

# **Admission Policy for Greythorn Primary School**



**GREYTHORN**  
PRIMARY SCHOOL

**2026/27**

## **Admission arrangements for children starting school**

Admissions for children about to start school are decided by the governors using the oversubscription criteria, but the process is coordinated either by Nottinghamshire County Council's Admissions

Call Centre: 0300 50 80 80  
or <http://www.nottinghamshire.gov.uk/education/school-admissions>

Or, for parents living in Wilford village:  
Nottingham City Council Admissions Office Call: 0115 8415568  
<https://www.nottinghamcity.gov.uk/schooladmissions>  
and parents/carers are required to apply on a common application form through their 'home' local authority.

The published admission number (PAN) per year group is 45.

### **Admission oversubscription criteria**

In the event of over subscription, the following criteria will be applied in priority order, to determine which applications will be granted once places have first been allocated to pupils who have an Education, Health and Care Plan which names the school:

1. Children looked after by a local authority and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school
3. Other children who live in the catchment area.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
5. Children who have a parent working at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Other children who live outside the catchment area.

In the event of over subscription within 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 the child's home address using the local authority's computerised distance measuring software.

In the event of two distances being equal, random allocation will be used as tie-break. This process will be independently verified.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Waiting lists are held for the reception intake year and will be held until 31<sup>st</sup> December of the intake year.

### **In year admissions to year groups other than the intake year**

Admission into school is decided by the governors using the oversubscription criteria and is coordinated by Nottinghamshire County Council. Applications forms can be obtained from:

Nottinghamshire County Council:

<http://www.nottinghamshire.gov.uk/education/school-admissions>

Applications for admission to year groups other than the intake year group will be considered in relation to the published admission number (PAN) which applied when the year group was first admitted to the school, subject to infant class size restrictions.

### **Late applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date specified in the Nottinghamshire County Council coordinated scheme, providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, and family trauma. Supporting evidence may be required. When the school is informed by the Local Authority that a place has been offered, it may write to the parent(s) seeking written confirmation that they will take up the place, if the offer has not been accepted via the online system or phone call to the Local Authority.

## **Waiting list**

If places are available within the year group, the child will be admitted. If there are more applications than places available, the oversubscription criteria above will be used to determine which child can be offered a place.

A waiting list will be in operation for all other years where the school receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year.

Where the number of students in a particular year group falls below the published admission number, the child whose name appears first on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the academy's published oversubscription criteria.

Parents are welcome to ask what position they currently hold on the list. However, because the academy constantly receives applications for admission throughout the year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the academy in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list. The governors use the same definitions (sibling, parent, home address) as those of Nottinghamshire County Council – these are published in the "Admissions to schools: guide for parents".

A definition of a "looked after child" is a child who is:  
In the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children 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).

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire County Council's "Admissions to Schools" booklet and the County Council website

[www.nottinghamshire.gov.uk/education/school-admissions](http://www.nottinghamshire.gov.uk/education/school-admissions).

This also outlines how the co-ordinated admissions scheme and late applications are processed.

For parents living in Wilford the documents '[Going to school in Nottingham](#)' is available from the Nottingham City admissions team:

<https://www.nottinghamcity.gov.uk/schooladmissions>

### **Admission of children outside of normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Compulsory school age is the term following a child's fifth birthday.

All children can start school full time in reception in the September following their fourth birthday.

Children offered a place in our school who were born between 1 September and 31 August of the appropriate admission year, have the option to start full-time school from the beginning of the autumn term. Parents may choose to defer their child's admission to the following term or until the beginning of the term following their child's fifth birthday, provided that the child's admission takes place within the current school year and subject to discussion with the Headteacher. In addition, the parents of summer born children may choose to defer their child's admission until the September after their fifth birthday and request that they are admitted out of their normal age group – to reception rather than year 1. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents wishing to apply for their children to be educated outside their normal year of entry, including delayed entry to Reception should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible, with any supporting evidence that may need to be considered.

Nottinghamshire County Council Designated officers will consult with the school and the school will make decisions based on the circumstances of each case and in the best interests of the child concerned.

This will include:

- taking account of the parents' views;
- information about the child's academic, social and emotional development;
- the child's medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- the views of the Headteacher of the school.

Where an application is made with multiple school preferences, Nottinghamshire County Council Designated officers will consult with all admissions authorities related to the named schools. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision. More information can be found at <https://www.nottinghamshire.gov.uk/education/school-admissions/applying-for-a-school-place-september/#:%7E:text=Parents%20may%20seek%20admission%20of,admission%20until%20compulsory%20school%20age>

If the request to delay entry to formal education (Reception) is agreed, you will need to apply for a school place the following academic year. Parents/carers who do not live in Nottinghamshire wishing to apply for their child to be educated outside their normal year of entry, including delayed entry to Reception, should consult their home Local Authority for advice before submitting an application. Overseas residents should consult the Local Authority of their intended home address for advice, before submitting an application.

The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Transfer to secondary school**

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

### **Appeals**

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. Applicants wishing to appeal will be given at least 20 school days to submit an appeal. Following submission of the appeal applicants will be given at least 10 days notice of a hearing. Appeals must be heard within 40 days of the deadline for making an appeal.

### **Fair Access Protocol**

Greythorn Primary School participates in Nottinghamshire County Council's Fair Access Protocol.

**Annual Review:** January 2027

**Chair of Governors:**



**Head Teacher:**



