



Sherwood E-ACT Academy

Admissions Policy

Review dates:

1.TBC

2.

3.



Sherwood E-ACT Academy

ADMISSIONS CRITERIA

(To be read in conjunction with the Sherwood E-ACT Academy Admissions Annex 1)
Published Admission Numbers (PAN) for All Year groups is 90.

1. INTRODUCTION

- 1.1 The Sherwood E-ACT Academy accepts applications for year 7 places through Nottinghamshire County Council's 'Coordinated Admission Scheme.' All dates referred to within this document are in line with this scheme.
- 1.2 Sherwood E-Act Academy is the admissions authority and the Admissions Committee of the Governing Body administer the policy on behalf of the Trust.
- 1.3 Parents can apply online via the Nottinghamshire County Council admissions webpage ([www.nottinghamshire.gov.uk/school admissions](http://www.nottinghamshire.gov.uk/school%20admissions)) or complete a Nottinghamshire application form.

Closing date – 31st October 2014.

Notification date – 1st March 2015(or the next working day).

2. ADMITTING STUDENTS TO THE ACADEMY

2.1 Admission numbers

The academy has the following agreed admission numbers for the year 2014/2015 and subsequent years:

90 students

2.2 Children with statements of Special Educational Needs

A child, who has a Statement of Special Educational Need where the Sherwood E-ACT Academy is named on the Statement, will be admitted to the Academy.

3. OVER-SUBSCRIPTION CRITERIA

3.1 Year 7

- 3.1.1 Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs, where Sherwood E-ACT Academy is named on the statement, the criteria will be applied in order in which they are set out below.

1. Looked after children and former looked after children
2. Children, who live in the catchment area and who, at the time of admission, will have a sibling attending the school. Refer to Section 3.4 Catchment Area for additional information.

3. Other children who live in the catchment area, at the closing date for applications.
4. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school and who will have a brother or sister at the preferred secondary school at the time of admission. Refer to Section Linked Primary Phased Schools for additional information.
5. Children, who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school.
6. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school.
7. Other children who live outside the catchment area.

3.1.2 If in categories 2-5 above a tie-break is necessary, due to over-subscription within any criterion, to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. Random allocation will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases.

3.2 Children in Public Care (Looked After Children)

3.2.1 Admission authorities are required by the School Admissions Code to give highest priority to children in care (looked after) in their oversubscription criteria.

3.2.2 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^[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 (see the definition in section 22(1) of the Children Act 1989).

^[1] 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

3.2.3 The term 'in care' refers only to children who are subject to a care order by the courts under section 31 of the Children Act 1989; they may live with foster carers, in a Children's home, in a residential school, with relatives or with parents under supervision. Children who are cared for on a voluntary basis are 'accommodated' by the local authority under section 20 of the Children Act; they may live in foster care, in a Children's home or in a residential school. All these groups are said to be 'Looked After Children' (LAC). They may be looked after by our Local Authority (LA), or may be in the care of another LA, but living in or attending a school in the LA.

3.3 Siblings

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

3.4 Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to an admission authority area, or crown servants returning to live in that area, admission authorities must allocate a place [2.18 Admissions Code 2012]

3.5 Catchment Area

The Sherwood E-ACT Academy will retain the catchment area set by the local authority for the Gedling School. Catchment areas help schools to identify their communities and give parents an indication of their local school. They may also give parents a higher priority within the oversubscription criteria. The Academy's catchment is made up of the catchment areas of its linked primary schools. Parents are able to check the catchment area for their home address by visiting <http://www.nottinghamshire.gov.uk/findmynearest>

3.6 Linked Primary Phase Schools

The following have been designated as Linked Primary Schools to Sherwood E-ACT Academy:

- All Hallows CE (Controlled) Primary (also linked to Carlton le Willows Academy and Carlton Academy)
- Central Junior (also linked to Carlton le Willows Academy and Carlton Academy)
- Haddon Primary (also linked to Carlton Academy)
- Lambley Primary (also linked to Colonel Frank Seely School)
- Mapperley Plains Primary (also linked to Arnold Hill Academy)
- Priors Junior, Stanhope Primary
- Westdale Junior (also linked to Carlton Academy)
- Willow Farm Primary (also linked to Carlton le Willows Academy)
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4 OPERATION OF WAITING LISTS

4.1 The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust 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.

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

children on the waiting list in accordance with the oversubscription criteria.

5 ARRANGEMENT FOR APPEALS PANELS

- 5.1 Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admissions decision of the Academy. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals, published by the Department for Education. The decision of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties.
- 5.2 The Appeals process will be administered within the LA published timeframe.

6 LATE APPLICATIONS POLICY FOR YEAR 7 ADMISSIONS

- 6.1 Preference forms received after the closing date, 31st October 2014, are classed as late applications. Any late applications received after this date, whatever the circumstances, will only be considered after those received by the closing date. This includes any changes to preferences.
- 6.2 The online application form enables any family who knows that they will be moving into the area to apply in advance and thereby not miss deadline dates.

7 IN-YEAR ADMISSIONS

- 7.1 Parents wishing their children to be admitted to Sherwood E-ACT Academy other than at normal Secondary transfer age should contact Nottinghamshire School Admissions team to obtain an application form. If a place is not available the child will be placed on the waiting list.
- 7.2 Parents of children with a Statement of Special Educational Need (SEN) must contact the SEN team of Nottinghamshire LA or the LA that issued the statement if they wish to move to a school that is not named in Part 4 of their child's statement.
- 7.3 If a child is refused a place, the parent will be told of their right of appeal to an independent appeal panel. Appeals will be held within a reasonable time – normally within 30 school days of an appeal being made.
- 7.4 **Withdrawal of places**

The governing body may consider withdrawing the offer of a place if:

- an address used to support an application is subsequently found to be fraudulent or misleading.
- a child has not started at the school within 21 days of an agreed in-year admission start date.

ANNEX 1

THE ADMISSION OF PUPILS TO Sherwood E-ACT Academy*, Nottinghamshire

GENERAL

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Company.
2. The Company will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the Directors of the Company.
3. Notwithstanding the generality of paragraph 2 of this Annex 1, the Company will take part in any mandatory Admissions Forum set up by the local authority (“LA”) in which they are situated and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
 - (a) direct the Company to admit a named pupil to the Sherwood E-ACT Academy on application from an LA. This will include complying with a School Attendance Order¹. Before doing so the Secretary of State will consult the Company.
 - (b) direct the Company to admit a named pupil to the Sherwood E-ACT Academy if the Company has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
 - (c) direct the Company to amend its admission arrangements where they fail to comply with the School Admission Code or the Admission Appeals Code.

* Currently a working title – to be revised before submission for Funding Agreement.

5. The Company shall ensure that parents and ‘relevant children²’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Company. The Independent Appeal Panel will be independent of the Company. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

• **Relevant Area**

¹ Local authorities are able to issue school attendance orders if a child is not attending school. These are legally binding upon parents. Such an order might, for instance, be appropriate where a child has a place at an Academy but his/her parents are refusing to send him/her to school. The order will require a parent to ensure his/her child attends a specified school.

² ‘relevant children’ means:

- a) in the case of appeals for entry to a sixth form, the child, and;
- b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

- 6. Subject to paragraph 7, the meaning of “Relevant Area” for the purposes of consultation requirements in relation to admission arrangements is that determined by the local authority for maintained schools in the area in accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.
- 7. If the Academy does not consider the relevant area determined by the local authority for the maintained schools in the area to be appropriate, it must apply to the Secretary of State by 1 August for a determination of the appropriate relevant area for the Academy, setting out the reasons for this view. The Secretary of State will consider the Academy and its LA in which the Academy is situated in reaching a decision

Requirement to admit pupils

8. Pupils on roll in any predecessor maintained or independent school will transfer automatically to the Academy on opening. All children already offered a place at any predecessor school will be admitted.

9. The Academy will:

- a. Subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with a statement of special educational needs naming the Academy;
- b. Adopt admission oversubscription criteria that give highest priority to looked after children, in accordance with the relevant provisions of the School Admissions Code.

Oversubscription criteria, admission number, consultation, determination and objections.

10. The Academy admission arrangements will include oversubscription criteria, and an admission number for each relevant age group³. The Academy will consult on its admission arrangements and determine them in line with requirements within the School Admissions Code.

11. The Academy Trust should make it clear, when determining the Academy’s admission arrangements, that objections should be submitted to the Office of the Schools Adjudicator (OSA).

12. A determination of an objection by the OSA will be binding upon the Academy.