

King Edwin Primary & Nursery School

Admissions Policy

V.3 Reviewed 28.11.25



INTRODUCTION

The local authority (Nottinghamshire County Council) is responsible for admissions to this school and must act in accordance with the Department for Education (DfE) School Admissions Code, the School Admission Appeals Code, other laws relating to admissions, and relevant human rights and equalities legislation.

As part of determining their admission arrangements, all admission authorities must set an admission number for each relevant age group. In this school the governors have decided that the Published Admission Number (PAN) is set at 60 pupils and this is the maximum number that can be admitted to the school in each year group.

FIRST ADMISSIONS TO SCHOOLS – INTAKE ARRANGEMENTS

The general first admissions policy for all County and Voluntary Controlled primary and infant schools is that children born between 1 January and 31 August may be offered a full-time main school place up to two terms earlier than statutory school age. This policy was established after statutory consultation from September 2002.

At the King Edwin School, our intake arrangements are that we have one admission point for all compulsory school aged children and this is in September. So all children who have a birthday between 1 September and 31 August will start school in the September before they turn five.

This policy is subject to parents' statutory right to defer their child's admission to compulsory school age.

OVER-SUBSCRIPTION

In the event of over-subscription the following criteria will be applied, in priority order, to determine which applications will be granted:

1. Children looked after by a local authority
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
5. Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the school's main gate.

SPECIAL CIRCUMSTANCES

The Local Education Officer will consider each case on its merits and determine the allocation of any such place by comparing the written evidence presented along with the capacity for the school to cater for the identified needs.

ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR

Applications for admission to other year groups will be considered in relation to the published admission number (PAN) which applied when the year group was first admitted to the school, subject to infant class size restrictions. In some schools, changes in circumstances, such as the building of additional classrooms or as a result of teaching group organisation, will require the school and the LA to agree admission numbers which will apply to each year group. The Local Education Officer will agree the detail of this before the start of each academic year.

If places are available within the year group, applications will be considered in accordance with the current published admission criteria for admission to the school.

Further guidance on the way in which applications are dealt with including the way waiting lists are maintained and used can be found on Nottinghamshire County Council's website.

Follow the link:

[School admissions hub | Nottinghamshire County Council](#)

Applying for a school place

If your child lives in Nottinghamshire, and you require a school place for September for the normal point of entry, you must apply for a school place through Nottinghamshire County Council, even if the schools you want are outside Nottinghamshire.

If you're not sure whether you live in the area covered by Nottinghamshire County Council, you can find your local council on GOV.UK.

For applications not at the normal point of entry (in-year transfers) please see [changing school in-year](#). The best way to apply is [online](#).

You should also refer to [admissions to schools: guide for parents \[PDF\]](#) and [school information](#) - they contain lots of information about the admissions process and a summary of the oversubscription criteria for Nottinghamshire schools.