



ENJOY, LEARN, ACHIEVE

Admissions Policy 2015-2016

**Reviewed by: Mr B Francis
Date: April 2014**

Due regard has been given to the Equalities Act 2010



**Diverse Academies
Learning Partnership**

Admission Numbers

The East Leake Academy has the following admission numbers:

- Year 7-11: 200 students
- Year 12 & 13 combined: 200

The East Leake Academy's Sixth Form has an overall capacity of 200 students.

If fewer than 100 of the Academy's own Year 11 students transfer into Year 12, additional external students will be admitted until the Sixth Form meets its capacity of 200. The PAN for external students is 10. If Year 13 is oversubscribed, the Academy will still allocate 100 places at Year 12.

Year 7 Oversubscription Criteria

When the school is undersubscribed all applicants will be admitted.

When the Academy is oversubscribed, after the admission of students with Statements of Special Educational Needs where the school is named in the statement, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- (1) Looked after children and previously looked after children (see definition 1).
- (2) Children who live in the catchment area and who, at the time of admission (see definition 2), will have a sibling attending the school.
- (3) Other children who live in the catchment area.
- (4) Children of staff who have been employed at East Leake Academy for at least two years and/or are recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (5) Children who live outside the catchment area but who are attending an East Leake Academy linked Primary school on the closing date for applications and who will have a sibling (see definition 3) at East Leake Academy at the time of admission.
- (6) Children who live outside the catchment area and who, at the time of admission, will have a sibling attending East Leake Academy.
- (7) Children who live outside the catchment area but who are attending an East Leake Family linked primary school on the closing date for applications.
- (8) 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. Distances are measured from the front gate of the student's registered home address to the reception/office of the main school, as the crow flies, using the Local Authority's software. In the event that these distances are exactly the same a tie breaker through 'lot draw' will take place. This will be a random allocation by lot, drawn by someone independent to the Local Authority & School.

Proof of Address

Three documents to confirm proof of address may be required in the form of:

1. Solicitors letter confirming completion of a house move, signed tenancy agreement or rent book
2. Utility bill, driving licence or evidence of council tax payment schedule.
3. Child benefit book, child tax credit record or doctor's record

Definitions

1. Looked After Children/Previously Looked After Children

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). This includes a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order¹.

¹An 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).

2. Time of Admission

At the '*time of admission*' for the above purpose means on roll at the school at the time of admission.

3. Sibling

For school admissions the academy will consider the following as sibling:

- A brother or sister who shares the same parents
- A half-brother or half-sister or legally adopted child living at the same address as the child
- A child looked after by a local authority placed in a foster family with other school age children
- Stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

Linked Primary Schools

Linked Primary Phase Schools within the East Leake Family of Schools:

In catchment:

Brookside Primary

Costock CofE Primary

Gotham Primary

Lantern Lane Primary

Normanton-on-Soar Primary

Sutton Bonington Primary

In Year Admissions

In year admissions to any year group will be dealt with according to our oversubscription criteria.

Special consideration may be given to applications that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the **only** school which could cater for the child's particular needs. This might include medical needs, mobility support needs, special educational needs or other social circumstances. The evidence must be presented at the time of application. The appropriate designated officers will consider the written evidence provided to decide whether the application may be processed as special circumstances. Admission under special circumstances will have priority over all but the first numbered criterion.

Children of nomadic travellers will be allocated a place at their catchment area school.

East Leake Academy participates in Nottinghamshire County Council's in-year coordinated scheme.

12 Oversubscription criteria

When the sixth form is undersubscribed all applicants will be admitted if they fulfil the academic entry criteria. These criteria are the same for internal and external applicants.

Academic Entry Criteria:

AS Studies: At least 5A*- C level 2 qualifications, of which 4 must be GCSE subjects, including English and Mathematics. The applicant must have at least a grade C in the AS subjects they choose to study.

Level 3 BTEC Courses: At least 3 A*-C level 2 qualifications.

When the Academy is oversubscribed, after the admission of students with Statements of Special Educational Needs where the school is named in the Statement. Priority for admission will be given to those children who meet the criteria set out below, in priority order:

- (1) Looked after children, or previously looked after (see definition 1)
- (2) Children who live in the catchment area and who, at the time of admission, will have a sibling attending the school (see previous definition of sibling)
- (3) Other children who live in the catchment area
- (4) Children who live outside the catchment area who will have a sibling at East Leake Academy at the time of admission.
- (5) Children who live outside the catchment area and who, at the time of admission, will have a sibling attending East Leake Academy
- (6) 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. Distances are measured from the front gate of the student's registered home address to the reception office of the main school, as the crow flies, using Google Maps. In the event that these distances are exactly the same a tie breaker through 'lot draw' will take place. This will be a random allocation by lot, drawn by someone independent to the Local Authority & School.

Admission to Year 14

The majority of students will complete their level 3 studies by the end of Year 13. However we recognise that there are circumstances where an additional year of study may be required. These may be due to:

- Prolonged illness or injury that results in a student being unable to complete a year
- Exceptional personal circumstances beyond the control of the student or family, therefore resulting in underperformance in A level examinations

To be considered for readmission to Year 14 the student/family must make an official application by contacting the Assistant Principal-Post 16. In their application they must indicate the reasons for wanting to be readmitted to the centre including medical evidence and/or other supporting written documents to support the application.

Admissions will only be considered if there is capacity in the centre and each case will be considered against the application meeting the criteria above. Decisions for readmission into Year 14 will be made by a panel of individuals that include the Academy Principal, Assistant Principal-Post 16 and at least 1 school governor.

Right of Appeal

In the event of an unsuccessful application students and their families have a right to appeal to the Academy Board through the Nottinghamshire County Council Democratic Services. This appeal panel will be constituted by the Local Authority and not from the academy. The School Admission Appeals Code 2012 (2.1a) requires appellants to have at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal.

All applicants have the right to appeal which must be done through Nottinghamshire County Council in writing stating the grounds for appeal in the application. Details can be found on the academy and Notts CC websites. Strict timelines for appeals apply.

Waiting Lists

In Year 7 and Year 12 the Academy will operate a waiting list where in any year East Leake Academy receives more applications for places than there are places available. It will operate until the end of the first term of the academic year of admission. Names will automatically be placed on the waiting list following an unsuccessful application unless we hear from parents to the contrary.

We do not operate a waiting list for any other year group.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Priority will not be given to children based on the date the application was received or the date their name was added to the list. Looked after Children, previously looked after children and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

Fraudulent Applications

The offer of a place will be withdrawn if it has been obtained through a fraudulent or intentionally misleading application.

East Leake Academy participates in Nottinghamshire County Council's Fair Access Protocol.

Signed Chair of Governors: R Adams

Date: 30.04.14