

**INFORMATION SHEET - TO BE KEPT BY APPLICANT**  
**Worksop St. Anne's Church of England (Aided) Primary School**  
**ADMISSIONS POLICY**  
**for the Academic Year beginning 1 September 2024 / 2025**

**INTRODUCTION**

St. Anne's School is a Church aided primary school in Southwell & Nottingham Diocese and is maintained by Nottinghamshire County Council. This means that St Anne's Church and Southwell & Nottingham Diocese have contributed towards the cost of building the school and continue to care for its buildings and its people.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of the Law, by advice from Southwell & Nottingham Diocesan Board of Education, its duty to the community and the common good. It adheres to the Department of Education School Admissions code 2021, Nottinghamshire LA guidelines and Fair Access Protocol.

In making an application for admission to St Anne's School, parents should be aware that their children will receive religious instruction in the Christian faith in accordance with the principles and practices of the Church of England and will receive their education in a Christian school.

The normal point of entry to the School is the Reception Class, in the September following the child's fourth birthday. It is the Governors' intention to admit 30 pupils to the Reception Class in line with the Government's Class Size Initiative. The Governors' policy is to set the maximum size of all classes at 30 unless there are exceptional circumstances. Parents do have the right to defer entry until later in the school year or to take up a part time place.

St Anne's School is currently one of the schools in the Outwood Academy Portland family in the Worksop area. The list of Church of England Secondary Schools in Southwell & Nottingham Diocese can be obtained via the School Office – parents should note that all secondary schools have their own admissions policies and attendance at St Anne's School does not guarantee a place at them.

**Please note:** St Anne's School does not have a Catchment Area.

**COORDINATED SCHEME FOR ADMISSIONS**

Details of the coordinated scheme can be obtained from Nottinghamshire County Council ([www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)). Applications for places are made to the home local authority.

The Governors of St Anne's School request that if a child is to be considered under the religious criteria then an **additional** form "**Worksop St Anne's Church of England (Aided) Primary School: Supplementary form**", which is available from the School, be completed and returned to the School by the closing date for applications.

**ADMISSION OVERSUBSCRIPTION CRITERIA (to be read in conjunction with the Explanatory Notes)**

**The published admission number is 30.**

Children with a Educational Health and Care Plan (EHP) that names St Anne's Church of England (Aided) Primary School will be admitted.

All other applications for admission will be considered and placed in an order of priority. 1 will represent those children most likely to gain admission and criterion 5 those least likely to gain admission if applications exceed the Published Admission Number (PAN) of 30.

The Governors will use the supplementary form "*Worksop St Anne's Church of England (Aided) Primary School: Application for Admission*" when considering applications. This form asks for information that will enable the Governors to determine whether the child and/or the parents worship regularly at St Anne's Parish Church or at another Christian Church. If the additional information is not submitted, it may not be possible to determine whether or not the child or the parents worship regularly.

Within each category, priority is given to those who live closest to the school determined by distance measurements, *See notes 1 and 2.* according to the distances measured by Nottinghamshire County Council, (see notes 1 and 2).

1. Looked After Children and Previously Looked After Children including those children who appear (to the admissions 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 worship or whose parents/carers worship regularly at St Anne's group of parish churches.
3. Children who worship or whose parents/carers worship regularly at another Christian church belonging to Churches Together in England (CTIE). Details about churches belonging to CTIE can be found at <https://www.cte.org.uk/>
4. Children whose sibling(s) will be in attendance at St Anne's School at the time of admission, giving priority to those living nearest to the school as the crow flies.
5. All other children, giving priority to those living nearest to the school as the crow flies.

Twins and multiple births – where one child of a multiple birth can be admitted, the other child/children will also be admitted.

## EXPLANATORY NOTES

### Terms and definitions

**1. 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. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 '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 when 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. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The governing body may also seek proof of residence from the courts regarding parental responsibilities in these matters.

**For children of UK service personnel (UK armed forces) or crown servants** returning from overseas to live in this area a place will be allocated in advance of the family returning from overseas to live in this area provided the application is accompanied by an official letter that declares a relocation date and evidence of the address at which the child will live after relocation of if the parent wishes then the Unit postal address or quartering area address. This address will be used for any distance measurement.

**2. Distance measurements** – When required to determine priority for admission, within each of the criteria, priority will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software. In the event of needing to choose between pupils living in the same block of flats, with the same distance measurement, the lowest numbered flat(s) will be treated as being closest to the school.

**3. Looked after child and previously looked after child** - For school admissions we will use the following definition:

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).

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).

**4. St Anne's group of parishes** consists of St Anne's CofE Church Worksop, St Mary's CofE Church Norton Cuckney or St Winifred's Church Holbeck.

**5. Regular worship** is defined as attendance at a recognised church service or church activities which include an element of worship, averaging at least once each month over the 12 months prior to the date of the Governors' Admissions Committee meeting that considers applications for admission. Evidence of regular worship must be provided in the form of a letter from your minister or a letter from the priest in charge or curate at St Anne's group of parishes.

**In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.**

**6. Parents** – For school admissions we will use the following definition:

- the mother of the child
- an adoptive parent
- 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
- any other person who has acquired 'parental responsibility' through the courts.

**7. Siblings** are regarded as

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

**8. Tie-breaker** – where two applications that cannot otherwise be separated, a randomized process will be used supervised by someone independent of the school.

## **ADDITIONAL INFORMATION**

### **False Information**

The Governing Body reserves the right to withdraw the offer of a place or, if the child has already begun attending the School, to require the removal of the child, if the offer of a place has been made on the basis of fraudulent or intentionally misleading information being supplied on the Common Application Form and/or St Anne's own supplementary form.

### **Late Applications**

Applications for places are made to the child's home local authority by the closing date of 15<sup>th</sup> January. Any applications received after this date are processed as late applications in line with Nottinghamshire County Council's co-ordinated scheme.

### **In-year applications**

The school participates in Nottinghamshire County Council's in-year coordinated scheme. In the event of a place being available in the appropriate year group then that will be offered by Governors but communicated to parents by Nottinghamshire County Council. If no places are available, the child's name will be added to the waiting list and will be subject to the same oversubscription criteria as above and should subsequent

applicants be added to the waiting list in the same year group the list will be ranked again in line with this criteria as per paragraph 2.15 of the School Admissions Code 2021.

Where mid-term applicants are received from children for whom this school is the named school in an ECHP or from children 'looked after' by the Local Authority the school will admit regardless of whether or not a place is available in that year group.

Applications will be considered by the Admissions Committee and, if a vacancy exists in the appropriate class, a place will be offered subject to the Oversubscription Criteria being applied.

### **Deferred Entry**

Parents may seek a place for their child outside of their 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. Parents requesting to defer admission for a summer born child until compulsory school age must reapply for a school place the following year. Requests for admission outside of the normal age range should be submitted to the school in the first instance.

The school will make decisions on the basis of 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, their 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 governing body will also take into account the views of the head teacher before any decision is taken. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their 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 the school will then process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The application will not be given lower priority on the basis that the child is being admitted out of their normal age group. Parents have 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.

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.

### **Waiting List**

In conjunction with Nottinghamshire County Council, the School maintains a waiting list until the end of the Autumn Term of those unsuccessful Reception Class applicants. After this date, the governing body will maintain a waiting list until the end of the academic year. The list is for parents who would still like their child to be considered if and when a vacancy arises in the appropriate class. Whenever a vacancy arises the Governors review all those waiting for a place in that particular year group and apply the oversubscription criteria to determine which place is offered. The governing body then notify Nottinghamshire County Council who will write to parents

### **Appeals**

Parents have the right to make a formal appeal against a decision not to offer them a place for their child at the school of their choice. Full details of the appeal procedure will be provided at the time admission is refused. 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. To lodge an appeal, please write in the first instance to Mr R Lilley, Chair of Governors, C/O St Anne's School, Harrington Street, Worksop, S80 1NQ, so that the formal appeal process can be put into motion. Appeals will be heard by an Independent Appeal Panel in accordance with the School Standards & Framework Act 1998.

**Confirmation of acceptance of offered place**

Once the LA has written to parents informing them of the allocated school for their child, the local authority will write to parents of children allocated places at St Anne's School asking them to confirm that they wish to accept the place that has been offered.

This policy reflects the governing body's commitment to ensuring that the admissions process is fair and non-discriminatory and should ensure that any equal opportunity issues arising from the process are included.

**Fair Access Protocol**

The government has stated that all Local Authorities must have a Fair Access agreement that allows hard to place children to be given a place before any over-subscription criteria are applied and before anyone is considered under the oversubscription criteria.

St Anne's participates in Nottinghamshire County Council's Fair Access Protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

**Contact Address**

For further information regarding Admissions to St Anne's School, please contact, in the first instance, the Head. The address and telephone number are:

The Head Teacher  
St. Anne's Church of England (Aided) Primary School  
Harrington Street  
Worksop  
Nottinghamshire  
S80 1NQ  
Telephone: 01909 473223

**Worksop St. Anne's Church of England (Aided) Primary School  
SUPPLEMENTARY FORM 2024/2025**

**DETAILS OF CHILD**

Surname Forename Middle Name

.....

Date of Birth .....

Address at which child is resident (evidence of address may be requested) *(note 1)*

----- Telephone No.

..... Post Code.....

Has the child been Baptised or Dedicated ? Yes/No\* Please send documentary evidence

**ADDITIONAL INFORMATION**

**Full Name of Parent/Guardians *(note 6)***

Mr/Mrs/Ms/Miss..... Confirmed Member of the

Church of England YES/NO\*

**If you worship regularly *(note 5)* at St. Anne's Church or another Christian church belonging to Churches Together in England (CTIE) (Website: <https://www.cte.org.uk/>) please state:**

(1) Which Service(s) you attend .....

(2) How often have you attended in the last 12 months? **(Please provide a supporting letter from your minister who can confirm this.)**

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(3) How long have you been attending a Christian Church?

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**If you worship(ped) at another Christian Church *(note 4)* please state the name and address of that Church (a supporting letter from the Priest/Minister of that Church should be provided).**

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**The application for a place at Worksop St. Anne's School is in accordance with the information on admissions published by the School Governors. Please give any additional supporting information on a separate page paying particular attention to the oversubscription criteria and explanatory notes on the information sheet. Please return completed forms to The Office Manager, Worksop St. Anne's C of E (A) Primary School, Harrington Street, Worksop, Nottinghamshire. S80 INQ**

\*Please delete as necessary

Date received at school.....