



Tuxford Academy
Excellence through Teamwork

Admissions

Policy Updated January 2014
and due regard given to the Equalities Act

Marnham Road Tuxford Newark Nottinghamshire NG22 0JH **Principal: Mr G D Lloyd**

Tel: 01777 870001

Fax: 01777 872155

Email: office@tuxford-ac.org.uk

www.tuxford-ac.org.uk

Constituent member of The Diverse Academies Trust and of The Diverse Academies Learning Partnership **Executive Principal: Mr C B Pickering**



Tuxford Academy
Excellence through Teamwork

Tuxford Academy Admissions

Admission numbers

Tuxford Academy's Published Admissions Number for the Year 7 cohort and each of the Years 8-11 cohorts is 240 students.

- Published Admissions Numbers for Year 7: 240 pupils

Year 7 Oversubscription Criteria

When the school is undersubscribed all applicants will be admitted.

When there are more applications than places available, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- (1) **Looked after children**
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 order¹. 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)

¹An 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 1089. 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).

- (2) Children who live in the catchment area and who, at the time of admission, will have a sibling attending the school.
- (3) Other children who live in the catchment area.

- (4) Children of staff who have been employed at Tuxford Academy for at least two years and/or are recruited to fill a demonstrable skill shortage.
- (5) Children who live outside the catchment area but who are attending a Tuxford Family linked primary phase school on the closing date for applications and who will have a sibling at Tuxford Academy at the time of admission.
- (6) Children who live outside the catchment area and who, at the time of admission, will have a sibling attending Tuxford Academy.
- (7) Children who live outside the catchment area but who are attending a Tuxford Family linked primary phase school on the closing date for applications.
- (8) Other children who live outside the catchment area.

Review Procedures

The contents of this policy are reviewed every year. If any changes are to be made, these will be consulted upon, determined and published in the same way as other admissions arrangements.

Over-Subscription

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school. Distances are measured from the front gate of the pupil's registered home address to the reception office of the main school, as the crow flies, using Nottinghamshire County Council's computerised measuring software. In the event of two distances being equal, lots will be drawn and independently verified.

Definition of Home Address

'Home Address' means the one at which your child is permanently living on the closing date of applications. If your child spends time at two separate addresses, you should use the main place of residence. Tuxford Academy participates in Nottinghamshire County Council's Fair Access Protocol. For details, please refer to the county council website: www.nottinghamshire.gov.uk/admissions.

The following do not fulfil the definition of 'home address':

- A business address
- The home address of a relative or child minder, even if your child stays there for all or part of the week.
-

Proof of Residence

Three documents to confirm proof of address may be required in the form of:

1. Solicitors letter confirming completion of a house move, signed tenancy agreement or rent book
2. Utility bill, driving licence or evidence of council tax payment schedule.
3. Child benefit book, child tax credit record or doctor's record

For school admissions the academy will consider the following as sibling:

- A brother or sister who share the same parents
- A half-brother or half-sister or legally adopted child living at the same address as 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.
- 'At the time of admission' for the above purpose means on roll at the school at the time of admission.
- Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

For school admissions, the academy will consider the following as a parent:

- 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. We may require evidence of this.

Linked Primary Phase Schools within the Tuxford Family of Schools:

Dunham-on-Trent C of E Primary (Voluntary Aided)
East Markham Primary
Elkesley Primary and Nursery
Gamston C of E Primary (Voluntary Aided)
John Blow Primary, Collingham
Muskham Primary
North Clifton Primary
Norwell C of E Primary (Voluntary Controlled)
Queen Eleanor Primary, Harby
St Matthew's C of E Primary (Voluntary Controlled), Normanton-on-Trent
Sutton on Trent Primary
Tuxford Primary and Early Years Centre

In-Year Admissions

The Academy participates in Nottinghamshire County Council's in-year scheme. For full details, please refer to the County Council's website www.nottinghamshire.gov.uk/admissions. In-year admissions to any year group will be dealt with according to our oversubscription criteria. However, special consideration may be given to students who are unable to access their current education provider regardless of whether they have moved to the catchment area or not.

Appealing an Unsuccessful Application

In the event of an unsuccessful application students and their families have a right to appeal to the Academy Board through the Local Authority Admissions Office. This appeal panel will be constituted by the Local Authority and not from the academy. Students cannot, however, apply to another partner institution. Appeals should be lodged within twenty school days of the original decision.

Waiting Lists

In Year 7, the Academy will operate a waiting list where in any year Tuxford Academy receives more applications for places than there are places available. It will operate until the end of the first term of the academic year of admission. Names will automatically be placed on the waiting list following an unsuccessful application unless we hear from parents to the contrary.

We do not operate a waiting list for any other year group.

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

Priority will not be given to children based on the date the application was received or the date their name was added to the list. Looked after Children, previously looked after children and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

An offer of a place at the academy may be withdrawn if the parent has not responded by the last day in April. A letter will be sent, followed by a telephone call to anyone who has not responded by this date. If the academy has not received confirmation that the place is required by the first school day back after the Whitsun holiday it will be assumed that a place is not required and the offer will be withdrawn.

The offer of a place will also be withdrawn if it has been obtained through a fraudulent or intentionally misleading application.

Applicants have the right to appeal which must be done through Nottinghamshire County Council in writing stating the grounds for appeal in

the application. Details can be found on the academy and Notts CC websites.
Strict timelines for appeals apply.

Signed..... Chair of Governors

Date.....