

# THE CLOVER LEYS SPENCER ACADEMY

## DETERMINED ADMISSION ARRANGEMENTS - 2021/2022

### **1. Admissions Authority**

The admissions authority for Clover Leys Spencer Academy is The Spencer Academies Trust. The Spencer Academies Trust determines admission arrangements for each academy within the Trust. The arrangements are implemented by the local governing body of each academy.

### **2. PAN**

The Published Admission Number (PAN) for Clover Leys Spencer Academy for 2021-2022 is 30 pupils in Foundation Stage 2 (Reception).

### **3. How to apply and when decisions are made**

Applications for first admission into year Reception for September 2021 for Clover Leys Spencer Academy must be made direct to The Spencer Academies Trust **by e mailing** [newschool@satrust.com](mailto:newschool@satrust.com). If you are unable to apply online, the application form provides an alternative postal address.

Applications for schools **other than** Clover Leys Spencer Academy must be made through the child's home local authority (the area where the child lives). For Derbyshire residents this can be found on the Derbyshire County Council website at

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

Applications should be completed by the closing date of 15<sup>th</sup> January 2021 for applications as stated in the Derbyshire County Council Coordinated Admissions Scheme.

Parents will be notified of the outcome of application to Clover Leys Spencer Academy on Thursday 1<sup>st</sup> April 2021, which is in advance of National Offer Day.

### **4. How late applications are treated**

Any applications received after the closing date, including changes of preference, are considered as late applications and will be processed after all on-time applications unless there are exceptional circumstances which must be made clear at the point of application, with supporting evidence, and before places are allocated.

### **5. 'Normal' Area**

Clover Leys Spencer Academy has a defined 'Normal Area' (sometimes referred to as 'catchment') area, details of which are available on the website.

The fact that a child lives within the 'Normal Area' does not guarantee a school place. See section on Admission Oversubscription criteria.

### **6. Admission Oversubscription Criteria for reception.**

In accordance with the School Admissions Code, Clover Leys Spencer Academy operates within the Derbyshire Coordinated Admissions Scheme. We do not currently require additional information to consider your application fully.

In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have an education, health and care plan (EHCP) which names the school:

1. Pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school.
2. Children who are looked after by a Local Authority and previously Looked After children (see definition)

3. Priority will next be given to children living in the normal area served by the school at the time of application and admission who have siblings attending the school at the time of application and admission. A map of the school's normal area is available on the school's website.
4. Priority will next be given to children living within the normal area at the time of application and admission. A map of the school's normal area is available on the school's website. Children living on the boundary line will be considered to be living within the normal area.
5. Priority will next be given to siblings of pupils who are already on roll at the school at the time of the admission but not living in the normal area. For the purposes of this criterion, siblings shall include children brought up in the same household.
6. Other children who live out of the normal area.

### **7. Tie breaker for oversubscription criteria in any year group**

In the event of oversubscription, within each of the criteria, priority will be given to children who live nearest to the school in a straight line, i.e as the crow flies. Distances are measured from the main entrance to the school front gate to the home address point.

In the event of two distances being equal, lots will be drawn and the process will be independently verified by someone independent of the school.

### **8. In Year Applications**

Initially, Clover Leys Spencer Academy will only open to children of reception age. Once the school has opened, it will participate in Derbyshire's non-statutory In-Year Admissions Scheme <https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

### **9. Admission of children outside the normal age group**

As Clover Leys will only open with reception aged children in 21-22, it will not be possible for parents to seek a place for their child outside of the normal age group

### **10. Deferred entry for infants**

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Where a place has been offered: a) that child is entitled to a full-time place in the September following their fourth birthday; b) the child's parents can defer the date their child is admitted to the school until later in the school year; and c) where the parents wish, children may attend part-time until later in the school year.

### **11. Right of appeal**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Details of how to do this can be found in the letter refusing your application. Appeals should be submitted within 20 school days from the date of an application being refused. For information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.castlewardspencer.co.uk/>

### **12. Waiting lists**

Where an application has been refused because the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day (for admission to the intake year) or, for in-year applications, the date when the application was refused.

Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated.

Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received.

Waiting lists are maintained in partnership with Derbyshire County Council until 31<sup>st</sup> December of the intake year.

Inclusion on a waiting list does not mean that a place will eventually become available.

### **13. Repeat applications**

Repeat applications on behalf of the same child, for admission in the same academic year, will not be considered unless the applicant can provide evidence that there has been a significant change in the particular circumstances of that child.

### **14. Fraudulent or misleading information.**

Where the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

Where a child has started attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused

### **15. Definitions**

- **Attending school** is taken to be on roll at a school for the purposes of admissions.
- **Looked after and previously looked after.** 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 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 child arrangements 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).
- **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 that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (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 by the governing body. **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. *See sections below on moving house after your application has been made*
- **Parents** For school admissions the school will consider the following as parents:
  - 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
- **Siblings:** For school admissions the school will consider the following as sibling:
  - 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.

**16. Moving before the closing date**

- If you move before the closing date to a new address and can provide proof that you were resident at that address before the closing date, your application will be assessed from that new address.

**17. Moving after the closing date but before National Offer Day**

- If you move after the closing date but before the offers have been made, we will assess your application from where you were living at the closing date. Once the decisions have been made on National Offer Day, we will update your address for waiting list purposes if we haven't been able to offer you the school