



Policy title: Admissions Policy 2024/25

Policy folder: School Management – Admin

Last reviewed: June 2023

Next review: June 2024

Lead : Headteacher

Responsible committee: Finance, Pupils & Resources

Admissions

If places are available, all who apply for a place will be given one. However, if there are insufficient places they will be offered in priority order using the criteria below.

Foundation Unit Admission Criteria

Places are generally available from the start of the term after a child is three years old. Priorities for admission for the 15 hours per week, universal care are:

- Children looked after by a Local Authority and previously looked-after children.
- Children resident in the Lantern Lane catchment area, who, at the time of admission have older siblings already at Lantern Lane.
- Other children who live in the catchment area.
- Other children outside the recognised catchment areas, who, at the time of admission, have older siblings already at Lantern Lane.
- Children who live outside the catchment area.

In the event of over subscription in any criteria, priority will be given in age order, oldest first.

Additional sessions up to 30 hours per week maximum will be allocated on a first come, first served basis irrespective of how the sessions are to be funded.

Entry to Main School

The planned admission number each year is 60 pupils. There will be one admission point in the year:

- All children born between 1 Sept 2019 and 31 August 2020 will begin full time school in the Autumn term 2024.

In the event of over-subscription, the following criteria will apply in priority order:

- Children looked after by a local authority and previously looked after children.
- Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school **and** children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a brother or sister attending the school or the linked junior/primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school
- Other children who live in the catchment area at the closing date for applications.
- Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
- Children who live outside the catchment area.

In the event of oversubscription in all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using Nottinghamshire County Council's computerised distance measuring software. In the event of two distances being equal, the County Council will measure to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

Special Consideration

The following groups of children will be given special consideration in their application:

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented before the closing date.

Further information on admissions can be obtained by contacting Nottinghamshire County Council's parent admission helpline on 0300 500 8080, or by speaking to a member of the school office staff.