



Arnold Hill Academy Admission Policy

(2015-2016)

Arnold Hill Academy is a DFE designated Specialist Technology College, which delivers the National Curriculum, but emphasises Mathematics, Science and Design Technology. It is also an Academy.

Our ethos is based on the pursuit of excellence in everything we do. We have a strong academic track record, a culture of high expectations and strong discipline. We expect students to have a strong work ethic, be committed to learning and loyal to the Academy. Quality relationships are based on mutual respect and teamwork.

The main principle of admission to the Academy is to reflect its ethos, culture and Family of Schools links.

The published admission number for all year groups from Year 7 to Year 11 in September 2015 is 260.

Children for whom Arnold Hill is the named Academy in a statement of special educational needs will be admitted. The Governing Body cannot guarantee a place at the school for any other category of application.

Admission over subscription criteria

Arnold Hill is a very popular Academy and we cannot always accommodate all the children who apply. If the Academy is oversubscribed, the following criteria will be used to determine the allocation of places:

In accordance with the [School Admissions Code](#) (2012), the following criteria will be applied:

1. *A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Previously looked after children are those who were adopted immediately following having been looked after. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).*

Subsequently, where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

2. Children who live in the catchment area on the closing date for applications.
3. Children who live outside the catchment area but who attend the Arnold Hill Family of Schools: Arnbrook; Arnold View; Arno Vale Juniors; Coppice Farm; Ernehale; Mapperley Plains; Westdale Junior or the linked schools of Arnold Mill and Seely Church of England who were on the roll of one of those schools at the time of the closing date of applications.
4. Children who live outside the catchment where a member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Other children who live outside the catchment area.

Proximity to school

In the event of an over-subscription of any of the above criteria proximity to the Academy will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the front gate of the pupil's registered home address to the reception office of the main school building using Google Earth. This 'out the hat' system will be used in a tiebreaker situation by the Academy Admission Committee supervised by someone independent of the Academy.

Special circumstances

Special consideration will be given to:

1. Children with an exceptional level of need with regard to a physical disability provided written evidence from a registered health professional such as a doctor is received at the time of application.
2. Children of nomadic travellers that live within the catchment area will be given special consideration.

The governors of the Academy will consider each application on its merits to determine whether a place should be allocated. Cases agreed under 'special circumstances' will take precedence over all of the numbered criteria apart from criteria one.

Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time. The offer is expected to be accepted within 14 school days.

Admission to the sixth form including admission number for those admitted for the first time

Arnold Hill Academy Post-16 centre presently offers 'A' level and a range of vocational courses. Subsequently we propose the following admissions criteria:

- 5 GCSEs at grades A*- C (including GCSE English and GCSE Mathematics for A Level study);
- A Minimum of grade C in a related GCSE for academic Level 3 courses (B grades are recommended by the Academy);
- A minimum of grade C (or equivalent) in a relevant subject for courses not studied previously

These requirements do not include English oral grades or GCSE half course grades.

There will be no upper admission limit for applications to year 12 from outside the school.

A meeting will be held to advise and clarify entrance requirements for particular courses; these are also given in the Sixth Form prospectus.

The proposed admission number for external students is 1.

Over-subscription criteria for the Post-16 centre

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order*. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) Children who already attend the school and meet the entry criteria.

All other applicants:

2. In the event of an over subscription in either criterion, proximity to the school will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies from home address to the main reception of the school using Google Earth.

Where applications are received in respect of twins, triplets or children of other multiple births, Arnold Hill Academy will endeavour to offer places at the Academy admitting above the planned admission number where necessary. The parent/carer will still have a right of appeal against a refusal of a place.

Definitions:

Looked After and previously looked after: A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Previously looked after children are those who were adopted immediately following having been looked after. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).

Parent – 'parent' includes all natural parents whether they are married or not or any person with parental responsibility, or who 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. People other than a child's natural parent can acquire parental responsibility.

Residence – This is defined as the child's permanent place of residence, which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. 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. Monday, Tuesday, Wednesday or Thursday) will be taken as 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. Proof of permanent residence and other evidence from the court regarding parental responsibilities in these matters may be required.

Additional Information

Waiting Lists

In the event of oversubscription, the Academy will operate a waiting list. A child's place on the list will be determined by the admission oversubscription 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 Academy, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Governors along with waiting lists for other over-subscribed year groups. At the end of each academic year, the Academy waiting list will be closed.

Late Applications

Late applications will be processed in line with Nottinghamshire County Council's published co-ordinated scheme. They will be considered, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma.

When the local authority informs the Academy that a place has been offered, the Academy will contact parents for written confirmation that they will accept the place. If this confirmation is not received within the 14 school days, the place will be withdrawn after advising the parent in writing that this is the case.

In Year Admissions

Admissions in year must be submitted to Nottinghamshire County Council. Applications received mid-term will be dealt with in accordance with the criteria. If a place is available in the appropriate year group, then that will be offered. If no places are available, the child's name will be added to the waiting list. The position of the waiting list determined by the Academy's over subscription criteria.

In the event of a place becoming available during the course of a year, an offer of a place will be made from the waiting list.

"Hard to Place Children"

Arnold Hill Academy participates in Nottinghamshire County Council's Fair Access Protocol. (School Admissions Code 3.9 refers) Special consideration will be given to request form the local area pupil placement panel for "hard to place children" under the Fair access panel.

Independent Appeals

Parents who have refused a place at the Academy have the right to appeal to an independent panel. Parents wishing to appeal should **write to the Clerk of the Appeal panel at the Academy within 20 school days of notification**. Any queries will be dealt with by the Academy.

Repeat applications in the same academic year will not be considered unless there is significant material change in circumstances

Catchment area

You can check the catchment area for your home address by visiting:
<http://www.nottinghamshire.gov.uk/findmynearest>