



Admission Policy 2022-23 (for 23-24) Dunkirk Primary & Nursery School as determined by Nottingham City Council

Determined admission arrangements for Nottingham city community schools - 2023/24

LA CONTACT OFFICER

Danny Hall

Senior Access to Learning Officer

School Admissions Team

Tel: (0115) 841 5568

E-mail: schooladmissions@nottinghamcity.gov.uk

Criteria for CAMPUS ALLOCATION as determined by Dunkirk Primary School

Dunkirk Primary & Nursery School is a split site primary school and admission places to the school will be managed by the Nottingham City (Local Authority) Admissions Department. At this stage parents and carers are applying for a place at Dunkirk Primary & Nursery School and not for a specific campus at this point.

Currently the school are operating under a temporary organisational structure, with Year N, 1, 2 and 3 operating at the Abbey campus and Y4,5 and 6 operating from the Highfields campus.

The allocation of a place at a site does not form part of the Local Authority's admission arrangements and, therefore, there is no right of appeal against a particular site.

Criteria for Full Time Admission to Dunkirk Nursery

Children will become eligible for part time and full time nursery places during the term the child turns 3 years of age. Therefore:

- Autumn Term – children who turn 3 on or before 20 December 2023.



- Spring Term – children who turn 3 on or before 03 April 2024.
- Summer Term – children who turn 3 on or before 24 July 2024.

Allocation of full time spaces will be determined according to eligibility. **Parents will need to enquire online** to see if they are eligible for 30 hours free childcare under the new **Government 30 hour provision**. If parents are eligible for the full time care then the following principles apply:

- Dunkirk Primary & Nursery school will **first** offer full time places to pupils looked after by the local authority.
 - Dunkirk Primary & Nursery School will then offer full time places to children who **live within the catchment area** and who, at the time they start nursery, will have a **brother or sister who goes to the school**.
 - Dunkirk Primary & Nursery School will then offer full time places to other pupils who **live within the catchment area**.
 - Dunkirk Primary & Nursery School will then offer full time places to children who **live outside the catchment area** and who, at the time they start school, will **have a brother or sister who goes to the school**.
 - Dunkirk Primary & Nursery School will then offer full time places to other pupils who **live outside the catchment area**.
- Parents/carers living in Nottingham City must apply for a school place online or on Nottingham City Council’s common application form by 31 October 2022 for places in year 7 at secondary schools and by 15 January 2023 for places in reception year at infant or primary schools and year 3 at junior schools.
- Parents/carers may name up to 4 schools in order of preference for a place in year 7 at secondary schools and for a place in reception year at infant or primary schools and up to 3 schools in order of preference for a place in year 3 at junior schools. Parents/carers are strongly encouraged to name the maximum number of preferences allowed to increase their chances of being offered a place at one of their named schools.
- Reference will be made to the parent/carer’s ranked order of preference in order to determine the school for which a single offer of a place will be made.
- An email will be sent to all parents/carers who applied online by the closing date and a letter will be sent to all parents/carers who applied on a paper application form by the closing date advising of the single offer of a place on 1 March 2023 for places in year 7 at



secondary schools and on 17 April 2023 for places in reception year at infant or primary schools and year 3 at junior schools.

- Parents/carers should confirm to the Local Authority whether or not they wish to accept the place offered within 14 days of receipt of their offer letter. Failure to do so will result in the place being withdrawn and it may be offered to another pupil.
- If a place has been offered in error or on the basis of a fraudulent or intentionally misleading application the offer may be withdrawn and the place offered to a pupil with a higher priority to that place.
- Late applications received after the closing date for places in year 7 at secondary schools will be considered after 1 March 2023; and late applications received after the closing date for places in reception year at infant or primary schools and year 3 at junior schools will be dealt with after 17 April 2023. Under exceptional circumstances the Local Authority may be willing to accept applications which are received late but by no later than 5 pm on 30 November 2022 for places in year 7 at secondary schools and 5 pm on 10 February 2023 (draft dates) for places in reception year at infant or primary schools and year 3 at junior schools.
- In accordance with the Council's co-ordinated scheme for infant, primary and junior school applications and secondary school applications where it is not possible to offer a place at any of the schools named by parents/carers, the Local Authority will make an offer of an alternative school place where this is possible (known as alternative offers).
- Parents/carers living within the catchment area are not guaranteed a place. Parents/carers can check which is the catchment school for their home address by visiting the website (www.nottinghamcity.gov.uk/schooladmissions), emailing the School Admissions Team (schooladmissions@nottinghamcity.gov.uk) or by telephoning the Team (0115 841 5568).
- Attending a nursery attached to a primary school has no bearing or benefit in securing a place at that school. Parents/carers must make an application for admission to the main school as referred to in the first bullet point above.
- All applications for admission to community nursery schools must be made to the head teacher of the relevant nursery school.
- Applications for admission are considered against the planned admission number for the year group.



- Requests for in-year applications (i.e. transfers outside the time of normal transfer from one stage of education to another) are partially co-ordinated by the Local Authority. Parents/carers must apply to the Local Authority for a place at a city community school, and for a place at those schools/academies for whom the Local Authority co-ordinates in-year applications. For those schools/academies that the Local Authority does not co-ordinate in-year applications, parents/carers should contact that school/academy directly to find out how to apply for a place there. The Local Authority will strongly discourage parents/carers from transferring schools for their child where this is not as a result of a change of address. This is because if children change schools they are less likely to achieve educationally.
- The 2009 School Admissions Code required all local authorities to establish in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of vulnerable and challenging children and young people. Nottingham City Council established a fair access protocol in October 2007. The fair access protocol is updated periodically due to local and national changes.
- Waiting lists for reception year to year 5 will be maintained for community primary schools which are oversubscribed until the last day of the 2024 summer half term (no waiting list will be maintained for year 6).
- Children whose fifth birthday falls between 1 September 2023 and 31 August 2024 will be admitted to full-time school at the beginning of the 2023/24 school year regardless of the term start date.
- Some parents/carers may choose to defer the start of full-time education for their child until compulsory school age. If parents/carers wish to take up this option, they may arrange the details with the head teacher of the school. However, if their child's birthday falls between 1 April and 31 August, deferring admission until compulsory school age would result in the child being admitted into a different school year. In this case, the child could not be allocated a reception place at the school during the 2023/24 year and the parent would have to apply for a place during the 2024 summer term for admission into year 1 in September 2024. The Local Authority strongly recommends that parents/carers do not defer the start of their child's full-time education as children's learning chances are likely to be better if they start school with their peers at the beginning of the 2023/24 school year. Parents/carers can request that their child takes up a school place part-time until their child reaches compulsory school age.
- 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. The decision to allow a child to repeat a year or to admit a child into a cohort outside their chronological year group, in most cases lies with the school or educational setting. However, the following requests must be referred to the School Admissions Team at Children and Adults for consideration and advice:

1. for children on roll at community schools due to transfer from one phase of education to another (i.e. key stage 1 to key stage 2 or key stage 3 to key stage 4);
2. for children who are chronologically due to start Reception/Foundation 2, regardless of which school they are applying for
 - a. parents are required to make an application for their child's normal age group at the usual time (by 15 January) but should also submit a request for admission out of the normal age group at the same time;
 - b. the relevant admission authority will be required to make a decision on which age group the child should be admitted to. One admission authority is not required to honour the decision made by another admission authority on admission out of the normal age group;
 - c. if the request is agreed by all admission authorities, the application for the normal age group may be withdrawn before a place is offered. Parents will then need to make a new application for reception/ Foundation 2 as part of the main admissions round for the following year. The application will then be considered alongside other applications received and determined against the admission arrangements;
 - d. if the request to be admitted out of age group is refused, the parent must decide whether or not accept the offer of a place for the normal age group, or to refuse it.
3. For children due to transfer from key stage 2 to key stage 3 (with the exception of pupils on roll at Nottingham Academy who wish to continue to attend the academy)
 - a. parents are required to make an application for their child's normal age group at the usual time (by 31 October) but should also submit a request for admission out of the normal age group at the same time;
 - b. the relevant admission authority will be required to make a decision on which age group the child should be admitted to. One admission authority is not required to honour the decision made by another admission authority on admission out of the normal age group;



c. if the request is agreed by all admission authorities, the application for the normal age group may be withdrawn before a place is offered. Parents will then need to make a new application for year 6 as part of the main admissions round for the following year. The application will then be considered alongside other applications received and determined against the admission arrangements;

d. if the request to be admitted out of age group is refused, the parent must decide whether or not accept the offer of a place for the normal age group, or to refuse it.

All requests should be forwarded or referred to the School Admissions Team at Education Services. Such requests will need to be made in writing and can be from the parent/carer of a child and/or the Head Teacher of the child's present school. The admission authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

A copy of the Council's accelerated/delayed school admissions policy can be found at www.nottinghamcity.gov.uk/schooladmissions

· Parents/carers are advised that they may be at risk of having to apply for a new school place if their child does not attend school for a period of 20 or more school days.

APPENDIX 2

First admission to primary school criteria: 2023/24

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the School Admissions Team).

Pupils who have an Education, Health and Care Plan, where that school is named in the child's statement or plan will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including children who were previously in state care outside of England and who ceased to be in state care as a result of being



adopted. 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 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's Act 2002 (see section 46 adoption orders). 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).

2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area*, whose parents have requested a place at the school and who have a sibling already attending the school whom is expected still to be on roll at the proposed date of admission of the applicant sibling.

3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area* and whose parents have requested a place at the school.

4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the closing date for applications, have a sibling already attending the school whom is expected still to be on roll at the proposed date of admission of the applicant sibling.

5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

*This relates to those pupils living in the catchment area for the school set for the 2021/22 school year. Younger siblings of Fernwood Primary pupils, currently living in Tom Blower Close, who are on roll at July 2021 (in Years Reception up to Year 5), who will still be on roll in

the academic year that the sibling is applying for, will have priority over 'non-catchment' siblings and will effectively be considered as 'catchment siblings' for the purpose of first admission. This protected priority would not apply for subsequent siblings. Therefore, it would apply for up to a maximum of 6 years up to 2026/27 academic year of admission.



The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at a specific school (e.g. where the school has specialist provision)**;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a specific school**.

**Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by Nottingham City Council.

Waiting lists will be maintained until the last day of the summer half term for reception year to year 5 (i.e. May 2024). Waiting lists will not be maintained for year 6.

For admission purposes the Local Authority considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage or civil partnership;
- adopted or fostered children or children living in the same household under the terms of a child arrangements or special guardianship order.

Where applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel***. (Full details will be provided at the time of refusal).



DUNKIRK PRIMARY SCHOOL

***(Except, the parent/carer of a child who has been permanently excluded from two schools for a period of two years from the date the last exclusion took place).

Attendance at a particular nursery does not guarantee admission to the main school for primary education. All applications for admission to the main school must be made to the Local Authority and will be considered against the oversubscription criteria listed in 1-5 above.

APPENDIX 3

Admission Numbers 2023/24

APPENDIX 3

Admission Numbers 2023/24

Name of Primary School	Proposed No.	Name of Primary School	Proposed No.
Bentinck	30	Henry Whipple	30
Berridge	90	Melbury	30
Cantrell	60	Mellers	60
Carrington	30	Middleton	90
Claremont	60	Rise Park	60
Crabtree Farm	60	Robin Hood	60
Dovecote	60	Rufford	60
Dunkirk	60	Seely	75
Fernwood	150	Snape Wood	30
Forest Fields	90	Southglade	60
Glade Hill	60	Southwold	30
Greenfields Community	30	Walter Halls	60
Haydn	60	Welbeck	45
Heathfield	100	Westglade	30
Hempshill Hall	60	Whitegate	60

Capacity assessments were undertaken by the Capital and Assets Team, Nottingham City Council using Department for Education guidance. Admission numbers are calculated by dividing the net capacity of the school by the number of year groups to be accommodated in the school.

Capacity assessments were undertaken by the Capital and Assets Team, Nottingham City Council using Department for Education guidance. Admission numbers are calculated by dividing the net capacity of the school by the number of year groups to be accommodated in the school.



APPENDIX 4

New Appendix 4 - Proposed Catchment areas



DUNKIRK PRIMARY SCHOOL

Key

Catchment areas for community primary schools

NG1

NG2

- 1 Greenfields Community Primary & Nursery School
- 2 Welbeck Primary & Nursery School

NG3

- 3 Walter Halls Primary School (Nursery attached)

NG5

- 4 Carrington Primary & Nursery School
- 5 Claremont Primary & Nursery School
- 6 Glade Hill Primary & Nursery School
- 7 Haydn Primary & Nursery School
- 8A Heathfield Primary & Nursery School (Scotland Road)
- 8B Heathfield Primary & Nursery School (Kersall Drive)
- 9 Henry Whipple Primary & Nursery School
- 10 Rise Park Primary & Nursery School
- 11 Robin Hood Primary & Nursery School
- 12 Seely Primary and Nursery School
- 13 Southglade Primary & Nursery School
- 14 Westglade Primary & Nursery School

NG6

- 15 Cantrell Primary & Nursery School

- 16 Crabtree Farm Primary & Nursery School
- 17 Hemphill Hall Primary & Nursery School
- 18 Rufford Primary & Nursery School
- 19 Snape Wood Primary & Nursery School

NG7

- 20 Bentinck Primary & Nursery School
- 21A Berridge Primary School (Infant Site)
- 21B Berridge Primary School (Junior Site)
- 22A Dunkirk Primary & Nursery School (Highfields Campus)
- 22B Dunkirk Primary & Nursery School (Abbey Campus)
- 23 Forest Fields Primary & Nursery School
- 24 Mellers Primary & Nursery School

NG8

- 25 Fernwood Primary School
- 26 Melbury Primary School
- 27 Middleton Primary & Nursery School
- 28 Southwold Primary School & Early Years Centre

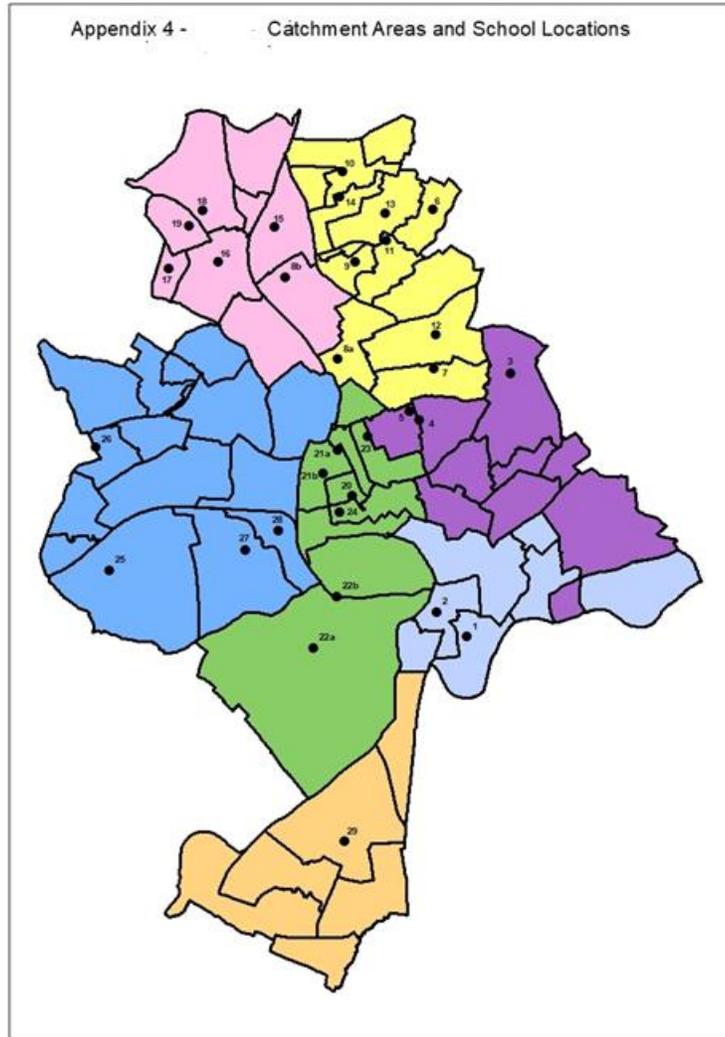
NG11

- 29 Dovecote Primary & Nursery School

There are other primary schools in Nottingham responsible for making their own admission arrangements. These are:

- | | |
|--|---|
| Ambleside Primary School | Radford Primary Academy |
| Blessed Robert Widmerpool Catholic Voluntary Academy | Robert Shaw Primary School |
| Blue Bell Hill Primary & Nursery School | Rosslyn Park Primary |
| Bluecoat Academy | Scottholme Primary & Nursery School |
| Brocklewood Primary School | Sneinton St Stephen's CE Primary & Nursery School |
| Bulwell St Mary's Primary & Nursery School | South Wiford Endowed CE Primary School |
| Burford Primary & Nursery School | Southwark Primary School |
| Djanogly Northgate Academy | Springfield Primary School (Nursery attached) |
| Djanogly Sherwood Academy | St Ann's Well Academy |
| Djanogly Strelley Academy | St Augustine's Catholic Voluntary Academy |
| Edale Rise Primary & Nursery School | St Margaret Clitherow Catholic Voluntary Academy |
| Edna G Olds Academy | St Mary's Catholic Voluntary Academy |
| Firbeck Academy | St Patrick's RC Primary & Nursery School |
| The Glapton Academy | St Teresa's Catholic Voluntary Academy Stanstead |
| Glenbrook Primary | Primary & Nursery School |
| Highbank Primary & Nursery School | Sycamore Academy |
| Hogarth Academy | The Milford Academy |
| Huntingdon Academy | Victoria Primary School |
| Jubilee L.E.A.D Academy | Warren Primary Academy |
| Nottingham Academy | Whitegate Primary & Nursery School |
| Old Basford School | Whitemoor Academy (Primary & Nursery) |
| Our Lady & St Edward's Catholic Voluntary Academy | William Booth Primary & Nursery School |
| Our Lady of Perpetual Succour Catholic Voluntary Academy | Windmill LEAD |
| Portland Spencer Academy | |

Details of these schools/academies' proposed admission arrangements for 2021/22 should be on their own website.





DRAFT TIMETABLE FOR CO-ORDINATED ADMISSIONS PROCESS 2023/24

Please note that this timetable has not yet been confirmed as liaison has not yet taken place with Nottinghamshire County Council regarding our co-ordinated admissions schemes

2023/24 ADMISSION ROUND	Distribution of information from Local Authority to schools	Distributions of information by schools to parents/carers	Closing date	Decisions issued to parents/carers by:
Transfers from junior/primary to secondary school	By Monday 5th September 2022	On Friday 9th September 2022	Monday 31 st October 2022 <i>(national closing date)</i>	On Wednesday 1st March 2023 <i>(national offer date)</i>
First admission to infant/primary school and transfers from infant to junior school	By Wednesday 9 th November 2022	On Monday 14 November 2022 Local Authority to distribute for children not attending a nursery attached to a city infant or primary school	Sunday 15 th January 2023 <i>(national closing date)</i>	Tuesday 17 th April 2023 <i>(1st working day after national offer date of 16th April)</i>

APPENDIX 6b

Fair Access Protocol Primary



Key Stage 1 & 2

Updated: September 2013

© Copyright Nottingham City Council

© Nottingham City Council – This document should not be reproduced without permission of the Inclusive Learning Service.

Overview of Support Leading to the Fair Access Protocol

TIER 3

- Targeted Fair Access Pupils
- ALL Schools attend Panel
- ALL cases will be placed in appropriate educational provision at the panel meeting
- After each panel meeting the outcomes will be sent to all stakeholders.
- All integration meetings will be agreed and completed within one week of panel meeting.
- All students to be placed within 2 weeks.

TIER 2

- KS2 Intervention Packages at Denewood Learning Centre.
- Managed Moves between schools outside Fair Access Panel but must meet the panel criteria to be considered outside of the normal admissions process.
- 12 week trial period with specific and realistic targets
- If MM failed school/Academy can refer to Tier 3 - Fair Access Panel.

TIER 1

- Consistent best practice across schools in behaviour & inclusion
- Common Behaviour Policy
- Consistent thresholds and referral criteria/processes

© Nottingham City Council – This document should not be reproduced without permission of the Inclusive Learning Service.

Fair Access Protocol

1. Background

1.1. The School Admission Code which came into force on 1 February 2012 and requires there to be a Fair Access Protocol in operation in every Local Authority which has been agreed with the majority of schools in the area to ensure that -outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other

schools, or who have challenging behaviour (School Admissions Code, 3.9).

This is issued under Sections 84 and 85 of the School Standards and Framework Act 1998. The School Admissions Code can be viewed in full

At <http://media.education.gov.uk/assets/files/pdf/s/school%20admissions%20code%201%20february%202012.pdf>

1.2. The Fair Access Protocol (FAP) exists to ensure that access to education is secured quickly for children who have no school place, but for whom a place at a mainstream school/Academy or alternative provision is appropriate, and to ensure that all schools/Academies in an area admit their



fair share of children with challenging behaviour. The operation of Fair Access Protocols is outside the arrangements of co-ordination

1.3. The Protocol encourages local authorities, schools and Academies to work together in partnership to improve behaviour and tackle persistent absence. There is no duty for local authorities or admissions authorities to comply with parental preference when allocating places through this protocol.

1.4. All Admissions Authorities must participate in the agreed Fair Access protocol (School Admissions Code 2012, paragraph 3.11) in order to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school/Academy as soon as possible. This includes admitting children above the published admission number where the year group is already full. Nottingham City Council, Church of England and Catholic Diocesans, Academy Sponsors and Governing Bodies and their associated schools and Academies agree to comply with this protocol.

1.5. Children with statements of special educational need are not covered by this protocol as their needs are considered through a separate procedure.

2. Key Principles

2.1. There must be a balance between finding a place quickly, when the place might be in an undersubscribed school/Academy or one facing challenging circumstances, and finding a school/Academy place that is appropriate for the child. The principle of considering the individual circumstances of the pupil, in terms of what is best for them, whether they are ready for mainstream schooling and, if so, which mainstream school/Academy will be best able to meet their needs should guide the operation of Fair Access Protocol.

2.2. The School Admissions Code states local authorities must ensure that no school/Academy, including undersubscribed schools/Academies, is asked to admit a disproportionate number of children who have been excluded from other schools/Academies or who have challenging behaviour (School Admissions Code 2012, paragraph 3.9).

2.3. It is expected that pupils on roll at a school or Academy within the City of Nottingham, considered at the Reintegration and Placement Panel (RAP), under the Fair Access Protocol (FAP) will have a Common Assessment Framework Form (CAF) and be open to the Team Around the Child (TAC) process.

2.4. Whilst each protocol covers only the schools/Academies in its local authority area, the home Local Authority should contact neighbouring authorities to help secure a place in that area under the protocol. The protocol is in effect a safety net for where normal admission procedures for in year admission have failed.

2.5. For the protocol to operate in accordance with the statutory requirement:

2.5.1. Schools/Academies will continue to admit pupils whose parents apply for an available place, under normal admission arrangements.

2.5.2. Pupils identified as Panel cases under the Fair Access Protocol will be given priority for admission over others on a waiting list or awaiting an appeal. Managed Moves will not be given priority for admission, unless they meet the criteria outlined in section 4.2 below.



3. Exceptions

3.1. The School Admissions Code states in paragraph 3.8:

“Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.”

3.2. However, the School Admissions Code continues in paragraph 3.12:

“Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children. The use of this provision will depend on local circumstances and must be described in the local authority’s Fair Access Protocol. This provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children must be admitted.”

© Nottingham City Council – This document should not be reproduced without permission of the Inclusive Learning Service.

3.3. All schools and Academies will be expected to participate fully with the Fair Access Protocol and to admit pupils who are hard to place. The Local Authority and, if necessary, a Primary Reintegration and Placement Panel (P-RAP) will consider any valid concerns about admission (e.g. a previous serious breakdown in the relationship between the school/Academy and the family or serious historical issues with other children at the preferred school/Academy).

Consideration will also be given to the individual situation, and contextual data for each school or Academy, including, the number of pupils admitted through the protocol and being supported by the school or Academy.

3.4. If a school or academy refuses to comply with the decision of the Local Authority or the P-RAP Panel, they must state their reasons in writing to the Inclusion Officer within 5 school days from the date of the decision. The Inclusion Officer will then determine a written view after consulting with the school/Academy and other agencies. All schools and academies will support the view and decisions through the protocol. Additionally, the Local Authority or Secretary of State can enforce the protocol decision by using any powers of direction, if required.

4. Criteria for Priority Pupils

4.1. A pupil placed under this Protocol is not necessarily a “challenging” pupil. Any child in this category is however potentially a vulnerable child as long as an appropriate educational placement has not been secured.

4.2. The School Admissions Code 2012 states 7 minimum categories⁴ to include in a Fair Access Protocol. These categories identify a child as potentially “Hard to Place or vulnerable”. These are not meant to be exhaustive but provide an example of pupils who must be considered under the protocol. It is proposed that



the City protocol monitors these pupils, but will have specific focus on the following criteria:

Priority Pupils - Triggers

1. Children in Public Care.
 2. Children attending Learning Centres who have been permanently excluded and who need to be reintegrated back into mainstream education. (See Section 7 below)
 3. Children seeking an alternative to permanent exclusion with a history of intensive multi-agency support (CAF) and where alternative placements have been unsuccessful e.g. managed move.
- 4 School Admissions Code 2012 – 7 Minimum Fair Access Criteria
- a) children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
 - b) children who have been out of education for two months or more;
 - c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
 - d) children who are homeless;
 - e) children with unsupportive family backgrounds for whom a place has not been sought;
 - f) children who are carers; and
 - g) children with special educational needs, disabilities or medical conditions (but without a statement).

© Nottingham City Council – This document should not be reproduced without permission of the Inclusive Learning Service.

4. Children who have been out of education for longer than one school term and/or have a history of serious attendance problems (below 50% attendance within a 12 month period)
 5. Children fleeing domestic violence
 6. Children returning from the criminal justice system
 7. Children whose parents have been unable to find them a school place because of a shortage of places:
 - after moving into the area
 - without a school place
 8. Children from unsupportive families where a place has not been sought.
- 4.3. Looked After Childrens, will be given the highest priority for admission. The Inclusion Officer will establish in consultation with Social Care, the Virtual School and other agencies the preferred preferences for their education. The views of the schools preferenced and any potential prejudice as a result of the placement will always be considered. However, in most circumstances a Looked After Child will be offered, in agreement with school or Academy, even if the year group is oversubscribed if the offer is considered in their best interests. Once an offer has been made, the Lead professional will normally, but not always arrange a multiagency meeting to bring together all the professionals that have been working with the child to support their transition into their new educational provision.
- 4.4. The Inclusion Officer will determine if a pupil meets the Priority Pupils criteria (4.2). All pupils who meet the criteria will be considered as 'Priority Pupils' and



background information (including a CAF or other relevant documentation) will be collated by Nottingham City Council. This information will be used to support any application to school and the pupil's subsequent admission. All schools and Academies participating in the protocol will ensure background information is shared without delay. If the pupil does not meet the above criteria, the application will be processed through the normal admissions procedures, however, if a place is not secured pupils may then be considered under point 7 above.

4.5. Pupils, who meet the above criteria, will be managed by the Inclusion Officer and consideration of a school place for Priority Pupils will be based on the school in their local area/catchment and the individual circumstances of the case. These cases will be brokered by the Local Authority with schools and admission authorities. However, if a resolution cannot be established a Primary Reintegration and Placement Panel will review the case and issue a decision. The decisions of the Primary Fair Access Protocol, for all schools, will be reported termly to Education Improvement Partnerships. In addition an annual report will be sent to the schools adjudicator.

4.6. Pupils who are considered through the normal admission round but are unable to secure a school placement may first be offered a mandatory offer through the School Admissions Team. However, if this cannot be arranged they will be considered as a Priority Pupil.

5 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

© Nottingham City Council – This document should not be reproduced without permission of the Inclusive Learning Service.

4.7. The 1998 School Standards and Framework Act determined that by September 2001, no infant child should be in a class above 30. The School Admissions Code states in paragraph 2.15 that:

2.15 Infant class size – Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- looked after children and previously looked after children admitted outside the normal admissions round⁶;
- children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for



whom there is no other available school within reasonable distance;

- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Consideration will be given to the legal limit of class sizes in Key Stage 1.

However, it may be necessary to admit pupils as exceptions through the Fair Access Protocol. If pupils do not meet one of the excepted pupil criteria, as stated in point 4.7 above, Priority Pupils will be given precedence for admission over others on a waiting list or awaiting an appeal.

4.8. Pupils transferring between City Schools and Academies in year 6 will be strongly discouraged.

5. Primary RAP Panel Meetings

5.1. If an admission can not be brokered directly with schools or Academies the Local Authority will arrange a Primary Reintegration and Placement Panel Meeting as outlined in section 4.5 above. There will generally be three panels (North, Central and South, although, these may adapt according to circumstance) which will be held by exception for pupils living in their catchment areas. The collective panel membership will use their expertise and knowledge to secure a decision for each individual pupil that is best for them. The Panel will need to balance between the pupil's needs and what school can best meet their needs, whilst ensuring that both are supported and that no school is asked to admit a disproportionate amount of pupils through the protocol, including consideration of Infant Class Sizes. All schools and Academies will support the decision of the panel.

© Nottingham City Council – This document should not be reproduced without permission of the Inclusive Learning Service.

6 The School Admissions (Infant Class Sizes) (England) Regulations 2012. Previously looked after children are not excepted pupils for the purpose of these regulations until school year 2013/14.

5.2. Panel membership will consist of both school/Academy and support services representatives. All Panel members are responsible for arranging for an informed colleague to attend in their place should they be unable to attend. All professionals must come fully prepared with information pertaining to the individual cases to be discussed.

5.3. Schools and Academies will be represented by 3 head teachers from a maintained, Academy and Voluntary Aided Schools. School or Academy representatives will provide educational expertise and knowledge as well as represent an overall educational perspective for the City. Head Teacher representatives will be selected to represent the area schools. If pupils to be considered at the panel live near neighbouring panel borders, panel members may be selected from both panel areas to give an accurate representation of schools and local knowledge to secure



appropriate education.

5.4. There will also be representatives from Support Services across Children and Families. They will be expected to represent their Service Area and provide relevant information about any involvement and support that can be offered.

5.5. The panel members will be provided with case information 5 working days before a panel meeting. Schools being considered for allocation will already have considered the case and expressed concerns in writing. However, they may inform their representative at least 2 working days prior to the meeting of any additional school information to be considered at the panel.

5.6. The core membership of the Primary RAP Panel will be (please see next page):

Core Members

Inclusion Officer (Chair)

Support Services Representative(s)

Denewood Learning Centre Representative

Educational Welfare Officer

Head Teacher Representatives (See table below)

Schools & Academies

© Nottingham City Council – This document should not be reproduced without permission of the Inclusive Learning Service.

NORTH Panel CENTRAL Panel SOUTH Panel

1x City School

1x Academy

1x VA School

1x City School

1x Academy

1x VA School

1x City School

1x Academy

1x VA School

- AMBLESIDE

PRIMARY

- BULWELL ST.

MARY'S CE VA

PRIMARY

- BURFORD PRIMARY

- CANTRELL PRIMARY

- CARRINGTON

PRIMARY

- CRABTREE FARM

PRIMARY

- GLADE HILL

PRIMARY



· HAYDN PRIMARY

· HEATHFIELD
PRIMARY

· HEMPSHILL HALL
PRIMARY

· HENRY WHIPPLE
PRIMARY

· OLD BASFORD
SCHOOL

· OUR LADY OF
PERPETUAL
SUCCOUR C.V.
ACADEMY

· RISE PARK PRIMARY

· ROBIN HOOD
PRIMARY

· ROSSLYN PARK
PRIMARY

· RUFFORD PRIMARY

· SEELY PRIMARY

· SNAPE WOOD
PRIMARY

· SOUTHGLADE
PRIMARY

· SOUTHWARK
ACADEMY

· SPRINGFIELD
PRIMARY

· ST. MARGARET
CLITHEROW

· STANSTEAD

· BENTINCK PRIMARY

· BERRIDGE PRIMARY

· BROCKLEWOOD
PRIMARY



· CLAREMONT

PRIMARY

- DJANOGLY

NORTHGATE
ACADEMY

- DUNKIRK PRIMARY
- EDNA G OLDS

ACADEMY

- FERNWOOD PRIMARY
- FIRBECK ACADEMY
- FOREST FIELDS

PRIMARY

- GLENBROOK

PRIMARY

- JUBILEE L.E.A.D.

ACADEMY

- MELBURY PRIMARY
- MELLERS PRIMARY
- MIDDLETON

PRIMARY

- PORTLAND SPENCER

ACADEMY

- RADFORD PRIMARY

ACADEMY

- ROBERT SHAW

PRIMARY

- SCOTHOLME

PRIMARY

- DJANOGLY

STRELLEY
ACADEMY

- SOUTHWOLD

PRIMARY

- ST TERESA'S C.V.

ACADEMY



- ST. MARY'S C.V.

ACADEMY

- BLESSED ROBERT

C.V. ACADEMY

- BLUE BELL HILL

ACADEMY

- DOVECOTE PRIMARY

- EDALE RISE

PRIMARY

- GLAPTON ACADEMY

- GREENFIELDS

PRIMARY

- Highbank Primary

- HOGARTH PRIMARY

- HUNTINGDON

ACADEMY

- THE MILFORD

ACADEMY

- NOTTINGHAM

ACADEMY

(PRIMARY)

- OUR LADY & ST

EDWARD'S C.V.

ACADEMY

- RIVERSIDE PRIMARY

- SNEINTON ST.

STEPHEN'S V.A.

- SOUTH WILFORD

ENDOWED CE AIDED

- ST PATRICKS V.A.

PRIMARY

- ST. ANN'S WELL

ACADEMY

- ST. AUGUSTINES C.V.

ACADEMY



- SYCAMORE

ACADEMY

- WALTER HALLS

PRIMARY

- WELBECK PRIMAY
- WHITEGATE

PRIMARY

- WILLIAM BOOTH

PRIMARY

- WINDMILL L.E.A.D

ACADEMY

© Nottingham City Council – This document should not be reproduced without permission of the Inclusive Learning Service.

PRIMARY

- WARREN PRIMARY

ACADEMY

- WESTGLADE

PRIMARY

- WHITEMOOR

ACADEMY

6. RAP Panel Meetings

6.1. Panel meetings will be held as required. It is hoped that all but extremely exceptional cases can be brokered and placed through the main protocol. However, if there are serious concerns about an admission a Panel will be arranged to consider these cases.

6.2. Key contextual information will be provided by all schools and academies necessary prior to the panel meeting. This will be collated by the Admissions and Exclusion Team. Additionally, RAP statistics will be provided on a termly basis and shared with schools.

6.3. The Inclusion Officer will inform the Headteacher or Principal of the allocated school within 24 hours in writing of the Panel meeting. The school or academy must admit the pupil within 10 working days of being informed. If the Panel agree that a multi-agency meeting take place before admission, schools will have 15 working days in which to admit the pupil.

6.4. Funding is secured through the Schools Forum for the administration of the Primary Fair Access Protocol. This figure is currently £80,000. This funding is secured to support Fair Access pupils' integration back into education through, translation costs, assessments, purchasing support services and other inclusion strategies. Pupils are to be allocated funding relevant to their need. Education for pupils who have been permanently excluded will be provided by the appropriate Learning Centre (see section 7 below), and any costs recovered through agreed



processes.

7. Learning Centre Reintegration

7.1. Within the City we are supported by two Learning Centres rated by Ofsted as 'Good' which support intervention within the City and educate permanently excluded pupils. Our Learning Centres work hard to identify pupils needs, address behaviour, attitudes and academic underperformance to try and raise achievement and reintegrate permanently excluded pupils back into mainstream education. Reintegration into another mainstream school/Academy is the right option for the majority of pupils.

7.2. Pupils will not usually be considered for reintegration into a mainstream school/Academy until their behavioural, social or emotional needs have been addressed and they are ready to return to a mainstream setting. The Executive Headteacher will identify and support pupils who are ready to reintegrate back into mainstream education from Denewood Learning Centre or Unity Learning Centre. This will be supported by background information about the pupil and their progress whilst at the learning centre. Permanently excluded pupils ready for reintegration, attending an alternative PRU/Learning Centre will be considered through the panel and a recommendation sought from the Headteacher regarding their readiness for reintegration.

7.3. Pupils who live in the City boundary who have been permanently excluded will normally be placed on the roll of either Denewood or Unity Learning Centre. Permanently excluded pupils who move into the City, who are not ready for mainstream education will attend a Learning Centre until they are ready to be reintegrated back to mainstream education.

7.4. All schools and Academies will take at least 1 reintegration pupil as required. Further reintegration pupils will be allocated through the panel and consideration will be given to the number of permanent exclusions issued by the school/Academy. Fair Access Protocols must not require a school/Academy to automatically take another child with challenging behaviour in the place of a child excluded from the school.

7.5. Reintegration placements should follow similar timelines to other panel pupils' admission. However, it is expected that the Denewood Learning Centre will continue to provide reintegration support for a specified period of time for any excluded pupils who are being reintegrated back into a mainstream school/Academy to ensure a smooth transition. Reintegration placements will be recorded and funded through the panel.

8. Other Key Documents

8.1. Other key documents are:

- Going to School in Nottingham – Information about admissions
- Schools Admissions Code – February 2012
- Intervention Protocol – Denewood Learning Centre

