

Oversubscription Criteria

Where a school has more applications than places available, the school local governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

In accordance with legislation Pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

1. Catholic looked after or previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (See *Notes 1 and 2*).
2. Catholic (see *Note 2*) children living in the parish(es) served by the school
3. Catholic (see *Note 2*) children living outside the parish(es) served by the school
4. Other looked after or previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (see *Note 1*).
5. Catechumens, Candidates and members of Eastern Christian Churches (see *Notes 3, 4 and 5*)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see *note 6*)
7. Children of other faiths whose membership is evidenced by a religious leader (see *note 7*)
8. Any other children not within categories 1-7.

First priority within the individual criteria will be given to applications for children who will have siblings (see *Note 8*) attending the school in years R - 6 at the proposed time of admission.

Distance Measurement

Within each criterion applications will be ranked on distance with priority given to children who live nearest to the academy using the same method of measurement as used by the Local Authority within which the academy is located (see below).

Distance measurement – Nottingham City Distance will be measured in a straight line (This will be calculated by Nottingham City Local Authority's computerised distance measuring software) from the centre of the school campus to a point at the pupil's home address identified by the Local Land and Property Gazetteer.

Distance measurement – Nottinghamshire Distance will be measured in a straight line from the main administrative point at the school campus to an address point (using eastings

and northings defined by Ordnance Survey) to the child's home using Nottinghamshire Local Authority's computerised distance measuring software.

Distance measurement – Derbyshire Distance will be measured using a Geographic Information System (GIS) to measure the straight-line distance. It is measured by a standard straight-line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools or the nearest gate or entrance for secondary phase schools.

Distance measurement – North Lincolnshire The distance will be determined by measuring the shortest available route using the public road and path network from the pupil's home to the main school gate, as determined by the Local Authority. The distance will be measured by using a computerised geographical information system (GIS). Pupils living in flats where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.

Distance measurement – North East Lincolnshire Distance will be measured by the safest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system.

Distance measurement – Lincolnshire Measurement will be using the straight-line distance from home to school calculated by the Lincolnshire School Admissions Team. The measurement is made from the Post Office Address Point of the home to the Post Office Address Point of the school using electronic measuring systems and is measured to 3 decimal points.

Tie Breaker

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the school local governing body will admit the additional child above the published admission number. If, however, and subject to the limited exceptional circumstances set out in the School Admissions Code 2014 (2.15) where additional children may be admitted, where admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the school.

Notes (these form part of the oversubscription criteria)

1. 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. 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.

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).

2. ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be ranked as Catholic within the oversubscription criteria, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

3. ‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

4. ‘Candidate’ means a candidate for reception into the Catholic Church. This will be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

5. ‘Eastern Christian Church’ includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church.

6. ‘Children of other Christian denominations’ means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Evidence will be a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

7. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at note 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

This is evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

8. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

9. A 'parent' means all-natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located and these are set out below:

Nottinghamshire: 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 a foster parent(s) may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, 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 the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration. For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area a Unit postal address or quartering area address for a service child provided the application is accompanied by an official letter that declares a relocation date will be accepted.

Nottingham City: The child's ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the closing date for the receipt of the SCAF, i.e. 15 January 2021. 5. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends. If the child lives at two separate properties for an equal length of time, the ordinary place of residence will be deemed to be the address named on the Child Benefit letter. Informal residence agreements with family and friends will not be

accepted unless there are exceptional circumstances, for which supporting evidence will be required.

Derbyshire: Home Address is defined as the child having settled residence in a property which is the child's only or main residence. Documentary evidence, including proof of residence at the property concerned, may be required e.g. council tax/utility bills, sale/rental agreements. The County Council reserves the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

North Lincolnshire: For admission purposes, the home address is where a child usually lives with their parent or carer. You must not give the address of a childminder or relative. Where a child lives with parents with shared responsibility, each for part of the week, the Admissions Team will apply the address of the parent who claims the child's benefit as the pupil's address for determining this criterion.

If neither parent claims child benefit other documentary evidence (for example, a medical card) may be required.

North East Lincolnshire: For admission purposes, the home address is where a child usually lives with their parent or carer. You must not give the address of a childminder or relative.

Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid

Lincolnshire: The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996). Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address to use on the application. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address. We do not take into an account an intention to move when considering a home address unless this is for members of the UK armed forces or a returning crown servant.

11. For the purposes of this policy, parish boundaries are as shown on the map available on the school website.