



ADMISSIONS POLICY

2015-2016



The Elizabethan Academy

Admissions Policy 2015-2016

Admissions 11-16

Pupil Admission Number 11-16

The proposed admission number for Year 7 is 240, the same as for all other year groups.

Admission Over-subscription Criteria

In the event of over-subscription, the following criteria will be applied, in priority order, to decide which young people to admit, after children with a statement of special educational need that names the academy have been admitted:

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area at the closing date for applications 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 at the closing date for applications.
4. Children who live outside the catchment area but who are attending one of the linked primary schools in The Elizabethan Family of schools 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.
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 one of the linked primary schools in The Elizabethan Family of schools on the closing date for applications.
7. 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 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. Measurements are calculated using Nottinghamshire County Council's computerised distance measuring software. Proof of residence may be required by the Academy. If 2 or more pupils live an equal distance from the academy, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be allocated by drawing lots.

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 coordinated 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 over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the academy in partnership with Nottinghamshire County Council for the duration of the coordinated admissions scheme. Your position on this waiting list will be determined by the academy's published over-subscription criteria. Once the coordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the academy. The waiting list will be maintained for the remainder of the current academic year. Your position on a waiting list may change. If any late applications have a higher priority within the admission oversubscription criteria, they will be placed higher than those who have been on the list for some time.

Independent Appeals

Parents have the right to an independent appeals panel if you are not happy with the outcome of your 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 Clerk to the Governors c/o the academy within 20 school days of refusal.

Coordinated admission scheme

All applications for places in the normal year of entry are processed in line with Nottinghamshire County Council's coordinated scheme.

In-year admissions outside the normal round

The Elizabethan Academy participates in Nottinghamshire County Council's in-year coordinated scheme. In the event of a place being available in the appropriate year group for a mid-term application, an offer of a place at the academy will be made. If no places are available the child's name will be placed on the academy's waiting list. Places on the waiting list will not be carried forward into the next academic year. The position on this waiting list will be determined by the academy's published over-subscription criteria and not by the date which they are received. Parents have the right of appeal as outlined above. Consideration will be given to requests from the local area Pupil Placement Panel for "hard to place children" under the Fair Access protocol. The Elizabethan Academy participates in the Nottinghamshire County Council Fair Access protocol.

Post-16 Centre

Post 16 Admissions

The admission number for external students is 25.

The Elizabethan Academy is a partner in the Retford Post 16 Centre which brings together students from The Elizabethan Academy, Retford Oaks Academy, North Nottinghamshire College and St Giles Special School.

The overall capacity of the centre is 450 (plus St Giles). NNC have an allocation number of 50 students therefore resulting in a school capacity of 400, of which 240 places are available to Year 12 (120 from each school).

In the event of the schools being oversubscribed then admissions oversubscription criteria are applied.

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 the same as for Year 7.

Both internal and external students wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

In addition to the sixth form's minimum academic entry requirements, students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the Post-16 prospectus and in the LA composite admissions prospectus.

In the event of an unsuccessful application, students and their families have a right to appeal to the Centre's governing panel. This appeal panel will be constituted of the academy's Post 16 partner governors and not from the academy.

Our policy is to ensure that students accepted into the Sixth Form can be placed on appropriate courses where they are likely to succeed. To facilitate this, all applicants will have a meeting with an academy member of staff to discuss the most suitable courses of study. This does not form part of the admissions process.

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Definitions:

Looked after Children and previously looked after children.

The revised School Admissions Code 2012, Section 1, 1.7, has expanded on who should be given priority in admission arrangements with regards to looked after children and children who were 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 those who were adopted immediately following having been looked after or became subject to a residence or special guardianship order. 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).

Home Address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be 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.

In all cases all those with parental responsibility must be in agreement with the preferences made.

Siblings

The governors define brother and sister as being those children who share the same biological parents. This includes half-brother or half-sister or legally adopted child living at the same address as the child.

Parents

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.

The linked primary schools in The Elizabethan Family of Schools are:

Carr Hill Primary, Everton Primary, Mattersey Primary, North Wheatley CE Primary, Ranby CE Primary, Ranskill Primary, Sturton CE Primary, Sutton cum Lound CE Primary.