

# Admissions policy

Sir John Sherbrooke Junior School

2026 - 2027



Approved by: LGB

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### 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions
- 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.

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, as defined in Section 8 of the Children Act 1989, , as amended by Section 12 of the Children and Families Act 2014, or
- Became subject to a special guardianship order (an order appointing one or more individuals to be a child's special guardian)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

*Please refer to footnotes 14-19 in the Schools Admission Code 2021 for more information. N.B 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.*

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

The definition of a "parent" for admission criteria includes:

1. **Biological or Adoptive Parent:** A person who is the child's natural or legally adopted parent.
2. **Legal Guardian:** An individual who has been granted legal responsibility for the child through a court order.
3. **Step-Parent:** Someone married to or in a civil partnership with the child's biological or adoptive parent and living with the child.
4. **Foster Parent:** A person appointed by the local authority to care for the child.
5. **Person with Parental Responsibility:** Anyone who has been granted parental responsibility by a legal agreement or court order, as defined under the Children Act 1989.
6. **Person with Care of the Child:** An individual who looks after the child on a day-to-day basis and is involved in their upbringing, even if they do not have legal parental responsibility (e.g., a grandparent or close family member).

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

To apply for a place at Sir John Sherbrooke Junior School for your child, please follow the link below (link is for applications made to transfer school place in-year).

<https://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>

It is always strongly advised that you contact the school prior to making an application, as well as arranging to have a look around the school.

You will receive an offer for a school place directly from your local authority. Outcomes to online applications will be received on National Offer Day and for other applications an outcome will be posted 2nd class on National Offer Day.

Please note, pupils attending Manor Park Infant School will not transfer automatically into Sir John Sherbrooke Junior School. A separate application must be made for a place.

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

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

It is always strongly advised that you contact the school prior to making an application, as well as arranging to have a look around the school.

To make an application of this kind, please visit the link below and state clearly that you are requesting admission outside the normal age group.

<https://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>

Decisions on requests for admission outside the normal age group will be made on the basis of the

circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their 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 headteacher's views
- Views of the Aspire MAT board.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

The admission authority is the decision maker for all requests outside of the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Admission number**

The school has an agreed admission number of 50 pupils for entry in year 3.

### **6.3 Oversubscription criteria**

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Children looked after by a local authority and previously looked after children
2. Children who attend the linked school, Manor Park Infants 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 school Manor Park Infants.
3. Other children who attend the linked school, Manor Park Infants at the closing date for applications
4. Children who live in the catchment area at the closing date for applications, who do not attend the linked school Manor Park Infants but who, at the time of admission, will have a brother or sister attending the school or the linked school Manor Park Infants.
5. Other children who live in the catchment area at the closing date for applications and do not attend the linked school Manor Park Infants
6. Children who live outside the catchment area and who do not attend the linked infant school, Manor Park but who, at the time of admission, will have a brother or sister attending the school or the linked school Manor Park Infants
7. Children who live outside the catchment area.

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

\* Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

## Definition of Catchment Area

Catchment area will be deemed by being judged as the nearest school to your child's main residence during the school week. Please see Note 1\* to define what this is and visit [www.nottinghamshire.gov.uk/findmynearest](http://www.nottinghamshire.gov.uk/findmynearest) to see if Sir John Sherbrooke Junior School is your nearest school. See catchment area map below (1).

## Exceptional Circumstances

Consideration will be given to applicants who may establish *at the time of application* have exceptional medical or social needs in accordance with Paragraph 1.7 of the schools admissions code 2021. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social

circumstances. This evidence **MUST** be submitted at the time of application, must confirm the circumstances of the case and must set out why the child should attend Sir John Sherbrooke Junior School and why no other school could meet the child's needs. Applications are unable to be considered under this criterion if such evidence is not submitted at the time of application. Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the exceptional medical criterion would not normally be given for these. In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school. Sir John Sherbrooke Junior School reserves the right to take general, non-child specific advice from the Local Authority, support agencies and medical consultants where necessary to assist us in making a decision about medical or social priority for a school place.

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

## 6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Flatts Lane. We measure the distance using the local authority's computerised distance measuring software. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week, please see note 1\*.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### \*Note 1

The child's 'qualifying residential address' should be that of at least one parent (defined as natural, adoptive, step or foster parent or other legal guardian) and the child's principal residence at the time of application. The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. Proof of residence will be required when the application form is submitted. Parents moving will be required to produce evidence of completion of purchase or rental agreement. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date.

## 6.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the

School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## 6.7 Fair Access Protocol

We participate in Nottinghamshire's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## 7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

A waiting list of unsuccessful applicants will be held until 31st December and then discarded. If places become available before then offers will be made strictly in accordance with the order of priority listed. Places on a waiting list can go up or down depending on applications.

Applications for in-year admissions should be requested through Nottingham County Council Admissions:

<https://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

It is always strongly advised that you contact the school prior to making an application, as well as arranging to have a look around the school.

## 8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Details of the appeals process will be made available to all unsuccessful applicants at the time of refusal.

If you wish to appeal, you must contact the Aspire MAT office for more information.

### **Aspire MAT Office**

East Bridgford St Peter's CofE Academy  
Kneeton Road  
East Bridgford  
Nottinghamshire  
NG13 8PG

**Tel & Fax:** (01949) 20226

**Email:** [office@aspire-mat.co.uk](mailto:office@aspire-mat.co.uk)

## 9. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

## 10. Providing False or Misleading Information

If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, we reserve the right to withdraw any offer of a place, even if the child has already started at the school. This will be applicable up until the end of the first full term of the child being in school.

(1) Catchment Area Map

