



## ADMISSIONS ARRANGEMENTS 2025-26

### NAME OF SCHOOL: THE MINSTER JUNIOR SCHOOL ADMISSION ARRANGEMENTS FOR ENTRY TO YEAR 3

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 3 are coordinated by Nottinghamshire County Council and applications must be made to your home local authority for where you live. 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 2025, the closing date of the co-ordinated admission scheme is 15<sup>th</sup> January 2025. Places are allocated by the home local authority on the National Offer Day of 16<sup>th</sup> April 2025 or the next working day. A copy of the co-ordinated admissions scheme is available from Nottinghamshire County Council at [Determined admission arrangements | Nottinghamshire County Council](#)

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 School pupils automatically progress into Y7 in the Main School.

All applicants are required to pass a test of musical aptitude and provide a 3-5 minute video which will be used as part 2 of the aptitude test. Scores from part 1 and part 2 will be combined and places will be awarded to those achieving the highest scores.



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.

### Oversubscription 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 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.

### 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 NCC 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 with the school admissions officer.

### 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. Children should only be educated out of the normal age group in very limited circumstances. The trust will make any decision regarding requests for admission outside of the normal age group, decisions will be based on the circumstances of each case and in the best interests of the child concerned. Further details can be found at [Applying for a school place | Nottinghamshire County Council](#)