout at least the previous year.

- Church based application – The applicant could provide a statement, which has been countersigned by a minister to confirm church involvement.

Please note: In the event that during the period specified for attendance at worship the church has been closed for public worship, and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship.

Late Applications

Late applications (those received after the closing date), are processed in line with the coordinated scheme.

Special Circumstances

Consideration will be given to applicants who may establish at the time of application, medical, special educational or social needs with supporting evidence from a relevant professional. The evidence must be presented at the time of application. Each case will be judged on its merits and the admission authority (the Governing Body) may accord a higher priority to the applicant.

The allocation of any such place will be determined by comparing the written evidence presented along with the capacity for the school for the identified needs. In order to make an assessment of the case, reference may be made to local Head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over criteria 2 to 6 above.

Multiple Births

Where a child of a multiple birth is admitted, the other child / children will also be admitted, outside the normal admissions round.

Waiting List

A waiting list of unsuccessful applicants will be held until 31st December and then discarded. If places become available before then, offers will be made strictly in accordance with the order of priority listed above. Places on a waiting list can go up or down depending on applications received. Each time a child is added to the waiting list, the list will be ranked again in line with the published oversubscription criteria. After 31st December, parents / carers can make a repeat application through the same route as given above.

Right of Appeal

If a place is not offered, parents / carers have the right of appeal. Such appeals against refusal of a school place, will be heard by an Independent Appeals Panel formed by the admission authorities in accordance with the DfE School Admissions Appeals Code. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Details of the appeals process will be made available to all unsuccessful applicants at the time of refusal.

Fair Access Protocol / In year Co-ordinated Scheme

Archbishop Cranmer Academy participates in the LA's Fair Access Protocol and Nottinghamshire County Council's in-year coordinated scheme. Full details are available at
https://www.nottinghamshire.gov.uk/education/school-admissions/changing-school

In Year Applications

We welcome applications for children to join us, either in September or any time during the school year. In the event of over subscription, the above criteria still apply. Please contact the school office on 01949 850 627 if you require clarification on this or any other matter, or would like to visit the academy before submitting an application.

Admission of Children Outside the Normal Age Group (including summer born children)

In exceptional circumstances, parents / carers may seek a place for their child outside of the normal age group. In addition, the parents / carers of a summer born child (1st April to 31st August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Foundation rather than Year 1. Children should only be educated out of the normal age group in very limited circumstances.

Parents / carers should submit a request in writing to the school as early as possible. The school's Admissions Committee will make a decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent / carers 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. The views of the Head teacher will also be taken into account. When informing a parent / carer of the decision on the year group to which the child should be admitted, the parent / carer will be notified of the reasons for the decision. The school will communicate its decision to Nottinghamshire County Council, who will notify the parent / carer of the decision.

Where it is agreed that a child will not be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school). The local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of the oversubscription criteria where applicable.

The parent / carer has 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.

If you are considering a later application to our Foundation Year group after 31st December, please contact the school during the main round of admission applications for a discussion with the Head teacher, to see how we might best meet the needs of your child.

Transfer to Secondary School

Where a child has been educated out of the normal age group it is the parent / carer's responsibility to request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Pre-School

We work very closely with our excellent local Pre-School, which is conveniently situated within our school building. To find out more about this facility or to arrange a visit, please call the Pre–School directly on 01949 850 886. Please note that attendance at the Pre School does not automatically guarantee a Foundation class place**.**