



Admission Policy 2018-2019 Dunkirk Primary & Nursery School as determined by Nottingham City Council

Determined admission arrangements for Nottingham city community schools - 2019/20

LA CONTACT OFFICER

Carol Prince or Karen Traynor

Admissions Manager

School Access and Improvement

Tel: (0115) 841 5568

E-mail: schooladmissions@nottinghamcity.gov.uk

Appendix 1

Admissions Arrangements for 2019/20

- 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 2018 for places in year 7

at secondary schools and places in year 10 at 14-19 academies, university technical colleges

or studio schools; and by 15 January 2019 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 or year 10 at 14-19 academies, university colleges or studio schools; up to 6 schools in order of preference 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 2019 (national offer date) for places in year 7 at secondary schools and year 10 at 14-19 academies, university technical colleges or studio schools; and on 16 April 2019 (national offer date) 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place being withdrawn and it may be offered to another pupil.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has been offered in error or on the basis of a fraudulent or intentionally misleading application the offer may be withdrawn and the place offered to a pupil with a higher priority to that place.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 and year 10 at 14-19 academies, university technical colleges or studio schools will be considered after 1 March 2019; 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 16 April 2019. 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 2018 for places in year 7 at secondary schools and year 10 at 14-19 academies, university technical colleges or studio schools; and 5 pm on 11 February 2019 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).

- Attendance at a particular nursery does not guarantee admission to the main school for infant/ primary education. 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 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 for primary schools was updated in September 2013 and the fair access protocol for secondary schools was updated in June 2016.

- In accordance with the School Admissions Code, a waiting list will be maintained for the 2019

autumn term only for year 7 at Ellis Guilford School and Sports College. Thereafter, waiting lists for years 7 to 9 will be maintained at Ellis Guilford School and Sports College where it is

oversubscribed for a period of 40 school days from the date of refusal of a place or until the last day of the 2020 summer half term, whichever is the sooner (no waiting list will be maintained for years 10 and 11).

- Waiting lists for reception year to year 5 will be maintained for community primary schools which are oversubscribed until the last day of the 2020 summer half term (no waiting list will be maintained for year 6).

- Children whose fifth birthday falls between 1 September 2019 and 31 August 2020 will be admitted to full-time school at the beginning of the 2019/20 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 2019/20 year and the parent would have to apply for a place during the 2020 summer term for admission into year 1 in September 2020. 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 2019/20 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 Children and

Adults. 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.

First admission to primary schools criteria: 2019/20

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 a Statement of Special Educational Need or 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. 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. 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). A '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).

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, at the time of



admission, will have a brother or sister attending the school, or Individual Needs Centre.

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 time of admission, will have a brother or sister

attending the school or Individual Needs Centre.

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 2019/20 school year.

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 2020). 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;

- 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).

***(Except, the parent/carer of a child who has been permanently excluded from two schools and where at least one of those exclusions took place after 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with 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.

**Admission Numbers 2019/20 APPENDIX 3
Name of Primary School: Dunkirk Primary School
Proposed No. 60**

**APPENDIX 5
TIMETABLE FOR CO-ORDINATED ADMISSIONS PROCESS 2019/20
2019/20
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 Wednesday 5th

September 2018

On Friday 7th

September 2018

Wednesday 31st

October 2018

(national closing

date)

On Friday 1st March 2019

(national offer date)

**First admission
to infant/primary
school and
transfers from
infant to junior
school**

By Wednesday 14th

November 2018

On Friday 16th

November 2018

Local Authority to
distribute for children
not attending a nursery
attached to a city infant
or primary school

Tuesday 15th

January 2019

(national closing

date)

Tuesday 16th April 2019

(national offer date)

**Transfers from
secondary school
to year 10 at 14-
19 academies,
colleges or studio
schools**

N/A On Friday 7th

September 2018

Wednesday 31st

October 2018

(national closing

date)

On Friday 1st March 2019



(national offer date)

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).

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

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."

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

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

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 multiagency

support (CAF) and where alternative placements have been unsuccessful e.g. managed move.

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 Children⁵, 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 preferred 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.

⁴School 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).

⁵A '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.

4.4. 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.

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 rounds;
- ☞ 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.



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.

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

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.

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):

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

Core Members

Inclusion Officer (Chair)

Support Services Representative(s)

Denewood Learning Centre Representative

Educational Welfare Officer

Head Teacher Representatives (See table below)

Schools & Academies

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 PRIMARY

– WARREN PRIMARY

ACADEMY

– WESTGLADE PRIMARY

– WHITEMOOR ACADEMY



– 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 PRIMARY
- WHITEGATE PRIMARY
- WILLIAM BOOTH PRIMARY
- WINDMILL L.E.A.D 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

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

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

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.



Once the Local Authority has allocated school places and parents have been informed, the Head Teacher and Governors will meet to decide campus allocations. Pupils who have gained a place at Dunkirk Primary & Nursery School could be offered a place at either the Highfields campus (Marlborough Street) or the Abbey campus (Lenton Boulevard).

Campus decisions will initially be based on distance from home to each campus. In addition, the school will seek to ensure an equal distribution of gender, special and individual needs across each year group. For distance purposes, to be used when the school is oversubscribed, measurements will be made from the pupil's home to both school sites using a computerised geographical information system in a straight line (as the crow flies). The shorter of those two measurements will then be used to determine the distance to the pupil's home. Distance to parent/carer work/study are not part of the decision process.

The allocation of a place at either site does not form part of the Local Authority's admission arrangements and, therefore, there is no right of appeal against the allocation of a particular site. Members of the school's admission panel will meet as soon as possible after the official date of school notification to parents/carers, who will be informed of campus decisions as soon as possible.

EXCEPTIONAL CIRCUMSTANCES

Only exceptional circumstances may be taken into consideration by the school, which make one campus more suitable than another. These are:

- Disability access
- Sibling attending different campus (at end of term)

Parents work and study requirements are not considered exceptional circumstances.

Each case will be considered on an individual basis. Applications for special consideration must be made **directly** to the school **before** the published closing date. Forms can be requested from the school office on 0115 915 3273 or by email: admin@dunkirk.nottingham.sch.uk.

Any forms received after the published closing date cannot be considered for exceptional consideration.

Once the final decision has been made, this will be permanent. There is no right of appeal against the allocation of a particular site.

Campus Transfers

- If a space becomes available on the other campus then only a sibling transfer, based on priority order date of admission, will be considered. Distance to parent/carer work/study are not part of the decision process.
- The campus transfer offer is made only once and based on campus availability and not on the parents request for a particular campus for a particular child. Therefore, either sibling may be offered a campus move.



- The place must be taken at that point of transfer offer and no further transfers will be considered or offered. These will only be considered 2 days at the end of each term and after local authority admission allocations have been placed.
- If a family transfer is rejected, there is no right of appeal against the allocation of a particular site. The offer will be verbal at that point and only confirmed at the start of the new term if the place is still available.

Criteria for Full Time Admission to Dunkirk Nursery

Children will become eligible for 'full time' nursery places during the term the child turns 4 years of age. Therefore:

- Autumn Term – children who turn 4 on or before 22 December 2017.
- Spring Term – children who turn 4 on or before 29 March 2018.
- Summer Term – children who turn 4 on or before 26 July 2018.

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**.