

*Learning through faith, we dream,
we believe and achieve.*



ADMISSIONS

2025 - 2026

Find us on



St. Edmund's CofE Primary
and Nursery School

....A journey to discover life in all its fullness
(John, 10:10)

#BeaconofExcellence #SixcessValues



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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.

Admission Number (PAN)

As part of determining their admission arrangements, all admission authorities must set an admission number for each relevant age group. The governors of St. Edmunds CofE Primary and Nursery School have decided that the Published Admission Number (PAN) should be set at **30 pupils** for the Reception and Key Stage 1 year groups. This is the maximum number that can be admitted to the school in each year.

In Key Stage 2, the PAN has been set to 32 in each year group.

First Admissions to Schools – Intake Arrangements

Nursery: Children can join our Nursery class at the start of the school term following their third birthday. Please refer to the school website for further information on Nursery admissions.

Reception: The general first admissions policy for all County and Voluntary Controlled primary 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 is subject to parents' statutory right to defer their child's admission to compulsory school age.

St. Edmunds CofE Primary School: We operate a single intake point for all compulsory school aged children in **September**. Therefore, all children who have a birthday between 1 September and 31 August will start school in the September before they turn five.



Over-subscription

In the event of more applications than places available for the Reception year group, the following criteria will be applied, in priority order, to determine which applications will be granted:

1. **Looked After Children:** Children looked after by a local authority.
2. **Children with an Education, Health and Care Plan (EHCP):** Children with an EHCP naming St. Edmunds CofE Primary School.
3. **Catchment Area & Sibling:** Children whose permanent home address is within the school's catchment area [*Define catchment area*] and who, at the time of admission, will have a brother or sister attending the school.
4. **Catchment Area:** Other children who live in the catchment area.
5. **Church Affiliation & Sibling:** Children baptised and regularly attending a Church of England place of worship, and who, at the time of admission, will have a brother or sister attending the school.
6. **Church Affiliation:** Other children baptised and regularly attending a Church of England place of worship.
7. **Other Applicants:** Remaining places will be allocated through a random allocation process.

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 following groups of children will be given special consideration in their application to the school:

- 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 stating that St. Edmunds CofE is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.
- The Local Education Officer will consider each case on its merits and determine the allocation of any such place.



Admissions to Year Groups Other Than Reception

Applications for admission to year groups other than Reception (in-year admissions) will be considered in line with the Local Authority's coordinated admissions scheme.



'Sixcess' Christian Value Links

5.1 Respect:

We treat all applicants with respect, regardless of their background or circumstances. Our admissions process is fair, transparent, and free from discrimination.

5.2 Responsibility:

We are responsible for ensuring that our admissions policy is in line with local authority guidelines and meets the needs of our community. We strive to admit students who will benefit most from our school's ethos and curriculum.

5.3 Compassion:

We are compassionate in our approach to admissions, considering the individual circumstances of each applicant. We recognise that some families may face challenges or difficulties, and we do our best to accommodate their needs.

5.4 Perseverance:

We are persistent in our efforts to recruit and retain high-quality staff who share our commitment to Christian values. We believe that a strong and dedicated teaching team is essential for providing a quality education.

5.5 Truth and Trust:

We are honest and transparent in our communications with applicants and their families. We provide clear information about our admissions process and selection criteria.

5.6 Justice and Forgiveness:

We are committed to fairness and equality in our admissions decisions. We believe that all children deserve the opportunity to access a quality education, regardless of their background or circumstances.

By upholding these Christian values, we strive to create an admissions process that is both fair and compassionate. We believe that this approach will help us to attract and admit students who will thrive in our school community and contribute positively to our mission.



Concluding Notes

Further Information

Further guidance on the admissions process, including waiting lists and appeals, can be found on Nottinghamshire County Council's website:

[Link to Nottinghamshire County Council Admissions Page](#)