Newark Flying High Academy

Admissions Policy

Adopted September 2026
Review September 2028

Admission arrangements for children starting school 2027-2028

All applications should be made to the child's home local authority.

Admissions for chilren about to start school are decided by the governors of the school, but coordinated by Nottinghamshire County Council's Admissions Office - www.nottinghamshire.gov.uk/admissions Phone: 0300 500 8080
Email: enquiries@nottscc.gov.uk

The published admission number per year group is 30.

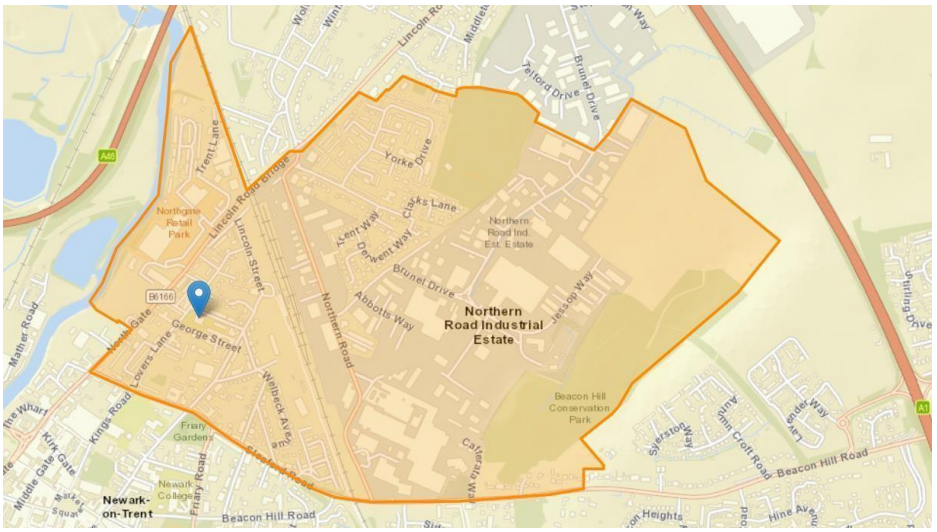
Admission oversubscription criteria

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 Educational Health Care Plan which names the school:

1. Looked after children and 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 at the closing date for applications and who, at the time of admission, will have a brother or sister attending the 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 who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school.
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area who, at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area.

The link below enables families to identify their 'catchment area' school.
https://www.nottinghamshire.gov.uk/search-for-a-school#/catchments

Our 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 entrance to the child's home to the principal entrance to the main administrative building of the school using the Nottinghamshire County Council'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 all year. Applications are reranked each time a new application is received. 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 term following their child's fifth birthday subject to discussion with the Head Teacher. Should a parent of a summer born child choose to defer their child's admissions until the September after their fifth birthday, a new application for the following admission year must be made.

Special Circumstances

The following groups of children will be given special consideration in their application for a particular school: 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 at the time of the application.

The governors will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

In Year Admissions

Admission into school is decided by the governors of the school but coordinated by Nottinghamshire County Council. Applications forms can be obtained from Nottinghamshire County Council:
www.nottinghamshire.gov.uk/education/school-admissions/changing-school

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

Further guidance on the way in which applications are dealt with can be found in the current Nottinghamshire's "Admissions to Schools" booklet and the County Council website http://www.nottinghamshire.gov.uk/education/school-admissions. This also outlines how the co-ordinated admissions scheme and late applications are processed.

Definitions

Looked after children
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.

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.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A definition of a "previously looked after child" is a child who:

(a) ceased to be looked after because they were adopted (under the terms of the Adoption and Children Act 2002 Section 46 (adoption orders)), or (b) became subject to a residence order (under the terms of the Children Act 1989 Section 8 - an order settling the arrangements to be made as to the person with whom the child is to live), or (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

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.

See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Home Address
The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent(s) address may be used. If a child's parents live
at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or
Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the

child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

Parents
The mother of the child, the father of the child where he was married to the mother either when the child was born or at a later date, the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate, an adoptive parent or any other person who has acquired 'parental responsibility' through the courts. Evidence of this may be required. In all cases all those with parental responsibility must be in agreement with the preferences made.

Siblings (brothers or sisters)
A brother or sister who shares the same parents, a half-brother, half-sister or legally adopted child living at the same address, a child looked after by a local authority placed in a foster family with other school age children or a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

Admission of children outside the 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. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to the admission authority as early as possible. Designated officers 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 parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school concerned will also be taken into account. 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.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. 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 junior and 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 junior 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. Your appeal, once submitted will be forwarded to an Independent Clerk and a date will be agreed for the hearing to take place within the mandatory guidelines. Your appeal should be sent to **appeals@flyinghightrust.co.uk** using a form found on the school website and you will receive acknowledgement that the appeal has been received, update on the situation and contact details for the appeals clerk who will manage your appeal and keep you informed of progress, date and outcomes. Appeals will be held in line with the DfE's School Admission Appeals Code

Fair Access Protocol

Newark Flying High Academy participates in Nottinghamshire County Council's Fair Access Protocol.