



**THE MINSTER SCHOOL SOUTHWELL**  
**ADMISSION INTO THE JUNIOR SCHOOL YEAR 3 FOR SEPTEMBER 2018**

**Ethos Statement**

*“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 3 are coordinated by Nottinghamshire County Council and applications must be made to your home local authority. Applications to all other year groups (known as in-year applications) must be made to Nottinghamshire County Council irrespective of where you live.

For entrance to the school in September 2018, the closing date of the co-ordinated admission scheme is 15<sup>th</sup> January 2018. Places are allocated on 16<sup>th</sup> April 2018. A copy of the co-ordinated admissions scheme is available from Nottinghamshire County Council at [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions)

Admission to the 40 place Junior Department of the Minster School is wholly selective solely on the basis of musical aptitude as permitted under Section 100 of the School Standards and Framework Act 1998 and comprises of pupils in Years 3 to 6 in two classes each covering two year groups. The published admission number (PAN) for entry into Y3 will be 5. Entry directly into other years is possible depending on numbers already on roll and this can vary from year to year. At 11 years of age Junior Department pupils automatically progress into Y7 in the Main School.

All applicants are required to pass a test of musical aptitude and those who pass will be invited to take the second part of the aptitude test. Scores from part 1 and part 2 of the aptitude test will be combined and places will be awarded to those achieving the highest scores, until all available places have been filled.

The specialist musical education provided by the Minster School’s Junior School would need careful consideration and liaison with the school would be essential before the school is named on a student’s Statement of Special Educational Need or Education, Health and Care Plan (EHCP). Having undertaken such careful consideration, where the Minster School is named, the student will be admitted.

**Over-subscription Criteria**

If there are more applicants than places available the deciding factor will be:

1. Pupils ranked according to the combined score from parts 1 and 2 of the aptitude test.

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).

**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 coordinated 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 in line with Nottinghamshire County Council's in-year coordinated scheme. In the event of an in-year place becoming available, a place will be offered from the waiting list. If no places are available the application will be refused and given the right to appeal. A waiting list is held for in-year applications for the Junior School.

### **Waiting List**

In the event of over subscription, and where an application has been refused, the school will operate a waiting list in line with Local Authority arrangements. A child's place on the waiting list will be determined by the above criteria. The Governors of the school in partnership with the Local Authority will administer the waiting lists 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 to the clerk of appeals at Rothera Sharp, Nottingham and to the school. Full details are available from the school.

### **Admission of Children outside the Normal Age Group**

Parents may seek a place for their child outside the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request they are admitted out of their normal age group. Children should only be educated out of the normal age group in very limited circumstances. Further details can be found at <http://www.nottinghamshire.gov.uk/admissions/>

For admissions purposes only, term dates are defined as *Autumn Term 1 September - 31 December - Spring Term 1 January - 31 March Summer Term 1 April - 31 August*