



The Minster School

Admissions Consultation 5 December 2022 to 30 January 2023

The Minster School Nottingham Road Southwell Notts NG25 OLG

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Head Teacher: Mr B Chaloner

5 December 2022

The Minster School is a church school in the Diocese of Southwell & Nottingham.

The Minster Trust for Education (MITRE) is the admissions authority for the school.

The School Admissions Code 2021 requires that all admission authorities undertake a statutory consultation to seek the views and comments of anyone who may be affected by the proposed changes.

All schools must have admission arrangements that clearly set out how children will be admitted, including information about what happens if there are more applications than places available (oversubscription criteria). The criteria must be reasonable, clear, objective, procedurally fair and comply with all relevant legislation, including equalities legislation. It is for the admissions authority to decide which criteria are most suitable for the academy, according to local circumstances.

From **5**th **December 2022 until 30**th **January 2023** the school is consulting on a proposed change to its **2024/2025** admission arrangements.

Proposed Change 2024/2025 Admission Arrangements:

The Minster School is consulting, for its 2024/2025 admission arrangements, on:

1. Amending the line:

CATCHMENT PLACES: for children who live in the following civil parishes at the closing date for applications: Bleasby, Caunton, Edingley, Farnsfield, Fiskerton, Goverton, Halam, Halloughton, Hockerton, Kirklington, Maplebeck, Morton, Normanton, Rolleston, Southwell, Thurgarton, Upton, Winkburn.

NB It is residence in the listed civil parishes which is relevant, *not the Primary School attended*. You can check if you are living in our catchment area by entering your postcode at: www.nottinghamshire.gov.uk A map of the catchment area can also be found on the school website www.minster.notts.sch.uk

To:

CATCHMENT PLACES: for children who live in the defined catchment area of The Minster School as found on The Minster School website and by entering your postcode at www.nottinghamshire.gov.uk

NB It is residence in the catchment area which is relevant, *not the Primary School attended*. You can check if you are living in our catchment area by entering your postcode at: www.nottinghamshire.gov.uk A map of the catchment area can also be found on the school website www.minster.notts.sch.uk

The rationale for the change is:

- Due to the closure of Manners Sutton Primary School (Sutton Manners) on 31st August 2021, the catchment areas of Caunton Dean Hole C of E Primary School, Lowe's Wong Anglican Methodist Junior School and Muskham Primary School have been adjusted to ensure that children living in the catchment area of Sutton Manners now live in the catchment area of another junior school.
- Caunton Dean Hole C of E Primary School and Lowe's Wong Anglican Methodist Junior School are part of The Minster Family of Schools.
- Since the closure of Manners Sutton Primary School the areas defined in the change (labelled 1 and 2 on the map) have become parts of the catchment areas of Caunton Dean Hole C of E Primary School and Lowe's Wong Anglican Methodist Junior School.
- The proposed change would enable continuity of education for students who live in the catchment area
 of a Minster Family of Schools school (including the areas now attributed to Caunton Dean Hole C of E
 Primary School and Lowe's Wong Methodist Junior School) in being recognised on The Minster School
 catchment area.
- The proposed addition is a mainly rural part of Nottinghamshire encompassing Staythorpe, Averham and Averham Park.
- The number of children living in the historic catchment area of Manners Sutton Primary School is currently 7 pupils in year 6, 9 pupils in year 5 and 6 pupils in year 4.
- In 2021 The Minster School admitted 20 students from out of catchment and in 2022 The Minster School admitted 34 students from out of catchment (excluding Foundation Places).
- The remaining catchment area for The Minster School will be unchanged.

This is the only proposed change.

Consultation Information:

Full details of the school's admissions consultation can be found on the school's website www.minster.notts.sch.uk

All consultation information (hard copy) is also available upon request from the school.

Who are we consulting with?

The School Admissions Code 2021 requires that all admission authorities undertake a statutory consultation to seek the views and comments of parents/carers, other admission authorities, pre-schools, nurseries in the relevant area, Nottinghamshire County Council, neighbouring local authorities, Dioceses and anyone else who may be affected by the proposed changes.

The consultation will run for 8 weeks commencing on 5th December 2022 and closing on 30th January 2023 at 6pm. A copy of the School Admissions Code 2021 can be found at https://www.gov.uk/government/publications/school-admissions-code--2

How can you respond to the consultation?

We welcome and invite you to send your comments regarding the proposed arrangements by:-

- 1. Submitting an online response form at www.minster.notts.sch.uk
- 2. Completing a hard copy response form, available from the school office.
- 3. Emailing the Chair of Governors via office@minster.notts.sch.uk
- 4. Writing to:-

Chair of Governors

The Minster School

Nottingham Road

Southwell

Notts

NG25 OLG

What Happens next?

After the consultation period has closed the governors will give consideration to the responses received. The governors will then consult with the Board of the Minster Trust for Education (as the admissions authority) who will determine The Minster School final admission arrangements for 2024/25. Following determination, the arrangements will be published on the school's website https://www.minster.notts.sch.uk

Mr D ShannonChair of Governors

Mr B Chaloner Head teacher

Proposed Admission Arrangements for 2024-2025

ADMISSIONS ARRANGEMENTS 2024-25

NAME OF SCHOOL: THE MINSTER SCHOOL ADMISSION ARRANGEMENTS FOR ENTRY TO YEAR 7

This school is a member of the Minster Trust for Education (MITRE), that organisation being its admissions authority.

The Minster Trust for Education is an inclusive learning community based on the principle of sharing. It operates for the collective good of pupils and students such that high-quality education is sustained and supported, underpinned by strong values, Christian or otherwise. Each member school is unique in its own right and also distinctly part of MITRE.

"Recognising its historic position within the Foundation of Southwell Minster, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Cathedral, Parish and Diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to its students and all other members of the school community."

ADMISSION ARRANGEMENTS

Applications for intake into year 7 are coordinated by Nottinghamshire County Council and applications must be made to your home local authority for where the child lives. Admission applications to all other year groups must be made directly to the school irrespective of where you live.

For entrance to the school in September 2024, the closing date of the co-ordinated admission scheme is 31st October 2023. Places are allocated by the home local authority on the National Offer Day of 1st March 2024 or the next working day. A copy of the co-ordinated admissions scheme is available from Nottinghamshire County Council at www.nottinghamshire.gov.uk

The Published Admission Number (PAN) for entry into Y7 is 225. Students in Y6 of the Minster School Junior School will automatically transfer into Y7.

All parents must submit an application to the home local authority for a school place in Y7. Parents should also complete a <u>Minster School Supplementary Information Form</u> if they wish for the application to be considered on a commitment to faith, which should then be returned directly to the school before the closing date.

Students who have a Health and Care Plan (EHCP) where the Minster School is named will be admitted.

Special Consideration (if applicable)

The following groups of children will be given special consideration by the Governors:

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional *at the time of application*, and where it can be demonstrated that the Minster School is the **only** school that can meet these needs. The Governing Body will consider the written evidence provided to decide whether the application can be allocated as special circumstances. Admission under special circumstances will have priority over all but (a) in the criteria.

Oversubscription criteria

If more applications are received than there are places available, the Governors will apply the following criteria.

(a) A "looked after child" (LAC), a child who was previously looked after (PLAC) by an English local authority or an internationally adopted previously looked after child, (IAPLAC). Children looked after by a local authority and all previously looked after children, including those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted, (or became subject to a residence order or special guardianship order). See definitions page.

(b) **FOUNDATION PLACES**

Up to 55 FOUNDATION PLACES: to be allocated in the following order of priority to those able to demonstrate genuine religious commitment who have applied by the closing date:

- (i) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years, at a Church of England Church as a communicant, and is living in the Catchment Area (see below) at the time of entry to the school. ** Please refer to paragraph below on measurement of attendance.
- (ii) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years at a Church of England Church as a communicant, and is living outside the catchment area at the time of entry to the school. ** Please refer to paragraph below on measurement of attendance.
- (iii) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years at a Church of England Church and, but who are not communicants. **Please refer to paragraph below on measurement of attendance.

Applicants for Foundation Places are advised that the parent is required to complete the relevant section of the Supplementary Form and have it counter-signed by their Minister of Religion. This supplementary form must be returned to the school by the closing date.

In the event of there being more applicants than places available for **Foundation** places, the deciding factors, in order will be:

Pupils who will have a sibling (as defined below) on the Minster School roll living nearest the school as the crow flies at the time of entry to the school.

In the event of oversubscription within any criterion in (b), preference will be given to the child living nearest the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school, using Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

(c) **CATCHMENT PLACES**: for children who live in the defined catchment area of The Minster School as found on The Minster School website and by entering your postcode at www.nottinghamshire.gov.uk

NB It is residence in the catchment area which is relevant, *not the Primary School attended*. You can check if you are living in our catchment area by entering your postcode at: www.nottinghamshire.gov.uk A map of the catchment area can also be found on the school website www.minster.notts.sch.uk

In the event of there being more applicants than places available for **Catchment** places, the deciding factors in order will be:

Pupils who will have a **sibling** (as defined below) on the Minster school roll living nearest the school as the crow flies at the time of entry to the school **and then** preference will be given to the **child living nearest the school as the crow flies**. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school, using Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

- (d) **FAMILY OF SCHOOLS:** Pupils who are not in the catchment area (as defined in over-subscription criteria c) who attend one of the named family of schools as defined below:
 - Lowe's Wong Anglian Methodist Junior School
 - Bleasby Church of England Primary School
 - Halam Church of England Primary School
 - Kirklington Primary School
 - Dean Hole Church of England Primary School, Caunton
 - St. Michaels' Church of England Primary School, Farnsfield

In the event of there being more applicants than places available for this criterion, the deciding factors, in order will be:

Pupils who will have a **sibling** (as defined below) on the Minster school roll at the time of entry to the school **and then** preference will be given to the **child living nearest the school as the crow flies**. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school, using Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

(e) PARENTAL PREFERENCE

- (i) Pupils who will have a sibling (as defined below) on the Minster School roll at the time of entry to the school
- * (ii) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years at a Christian Church in membership of Churches Together in England. ** Please refer to the paragraph below on measurement of attendance.
 See; http://www.cte.org.uk/Groups/234690/Home/About/Member Churches of/Member Churches of.a
 Spx

* (iii) Whether either parent and / or child currently worships at least monthly and has / have done so for at least two years within another faith community. **Please refer to the paragraph below on measurement of attendance.

In the event of there being more applicants than places available for **Parental Preference** places, preference will be given to the child living nearest the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school, using Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

* Applicants for Christian Church or worship within another faith community places are advised that the parent is required to complete the relevant section of the Supplementary Form and have it counter-signed by their Minister of Religion. This supplementary form must be returned to the school before the closing date.

ADDITIONAL INFORMATION

Measurement of attendance

In the event that during the period specified for attendance at worship the church or, in relation to those other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those other faiths, relevant place of worship, or alternative premises have been available for public worship.

Withdrawing an offer of a place

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer of a place is found to be fraudulent, effectively denying a place to a child with a higher priority the offer may be withdrawn.

Hard to place pupils

The school participates in the Nottinghamshire County Council's Fair Access Protocol. Pupils will be admitted in accordance with the locally agreed protocol for 'hard to place' pupils.

Waiting list

In the event of oversubscription, and where an application has been refused, the school will operate a waiting list in partnership with NCC until the end of the autumn term. The waiting list will be held in place for 1 academic year and in-year applications for the same year will be added to the list. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The governors of the school in partnership with the Local Authority will administer the waiting list for the duration of the co-ordinated admissions scheme. Inclusion on the waiting list does not mean a place will eventually become available.

Appeal

All applicants who are refused a place in the school have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place with the school admissions officer.

Late and in-year applications

Late applications are those submitted after the closing date for the Nottinghamshire co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date

outlined in the co-ordinated scheme, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. All other applications received after this date will be considered late.

Applications for in-year admissions will be processed directly by the school, where a place is available in the appropriate year group then this will be offered. If no places are available the application will be refused and the right to an appeal will be offered. Please contact the school directly to make an in-year application. In-year application forms can be found on the school website. Parents will be notified of the outcome within 15 days.

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group but only in very exceptional circumstances. Reasons might include ill health of the child or if a child is gifted and talented. Parents should submit a request in writing to the school as early as possible and the school will make a decision on a case-by-case basis, considering the best interests of the child concerned. Only in the most exceptional of circumstances will a child be educated outside their normal age group. Further details can be found at https://www.nottinghamshire.gov.uk

SOME DEFINITIONS

Sibling (brother or sister)

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through the courts; evidence of this may be required.

Residence

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 the foster parent address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three 'school' nights, i.e. 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 when the child stays there for all or part of the week. The governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

Looked After, Previously Looked After and Internationally Adopted Previously Looked After

A 'looked after child' is a child who (a) is in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school.

Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC) are children who were looked after, including those children who appear to the admissions authority to have been in state care outside of England but ceased to be so because they were adopted (or became subject to a child arrangement 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. (The DfE plans to publish non-statutory guidance to support admission authorities with decisions for IAPLAC applications).

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 22nd 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).

SCHOOL SUPPLEMENTARY FORM 2024-25

THE MINSTER SCHOOL ENTRY TO YEAR 7

This school is a member of the Minster Trust for Education (MITRE), that organisation being its admissions authority.

All applications are considered in relation to the published Admissions Criteria. You should request this document if you have not already been given one. It can be found in the inserts along with the school brochure and on Nottinghamshire County Council's website, www.nottinghamshire.gov.uk.

All parents applying under faith criteria for their child at school name for September 2024 are strongly advised to fill in this form as this will enable the Governors to rank your application as high as possible, maximising your chance of success, if there are more applications than places available. No additional material (unless you are seeking Special Consideration as defined in our Admissions Arrangements) should be attached to this form as it cannot be considered.

Incomplete forms will be returned and you may miss the application deadline.

This form, fully completed, must be received at the Reception area of the school by 31st October 2023. *Late applications will be processed after all on time applications and will be at a disadvantage.*

Parents are advised to familiarise themselves with the travel subsidy arrangements of the County Council. Information can be found on the website www.nottinghamshire.gov.uk/buses. Copies can be obtained via Nottinghamshire Transport Services, Communities Department, Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ. Information can also be found in the "Admissions to schools: guide for parents 2022/2023", a copy of which is available on the County Council's website, www.nottinghamshire.gov.uk

Name of applicant:	licant:Relationship to child:	
Surname of child:	Forename of child:	
Date of Birth:	Telephone:	
Home Address:		
	Post code:	

It is assumed that the address that has been given above is that to be used in determining distance from home to school.

NB No other material should be attached

Type of application

In the table below are statements which mirror our over-subscription criteria and will help us to rank your application if there are more applicants than places available. Make sure you tick the highest statement that applies to you as this will help your application. If more than one of the statements are relevant to you, please tick all that apply.

*	One parent or my child currently worships at a Church of England Church	
*	One parent or my child currently worships a church in membership of Churches Together in England	
:	One parent or my child currently worships within another faith community	

If you have ticked any of statements which are marked with an asterisk (*) <u>you must complete the section</u> <u>overleaf</u> and hand it to a minister of religion, who will check what you have written and will <u>sign below</u> to confirm your religious commitment. This will enable us to rank your application correctly if there are more applicants than places available.

Please Note: In the event that during the period specified for attendance at worship the church, or in relation to those of other faiths, as the relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirement in relation to attendance will <u>only apply to the period when the church or in relation to those other faiths, relevant place of worship or alternative premises have been available for worship.</u>

To the Minister of Religion / Religious Leader: I confirm that the statements of religious commitment detailed overleaf are a true reflection regarding the parent or child.			
Signed:	Print Name:		
Designation:			
Address:	_ Telephone:		
OFFICIAL STAMP			

To the parent:

Please address the enclosed card <u>and affix a postage stamp</u> if you require confirmation of receipt of your application.

I apply for a Foundation or Parental Preference Place in accordance with the information on admissions published by the school's Governing Body.

The information I have provided is an accurate statement of matters relating to this application.

Signature:	Date:
51611dtd1-C.	

EVIDENCE OF RELIGIOUS COMMITMENT

If you are applying for a **Foundation Place**, or you wish your religious commitment to be taken into account when we rank your **Parental Preference application** you **must** complete this section and have it countersigned by a Minister of Religion. It is your responsibility to complete this section, obtain his / her signature and return the form to the school by the closing date for applications. You are advised to make early contact with the person you are asking to countersign this section. If you have **recently moved** you will additionally need to make contact with your previous place of worship.

By ticking a box below you are demonstrating that your religious commitment is sufficient to meet the level required for this to be a factor which should be taken into account in ranking your application if there are more applicants than places available. When you have completed this form you should hand it to the named Minister of Religion / Religious Leader and he / she will answer the questions which follow, sign to indicate their support of your statements and return it to you.

Please Note: In the event that during the period specified for attendance at worship the church, or in relation to those of other faiths, as the relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirement in relation to attendance will <u>only apply to the period when the church or in relation to those other faiths, relevant place of worship or alternative premises have been available for worship.</u>

CHURCH OF ENGLAND	
Name of Church attended:	
Name of Incumbent:	
Tick 1 if appli	icable
One parent or my child currently worships at least monthly at the church named above as a communicant , and has	1
done so for at least two years , and the child will be living in the catchment area at the time of entry to the school.	
One parent or my child currently worships at least monthly at the church named above as a communicant , and has	
done so for at least two years , but my child will be living outside the catchment area at the time of entry to the	
school.	
One parent or my child currently worships at least monthly at a Church of England Church, and has done so for at	1
least two years, but not as a communicant.	<u> </u>
CHURCH IN MEMBERSHIP OF CHURCHES TOGETHER IN ENGLAND	
Name of Church attended:	
Name of Incumbent:	
Tick if applicable	

One parent or my child currently worships at least monthly at a Christian Church in membership of Churches

Together in England and has done so for at least **two years** (see overleaf for member churches)

WORSHIP WITHIN ANOTHER FAITH or a Church not in membership of Churches Together in England

Name of Place of Worship attended:
Which Faith is this a Place of Worship of?:
Name of Religious Leader:

Tick if applicable

One parent and / or my child currently worships at least monthly and has done so for at least **two years** within another faith community

Now make sure your Minister of Religion or Religious Leader signs on the previous page before you send us your form.

MEMBER CHURCHES of CHURCHES TOGETHER IN ENGLAND (as at date of printing)

Antiochian Orthodox Church Free Church of England
Apostolic Pastoral Congress Ground Level

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Assemblies of God Ichthus Christian Fellowship

Baptist Union of Great Britain Independent Methodist Churches
Catholic Church International Ministerial Council of Great Britain

Cherubim and Seraphim Council of Churches

Joint Council for Anglo-Caribbean Churches

Church of England Mar Thoma Church
Church of God of Prophecy Methodist Church
Church of Scotland (Presbytery of England) Moravian Church

Churches in Communities International New Testament Assembly

Congregational Federation New Testament Church of God

Coptic Orthodox Church

Council for Lutheran Churches

Oecumenical Patriarchate

Pioneer

Council of African and Caribbean Churches UK Redeemed Christian Church of God

Council of Oriental Orthodox Christian Churches Religious Society of Friends

Elim Pentecostal Church (Moscow Patriarchate)

Evangelical Lutheran Church of England Salvation Army
Evangelische Synode Deutscher Sprache in Seventh-day Adventist Church (observer)

Großbritannien Transatlantic Pacific Alliance of Churches

Exarchate of Orthodox Parishes of the Russian United Reformed Church
Tradition (Ecumenical Patriarchate) Wesleyan Holiness Church

AFFINITY

Affinity is an umbrella organisation to which independent churches belong, similar to and including the Fellowship of Independent Evangelical Churches. The Church of England has been agreed that Affinity and FIEC should be treated on the same basis as CTE and the Evangelical Alliance (EA) members for the purpose of admissions to Church of England schools.

To check the most up to date list of member churches please visit: http://www.cte.org.uk/Groups/234690/Home/About/Member Churches of/Member Churches of.aspx