



# Quarrydale

*an Academy with science specialism*

## ADMISSION POLICY 2015/16

Quarrydale is an Academy with specialism in science.

The admission number (PAN) for September 2015 is 180.

### **Admission oversubscription criteria**

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

Where the number of applicants 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 Children who are looked after or previously looked after.
- 2 Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the Academy.
- 3 Other children who live in the catchment area.
- 4 Children who live outside the catchment area, but who are attending a linked primary phase school (see list at the end) on the closing date for secondary applications (31 October) and who will have a brother or sister at Quarrydale Academy at the time of admission.
- 5 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending Quarrydale Academy.
- 6 Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for secondary applications (31 October).
- 7 Other children who live outside the catchment area.

In the event of over-subscription with any criterion, preference will be given to children who live nearest to the Academy as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the Academy by Nottinghamshire County Council's computerised distance measuring software. In the event of two distances being equal, lots will be drawn and independently verified.

The following groups of children will be given special consideration:

Children whose particular medical needs mobility support needs, S.E.N.D or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional, stating that the only school/Academy which could cater for the child's particular needs. The evidence must be presented at the time of application.

The Governing Body and Headteacher will consider each case on its merits and determine the allocation of any such place based on the written evidence. Admissions under 'special circumstances' will take precedence over all but the first of the numbered criteria.

**Note:** If applications exceed the number of places available, the Academy will operate a waiting list in which priority for places will be given on the basis of the numbered criteria.

The child's place on the waiting list 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 Nottinghamshire County Council, will administer the waiting list for the duration of the co-ordinated admissions scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Governors of the Academy for one year. **All applications for places in the normal year of entry are made on the common application form.**

### **In-Year Admissions**

The Academy will manage all in year applications. The Governing Body set and apply their own admission arrangements and oversubscription criteria. The Academy will notify the Local Authority when required to do so with current numbers on role. Parents will be required to confirm their acceptance of a place to the Academy within 14 days. All applications received in mid-term will be dealt with in accordance with the above criteria.

In the event of a place being available in the appropriate year group then that will be offered by Governors. If the Academy is oversubscribed, the application will be refused and parents offered the right of appeal. Waiting lists are not held for in-year admissions.

### **Late Applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt in accordance with that scheme. Late applications will be considered up to the date specified in the co-ordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include: family bereavement; hospitalisation; family trauma. Supporting evidence may be required.

When the Academy is informed by Nottinghamshire County Council that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within four weeks, the Academy will notify Nottinghamshire County Council that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

### **Waiting List**

If after the offer of places has been made the Academy is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the Governors of the Academy in partnership with the Local Authority for the duration of the co-ordinated admissions scheme. It will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The position on the waiting list will be determined by the Academy's published over-subscription criteria. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Governors of the Academy for the remainder of the academic year. After the end of the school year, parents have the right to apply again for a place in the next school year.

### **Independent Appeals**

Parents have the right to an independent appeals panel if they are not happy with the outcome of their application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Appeals should be addressed to the Admissions Officer c/o the Academy within 20 school days of refusal.

### **Co-ordinated Admission Scheme**

All applications for places in the normal year of entry are made on the common application form. For entrance to the Academy in September, the closing date of the co-ordinated admission scheme is 31 October preceding admission to secondary school. Places are allocated on 1 March.

### **Admission to the Sixth Form including admission number for those admitted for the first time**

Sixth Form PAN (published admission number) is 10. To be accepted on to Level 3 courses, pupils will need five or more GCSE passes at Grade C or above (or equivalent) and be able to provide evidence that they are able to complete any necessary coursework and meet deadlines. For certain subjects, a GCSE Grade B is required. (See Sixth Form Prospectus.) The Academy does not currently actively recruit into its Sixth Form. Applications are handled in the same way as other applications outside the normal year of entry. Any applicant refused entry can appeal against the decision. Should oversubscription criteria be required, they will be as for Year 7, with the exception of Criteria 5 and 7.

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### **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 (10 school days).

### **Definitions:**

Looked after and 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 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).

### **Residence**

This is defined as the child's ordinary 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, which ever of the two addresses the child permanently spends at least three school nights, ie Sunday, 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

residence and other evidence from the court regarding parental responsibilities in these matters may be required.

### **Brother and Sister**

The Governors define brother and sister as being those children who share the same biological parent(s). This includes half-brother or half-sister or legally adopted child living at the same address as the child.

### **Parent**

Section 576 of the Education Act 1996 defines parent to include: all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a 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.

### **Catchment Area**

Details of the school's defined catchment area can be obtained from the school or by visiting [www.nottinghamshire.gov.uk/schoolcatchments](http://www.nottinghamshire.gov.uk/schoolcatchments).

### **Linked Primary Schools**

St Andrews Primary School  
Forest Glade Primary School  
The Skegby Junior Academy  
Dalestorth Primary School  
Brierley Forest Primary School  
Healdswood Infant School (feeds into Skegby Junior)

### **Fair Access Protocol**

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