

Admission Arrangements 2025-2026

This document shows how we manage the admissions of pupils to our academy. Nottinghamshire Local Authority manage the process of applications to the academy. The link is included below:

<http://www.nottinghamshire.gov.uk/admissions>

If you have any questions, or require support, please phone the school office on 01636 680040 and we will do our best to help.

This document is split into sections, with the first section explaining the process for pupils applying for Reception places in September 2025, and the second section explains the process for admissions for in-year applications. This is for pupils requiring a school place during the school year, rather than at the usual transfer time

The published admission numbers for Bishop Alexander L.E.A.D Academy is: **30 pupils**

Pupils who have a Statement of Special Educational Need or Education, Health and Care plan, where that school is named in the child's statement will be admitted.

Reception Applications (starting school)

In the event of oversubscription the following criterion will be applied:

STANDARD RECEPTION CRITERIA: 2025-2026

- 1 Children looked after by a local authority and previously looked after children
- 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.
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 5 Other children

Special Consideration

The following groups of children will be given special consideration in their application for Bishop Alexander L.E.A.D Academy:

Children whose particular medical needs, mobility support needs, special educational needs or other 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 application.

For information provided before the closing date for intake applications, the appropriate designated officers will consider each case and decide the allocation of any such place on the basis of written evidence. Where it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority following the allocation of looked after and previously looked after children.

For information provided after the closing date and for all in-year applications, the appropriate designated officers will consider each case. If it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority after looked after and previously looked after children. If the school is oversubscribed the application will have priority on the waiting list after the initial allocation of places.

Catchment Area

The school catchment area can be viewed at:

<https://www.nottinghamshire.gov.uk/search-for-a-school#/catchments>

Bishop Alexander LEAD Academy uses the following definitions:

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. The evidence should prove that a child lived at the address at the time of application. Informal arrangements between parents will not be taken into consideration.

Looked After Child

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).

Parents

- the mother of the child
- the father of the child if 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
- any other person who has acquired parental responsibility through the courts; evidence of this may be required.

The person making the application must hold parental responsibility.

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
- 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.

Multiple births

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Distance measurement and tie-breaker

In the event of oversubscription in 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 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 Nottinghamshire County Council's computerised distance measuring software. If the measurements are equal, lots will be drawn and the process will be independently verified.

All applications must be made on the common application form issued by Nottingham Local Authority

The form must be completed and returned by the closing date (15th January 2025). All applications received after the closing date will be considered after those received on time.

In Year Applications

What is an in-year application?

An in-year application is for children requiring a school place during the academic year, rather than at the usual transfer time to school ie starting primary school.

Bishop Alexander L.E.A.D Academy participates in Nottinghamshire County Council's In-Year coordinated scheme.

Applications for an In-Year move should be made in the first instance to Nottinghamshire Admissions on the schools admission number 0300 500 8080. Information regarding the availability of places and waiting lists is obtained by phoning the school directly on 01636 680040.

<https://www.nottinghamshire.gov.uk/education/school-admissions/changing-school>

Once a place has been allocated Parents should contact the school directly to arrange a start date and the place must be taken up as quickly as possible. In all cases, places allocated must be taken up by the start of the next half term. For places allocated in the summer term the child must be on roll at the allocated school before the end of the summer term. If the place is not taken up by the end of the summer term, parents would need to make a new application for the following academic year. If places are not taken up within these timelines, the offer of a place may be withdrawn

Waiting lists

Children's names will be added to a school's waiting list if they are refused a place. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. If any applications are received that have higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available.

If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time. This will include all applications that have been received requesting a place at that school. Waiting lists are held for admission to year groups reception to year 5 and are held until the end of the summer term. Waiting lists will close at the end of the summer term and parents would need to make a new application for the next academic year.

Starting school

Admission of children below compulsory school age and deferred entry to school Compulsory school age 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 year 2024-2025 or until the term in which the child reaches compulsory school age within this year. The school year is also referred to as the 'academic year'. Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the 2025-2026 school year. For children born before 1 April, parents must ensure that they apply for a school place before the closing date. If they want their child to start in the reception class. The parents of a **summer born child** (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that the child is admitted out of the normal age group – to reception rather than year 1.

Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group, but only in very exceptional circumstances. Reasons may include 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. Requests should be made in writing to Nottinghamshire County Council's school admissions team as early as possible.

Decisions to educate outside the normal age group will be based on the circumstances of each case and in the best interests of the child. 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. Decisions will also take into account the views of the head teacher of the school. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

Rights of Appeal

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 an intake age group (for example, reception), the County Council will process the application as part of the main admissions round. 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. This appeal should be made in writing directly to the school.

The school participates in Nottinghamshire County Council Fair Access Protocol