

**South Nottinghamshire Academy**  
Admissions Policy 2015-2016

South Nottinghamshire Academy works with 3 link primary schools on the transition from Year 6 to 7. These are Radcliffe on Trent Junior School, Candleby Lane School, and Cotgrave CofE Primary.

Students from other primary schools may be successful in gaining a place at South Nottinghamshire; we will work closely with families and schools to ensure a successful transition where this is the case.

**Admission Numbers**

The proposed admission number for September 2015 is 120

**Admission Over-Subscription Criteria**

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 students to admit once places have first been allocated to pupils who have a statement of special educational needs which names the Academy:

1. Children who are looked after, or who have been previously looked after, by the local authority.
2. Children who, at the time of admission, will have a brother or sister attending the Academy in Years 7 to 13.
3. Children who attend one of the 3 link primary schools. (Radcliffe on Trent Junior, Cotgrave Candleby Lane and Cotgrave Church of England Primary).
4. Other children who live in the catchment area on the closing date for applications.
5. Other children who live outside the catchment area.

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 above criteria. Proximity to the Academy, within each of the criteria, will be measured 'as the crow flies' from the home address to the main reception office. Those living nearer to the Academy will be given priority. In the event that two or more distances are exactly the same then the Academy will use random allocation by lot, drawn by somebody independent to the Academy.

The closing date for applications to the Local Authority for the September 2015 intake is 31 October 2014. Places will be allocated on 1<sup>st</sup> March, 2015.

All admissions processes are operated in line with the Schools Admissions Code.

The Academy participates in the Fair Access Protocol.

**The right to withdraw an offer**

The Academy has the right to withdraw the offer of a place if any of the information given on the application is found to be inaccurate. This would include fraudulent applications, applications found to be intentionally misleading and false claims to residence in the catchment area.

## Admission to the Sixth Form

The capacity for Year 12 is 100, with 30 places available for external applicants. Applications are made directly to the sixth form, details of how to do so are available on the Academy's website.

Students will be accepted on to Post 16 courses if they achieve the minimum academic entry requirements which will be published in the Sixth Form prospectus in September 2014.

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 students to admit following those students with a statement of special educational needs which names the Academy:

- Students who are looked after , or previously looked after, by a local authority and who meet the entry criteria
- Students who already attend the Academy and meet the entry criteria
- In the event of an over-subscription of the above criteria, and for all other applications, 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 home address to the main reception office of the Academy. In the event that two or more distances are exactly the same then the Academy will use random allocation by lot, drawn by somebody independent to the Academy.

### **Definitions:**

#### **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**

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

#### **Siblings**

For Academy admissions, sibling (brother or sister) includes half-brother or half sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age students. It also includes step children or children who are not related but live as a family unit, where parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other students will also be admitted.

### **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/persons having parental responsibility for the child at the time of completion of the application form. Proof of permanent residence and evidence regarding parental responsibility may be required. If parents live at separate addresses, whichever of the two addresses the child spends at least 3 school nights permanently i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be classed as their place of residence. An address of other relatives or friends will not be considered as a place of residence even when the child stays there for all or part of the week.

### **Late applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date specified in the co-ordinated scheme providing the applicant can produce 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. Supporting evidence may be required.

### **Waiting list**

If, after the offer of Year 7 places has been made, the Academy is over-subscribed, all unsuccessful applications will be put onto the waiting list, which is administered by the governors of the Academy in partnership with Nottinghamshire County Council for the duration of the co-ordinated admissions scheme. Once the co-ordinated scheme is closed, the waiting list will remain open until 31<sup>st</sup> December and will be administered by the governors of the Academy. The waiting list will be ranked in line with the published over subscription criteria. The Academy does not maintain a waiting list for mid year admissions.

### **Independent Appeals**

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Any repeat applications for the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to the Clerk to the Governors at the usual Academy address, **within 20 school days** of notification.

### **Catchment area**

The Academy's catchment area as defined by Nottinghamshire County Council. You can check Nottinghamshire County Council's website [www.nottinghamshire.gov.uk/schools-catchment](http://www.nottinghamshire.gov.uk/schools-catchment).

### **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 2015 the closing date of the co-ordinated admission scheme is 31 October 2014. Places are allocated on 1st March 2015.

### **Applications outside the normal year of entry**

These applications should be made directly to the Academy who will process them in line with the Admissions Code. Full details of how to apply and an application form are available on the Academy website.

### **Measuring distance 'as the crow flies'**

For applications in the normal year of entry which are managed under the co-ordinated admissions arrangements distance is measured using Local Authority software computerised measuring system and the Academy governor's use this information to rank order applications.

For applications outside of the normal year of entry or for those applications held on the waiting list the governors of the Academy use Microsoft AutoRoute 2013 to measure distance.