

**TOOT HILL SCHOOL**  
**ADMISSION POLICY 2015 -2016**

Toot Hill school belongs to the Torch Academy Gateway Trust having converted to an Academy in July 2011.

The Trust Board have a responsibility to ensure that this admissions policy is implemented and delegates this responsibility to the school, which is its own admission authority.

Nottinghamshire County Council continues to administer the admissions process and the school participates in Nottinghamshire County Councils coordinated scheme for both intake and in-year.

Toot Hill School does not believe in any form of selection, either on the basis of the school's specification or on any other criterion.

The published admissions number for Year 7 in September 2015 is **350**.

If more applications are received than places available, applications will be ranked against the following over-subscription criteria for the school. The criteria will be applied in the priority order indicated below.

**Admission Oversubscription Criteria for Year 7**

The school will admit a child with a Statement of Special Educational Need if the Statement names Toot Hill School, before any of the following criteria are applied:-

1. Children looked after by a local authority or previously looked after children.
2. Children who live outside the catchment area, and whose parent is an employee of Toot Hill School on the closing date for applications preceding admission to secondary school.
3. Children who live in the catchment area and who, at the time of admission, will have an older sibling attending the school.
4. Other children who live in the catchment area.
5. 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 school at the time of admission.
6. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
7. 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.
8. Other children who live outside the catchment area.

In the event of oversubscription, within **any** criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance building of the school. This will be calculated by using computer software, which is currently Microsoft Auto Route 2013.

#### **Distance Tie Breaker**

In the event of needing to discriminate between pupils living an equal distance from the school, names will be drawn randomly from a hat.

#### **Twins and Multiple Births**

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### **Key Terms and Definitions**

#### **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, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights, ie. 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.

Evidence that a child's place of residence is **permanent** may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The Governors Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

#### **Looked After Child and previously looked after children**

The definition of 'looked after children' has been broadened by the School Admissions Code 2012 and includes children looked after by the local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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. 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).

#### **Parents**

For school admissions the governors will consider the following as parents:-

- the mother of the child
- an adoptive parent
- the father of the child where he was married to the mother either when the child was born or at a later date

- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- any other person who has acquired 'parental responsibility' through the courts.

### **Siblings**

For school admissions the governors 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 to 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.

### **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].

### **Linked Primary Phase Schools**

Robert Miles Junior  
 Carnarvon Primary  
 Langar C of E Primary  
 St Peters C of E Primary, East Bridgford  
 Flintham Primary  
 Orston Primary  
 Cropwell Bishop Primary  
 Elston All Saints Anglican/Methodist Primary  
 Archbishop Cranmer C of E Primary, Aslockton  
 Gunthorpe C of E Primary

### **Independent Appeals**

Places in year 7 at Toot Hill School for September 2015 will be allocated on 1<sup>st</sup> March 2015 and advised thereafter. 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. Parents wishing to appeal should write to the Clerk to Governors, Toot Hill School, The Banks, Bingham NG13 8BL within 20 school days of notification. Notification of the appeals date will be given with at least 10 school days' notice and the deadline for submission of written case will normally be 6 working days in advance of the hearing date. Independent appeals panel hearings will be held at Nottinghamshire County Council.

### **Sixth Form Admissions**

#### **Admissions to Toot Hill College**

Students on roll in Year 11, who meet the academic entry requirements can progress into Year 12 if they wish to do so.

#### **Minimum Entry Requirements:**

Three grade C's (including English and Maths) and two grade B's at GCSE level and the minimum entry requirements for the subjects to be studied (as stated in the college prospectus).

### **External admission into Year 12**

The number of places available for external candidates for Post-16 entry in year 12 is 50.

### **Over-subscription Criteria:**

In the event of there being more applicants than places available, the deciding factors will be, in order of priority:

- a) Children in public care who are 'looked after' at the time an application for admission is made or who the local authority can confirm has been looked after but has ceased to be so because they were adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after and who meet the academic entry requirement.
- b) Proximity to the school, 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 school. This will be calculated by using computer software, which is currently Microsoft Auto Route 2013.

### **Fair Access Protocol**

Toot Hill School observes the Fair Access Protocol and Governors may accept vulnerable children outside the normal admissions round.