



ADMISSIONS ARRANGEMENTS 2025-26

NAME OF SCHOOL: FARNSFIELD ST. MICHAEL'S C OF E PRIMARY SCHOOL

This school is a member of the Minster Trust for Education (MITRE), that organisation being its admissions authority.

The Minster Trust for Education is an inclusive learning community based on the principle of sharing. It operates for the collective good of pupils and students such that high-quality education is sustained and supported, underpinned by strong values, Christian or otherwise. Each member school is unique in its own right and also distinctly part of MITRE.

The ethos of our School is one of support, nurture and challenge and is underpinned by a set of rainbow values chosen by the children that apply to staff and pupils alike. These are displayed in a wonderful mural in our entrance hall and include: Happiness, Respect, Forgiveness, Responsibility, Honesty, Acceptance and Perseverance.

We encourage all members of our School (pupils, staff, parents/carers, governors and visitors) to feel valued. We achieve this through providing an excellent education rooted in the Christian tradition of the Church of England. As part of this we are inclusive and welcoming of different viewpoints of faith.

STARTING SCHOOL

Admission of children below compulsory school age and deferred entry to school 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. However, parents can request that the date their child is admitted to school is deferred until later in the school/academic year or until the term in which the child reaches compulsory school age within this year.

Parents can request that their child takes up a place part-time until the child reaches compulsory school age within the 2025-2026 school year. Parents must ensure that they apply for a school place before the closing date of 15th January 2025 if they want their child to start in a reception class.

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.

APPLICATION PROCESS

Applications for intake at 'normal time' (starting primary school, moving to junior school, moving to secondary school) are co-ordinated by Nottinghamshire County Council and applications must be made to your home local authority. Admissions to all other year groups must be made directly to the school regardless of where you live.



Parents should apply using the **Local Authority Application Form**, to be returned online to their home local authority before the closing date. For Nottinghamshire residents this form can be found on the Nottinghamshire County Council website at [Before you apply | Nottinghamshire County Council](#)

For admission to the school in September 2024, the closing date for the co-ordinated admission scheme is 15th January 2024 for entry to reception. Places are allocated by the home local authority on the National Offer Day of 16th April 2024 or the next working day for reception. A copy of the co-ordinated admissions scheme is available at [Determined admission arrangements | Nottinghamshire County Council](#)

The published admission number (PAN) for the school is 40.

All parents must submit an application to the home local authority where they live for a school place. Parents should also complete a **school supplementary information form** should they wish for the application to be considered on a commitment to faith, this form should be returned directly to the school before the closing date. The supplementary information form is available directly from the school.

The Local Governing Body of the school (in accordance with the MITRE scheme of delegation) is responsible for applying the oversubscription criteria when more applications are received than there are places available.

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents should be aware that when the governors consider applications for places, they must keep to the 30 limit. Parents have the right to appeal if the school is oversubscribed and their child is refused a place. Please see the additional information section.

ADMISSION ARRANGEMENTS

Pupils/students who have an Education, Health and Care Plan (EHCP) where the school is named will be admitted.

Special consideration

The following groups of children will be given special consideration by the governors:

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 at the time of application, and where it can be demonstrated that Farnsfield St. Michael's C of E Primary is the only school that can meet these needs.

The Local Governing Body will consider the written evidence provided to decide whether the application warrants the awarding of a 'special consideration' place. Admission under special consideration will have priority over all but the first of the oversubscription criteria.

Oversubscription criteria

1. A "looked after child" (LAC), a child who was previously looked after (PLAC) by an English local authority or an internationally adopted previously looked after child, (IAPLAC). Children looked



after by a local authority and all 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, (or became subject to a residence order or special guardianship order). See definitions page.

2. Children resident within the village of Farnsfield and the surrounding 'catchment area' at the closing date of application. A map of the catchment area is available via this link [School Details | Nottingham County Council \(nottinghamshire.gov.uk\)](https://www.nottinghamshire.gov.uk/SchoolDetails)
3. Attendance at St Michael's Parish Church as supported by a statement of confirmation from the Parish Priest (or during a vacancy by a Church Warden). **Please see paragraph below on measurement of attendance.
4. Attendance at Farnsfield Methodist Church as supported by a statement of confirmation from the Minister (or during a vacancy by a Church Secretary). **Please see paragraph below on measurement of attendance.
5. Attendance at any other C of E Church as supported by a statement of confirmation from the Parish Priest (or during a vacancy by a Church Warden). **Please see paragraph below on measurement of attendance.
6. Attendance at any other Christian Church as supported by a statement of confirmation from the Priest/Minister/Leader. ** Please see paragraph below on measurement of attendance.
7. Children who have been baptized according to the rites of the Church of England or recognised being valid by the Church of England. Please provide evidence of Certificate of Baptism at time of application.
8. Other children not meeting any of the previous criteria.

Attendance is taken to mean child and/or parent attends services in over 25% of the weeks of the year. **Please see paragraph below on measurement of attendance.

In the event of oversubscription within any criterion except the first, preference will be given to pupils who have a sibling (as defined below) on the school roll living nearest the school as the crow flies at the time of entry to the school. Preference will then be given to the child living nearest the school as the crow flies.

Distances are measured from the entrance to the child's home to the principal entrance of the school using Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of allocation by drawing lots will be used to allocate the places (supervised by someone independent of the school).



ADDITIONAL INFORMATION

Measurement of attendance

** In the event that during the period specified for attendance at worship the church or, in relation to those other faiths, relevant place of worship 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 in relation to those other faiths, relevant place of worship, or alternative premises have been available for public worship.

Withdrawing an offer of a place

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer of a place is found to be fraudulent, effectively denying a place to a child with a higher priority the offer may be withdrawn.

Hard to place pupils

The school participates in the Nottinghamshire County Council's Fair Access Protocol. Pupils will be admitted in accordance with the locally agreed protocol for 'hard to place' pupils.

Waiting list

In the event of oversubscription, and where an application has been refused, the school will operate a waiting list in partnership with NCC until the end of the autumn term. The waiting list will be held in place for the remainder of the current academic year, and in-year applications for the same year will be added to the list. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. Waiting lists are re-ranked in accordance with the oversubscription criteria as new applications are received. The governors of the school in partnership with the Local Authority will administer the waiting list for the duration of the co-ordinated admissions scheme. Inclusion on the waiting list does not mean a place will eventually become available.

Appeal

All applicants who are refused a place in the school have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place with the school office.

Late and in-year applications

Late applications are those submitted after the closing date for the Nottinghamshire co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date outlined in the co-ordinated scheme, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. All other applications received after this date will be considered late.



Applications for in-year admissions will be processed directly by the school, where a place is available in the appropriate year group then this will be offered. If no places are available, the application will be refused and the right to an appeal will be offered. Please contact the school directly to make an in-year application. In-year application forms can be found on the school website. Parents will be notified of the outcome within 15 days.

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group but only in very exceptional circumstances. Reasons might include ill health of the child or if a child is gifted and talented. Parents should submit a request in writing to the school as early as possible and the school will make a decision on a case-by-case basis, considering the best interests of the child concerned. Only in the most exceptional of circumstances will a child be educated outside their normal age group. Further details can be found at [Applying for a school place | Nottinghamshire County Council](#)

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.

SOME DEFINITIONS

Sibling (brother or sister)

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through the courts; evidence of this may be required.



Residence

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 address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, whichever of the two addresses 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 when the child stays there for all or part of the week. The governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

Looked After, Previously Looked After and Internationally Adopted Previously Looked After

A **'looked after child'** is a child who (a) is in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to the 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 22nd April 2014 is deemed to be a child arrangements order.

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