

Sutton-on-Trent Primary and Nursery School



Admissions Policy

Compiled by	J Hutchinson
Date	25 th February 2026
Date approved by the Governing Body	17 th March 2026
Recommended review period	Every 2 years
Date for review	March 2028

Admission Arrangements

We have adopted the Single Point of Entry into school, where all children are admitted into school in the September following their fourth birthday. It is expected that children will start school full time in the September following their 4th birthday. but applications for part time places will also be considered.

Community and Voluntary Controlled Infant and Primary Schools – Standard Reception year Admission Criteria

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special education needs which names the school:

- Children looked after by a Local Authority
- Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school
- Other children who live in the catchment area at the closing date for applications
- Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school
- Other children who live outside the catchment area

In the event of over-subscription within 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 a point at the school campus to a point at the entrance to the child's home using the Local Authority's computerised measuring system. In the event of two distances being equal, the Local Authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn by a person independent of the admission team. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Special Consideration for all Year Groups

For applications for all Nottinghamshire Community and Voluntary controlled schools, the following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special education needs, or 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.**

The appropriate Designated Officers will consider each case on its merits and determine the allocation of any such place on the basis of written evidence. Admission under 'special circumstances' will take precedence over all but the first number criteria.

Admissions during the school year

Applications for places in any year group, made during the school year, must be made to the Local Authority. Details of the application process will be available from schools and from the Local Authority. If the respective year group total is below the published admissions number for that year group, the child will be offered a place. If the respective year group total is full, the child will only be offered a place if there are very exceptional circumstances and if the Headteacher decides that the education of pupils in that group will not be detrimentally affected by the admission of an extra pupil.

Places will be offered on Nottingham County council portal. Offers not taken up within ten working days may be withdrawn. In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of the term to minimize disruption to their own and other children's education.

If your child is not allocated a place, you have a statutory right to appeal. Your appeal should be lodged within three weeks (fifteen working days) after the date of your refusal letter.

Further guidance on the way in which applications are dealt with can be found in Nottinghamshire County Council's "Admissions to Schools, Guide for Parents" booklet 2021/22.

Available in school office, on the website:

www.nottinghamshire.gov.uk/schooladmissions

<https://www.nottinghamshire.gov.uk/media/2314040/admissions-to-schools-guide-for-parents-reception-and-primary.pdf>