



THE WATERSIDE PRIMARY ACADEMY

ADMISSIONS POLICY

2025/26

This policy was reviewed and approved by the Greenwood Academies
Trust Board on 2 February 2024.

PROCEDURE FOR ADMITTING PUPILS TO THE WATERSIDE PRIMARY ACADEMY

The Waterside Primary Academy is a 3-11 Academy whose core purpose will be to ensure that learning, progress and achievement is outstanding and that aspirations are high for every individual pupil. The ethos and culture will nurture and support all pupils so that they feel secure in their learning and are able to take advantage of a wide range of opportunities. This will be achieved through praise and encouragement, outstanding pedagogical standards, high expectations and excellence in all aspects of school life.

Admission Numbers

The school has an admission number of **30** for entry in Reception year.

The Academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy will offer places at the school to all those who have applied.

Application Process

Arrangements for applications for places at the Waterside Primary Academy will be made in accordance with the Nottingham City Council (LA) co-ordinated admission arrangements; parents resident in Nottingham can apply online at:

<https://www.nottinghamcity.gov.uk/schooladmissions>

The closing date for applications is **15 January 2025**.

Offers will be made on **16 April** or the next working day if it is a Bank Holiday or weekend. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

Oversubscription Criteria

When the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the Academy, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After children and children who were previously looked after, including those children who appear to have been in state care outside of England, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to the siblings* of pupils attending the Academy at the time the application is received.
3. Other children

** See definitions*

Tie Break

If in categories 1-3 above a tie-break is necessary to determine which child is admitted, the child living closest to the Academy will be given priority for admission. Distance is measured from the child's home to the front gates of the Academy in a straight line.

Random allocation undertaken by the Local Authority (or another body unconnected with the Academy Trust) will be used as a tie-break in categories 1-3 above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases.

Late Applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the Academy is oversubscribed, parents may request that their child is placed on the Academy's waiting list.

Deferred Entry for Infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age.

Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of Children Outside their Normal Age Group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested (and the year group in which they wish their child to be allocated a place).

When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent.

UK Armed Forces

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Academy will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
- The Academy will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive.

The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Waiting Lists

Where the Academy receives more applications for places than there are places available, for the intake year, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

For all other year groups, a waiting list will operate throughout the entire academic year.

Children's position on any waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

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.

For applications made on time for a place in the intake year, appeals should be made within twenty (20) school days, **by Friday 16 May 2025**, in line with our published appeals timetable on the Academy website at www.thewatersideprimaryacademy.org/admissions

For any in-year admissions, appeals should be made, in writing, within twenty (20) school days of the date of refusal.

You can either write to the Academy at:

The Waterside Primary Academy
Trent Lane
Nottingham NG2

Or you can email on admissionsappeals@greenwoodacademies.org

Fair Access

The Waterside Primary Academy participates in the Nottingham City Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in this 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.

Fraudulent or Misleading Applications

As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Definitions

1. Definition of 'Looked After' children and previously 'Looked After' children.

A 'looked after child' is a child who is:

- in the care of a local authority, or
- 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.

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 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.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. Definition of siblings and the position of twins

Siblings are defined as:

- children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, both will be considered together as one application.

The Academy's admission number may be exceeded by one; the School Admissions Code makes an exception to the infant class limit in this situation.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

3. Definition of the distance to an intending pupil's home

Distance as the crow flies will be determined using the Microsoft AutoRoute application, using direct (straight line) measurement from the entrance to the child's home to the principal entrance of the main administrative building of the relevant Academy site. Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it.