



MELLERS PRIMARY SCHOOL

**Admissions Policy
September 2024**

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Admissions Overview

Our school is committed to providing a fair and open admissions system. As an OFSTED registered school and provider of childcare, we both encourage and actively support eligible families in claiming and taking up benefits.

We are a popular school and maintain our own waiting list for nursery places, but Nottingham City School admissions oversee all of our primary school aged admissions. This includes our waiting lists for Reception to year 6. There is a wide catchment area for Mellers Primary School, although provision of places for children living within the Nottingham City boundary will be prioritised over those living outside of the City, if places are available within the school year you require, you can still apply if you are outside catchment.

Admissions Process

Reception school places:

Parents/carers living in Nottingham City must apply for a Reception school place via Nottingham City Council online portal by 31 October of each year. Offers will be sent to parents/carers on or around 16th April of each year. To register your account, please go to [Citizen Portal - Sign in \(nottinghamcity.gov.uk\)](https://www.nottinghamcity.gov.uk/citizen-portal).

Primary in year transfers:

When a prospective family contacts the school to enquire about a place for their child, they will be asked to contact Nottingham City Council School admission.

The school may advise families if there are any spaces in the required year group. This information will only be an estimate as it changes weekly. It will not constitute a binding guarantee from the school.

If a place has been offered in error or on the basis of a fraudulent or intentionally misleading application the offer may be withdrawn and the place offered to a pupil with a higher priority to that place

When a place becomes available, families will be sent an e-mail from school admissions and they will then be required to contact the school office. An admission meeting will then be booked in for the parents and child. This meeting will take around 45 minutes and it consists of:

- Completing the admission form
- Free school meals application form
- School contract
- End of day collection form
- A tour of the school including indoors and outdoors
- A brief meet the teacher opportunity
- All forms of ID and documentation will be checked for both the child and parent/carer.

Compulsory ID for the child is: Full birth certificate, passport if the child holds one and/or a visa permit.

The parent must also provide a passport, driving licence or a visa permit before the admission can take place.

Pupils who have a Statement of Special Educational Need or an Education, Health and Care Plan, where that school is named in the child’s statement or plan will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to a ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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. An adoption order is an order 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). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 12 of the Children and Families Act 2014. 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. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area*, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area* and whose parents have requested a place at the school.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school.
5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

*This relates to those pupils living in the catchment area for the school.

Co-parenting arrangements

Co-parenting arrangements should be communicated to school upon admission.

Where the child resides at more than one address, this should be clearly indicated on the admission form.

In order for us to communicate important information to all parents, we will require the name, telephone number, home address and email address for all parents.

The expectation for co-parenting families is for co-parents to communicate with each other regarding decisions about the child. Mellers Primary School are under no obligation to facilitate this communication.

Funded places for 3- and 4-year-olds

Our nursery is a 26-place setting which consists of part time AM and PM places, unless you are entitled to additional hours (see below). We do not offer nursery places for children under 3 years old.

We are currently able to offer a both 15 hours per week and 30 hours per week-maintained places to 3 and 4-year-old children. The places are dependent families meeting on Government-set eligibility criteria.

*Funding for 3 and 4-year-old children starts the term after the child turns 3. Children will not be able to start Nursery until the eligibility is confirmed and funding begins.

* For 30 hours, once parents have checked their eligibility, they will need to provide us with an 11-digit code, which will need to be verified before a place will be issued

*At the Headteachers discretion, we may be able to offer a 'top up' paid place. If your child attends their funded 15 hours but you are not entitled to claim the 30-hour funding code, you have to opportunity to pay for the remainder 15 hours. The charge for this is £20 per session and this will include a hot dinner and snack for your child.