



**Tuxford Academy**  
Excellence through Teamwork

# Post 16 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](mailto:office@tuxford-ac.org.uk)

[www.tuxford-ac.org.uk](http://www.tuxford-ac.org.uk)



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## Tuxford Academy Post 16 Admissions

### Admission numbers

The Tuxford Academy Post-16 Centre has the following admission numbers:

- **Year 12: 230 pupils**

Tuxford Academy's Post 16 Centre has an overall capacity of 400 students. 230 places overall will be available in year 12 (the year 12 'capacity')

If fewer than 190 of the Academy's own year 11 pupils transfer into year 12, additional external pupils (above the admission number of 40) will be admitted until year 12 meets its capacity of 230.

### Eligibility

Both internal and external pupils wishing to enter the Post 16 Centre will be expected to have met the minimum academic entry requirements\*. In addition to this, students must have demonstrated a positive attitude to learning in Year 11\*\*

- \*- For entry onto an A Level course, a minimum of:
  - Grade B or above at GCSE in a subject recognised by the Faculty that offers the course at A Level.
  - Preferably grades B or above in at least five other subjects, including English and maths.
- For entry onto a Level 3 BTEC course, a minimum of:
  - Grade C at GCSE, or a Pass at Level 2 BTEC, in a subject recognised by the faculty that offers the course at Level 3 BTEC.
  - Entry to some BTEC courses may require a Grade C at GCSE in English and/or maths.

\*\*In this case, it is expected that applicants would have attained a minimum of 95% attendance during year 11 (unless there are exceptional, proven circumstances) and a positive academic behaviour record as demonstrated through PARS or equivalent system.

Students, parents/carers and staff should enter into the Post 16 Centre's Home-School Agreement as a commitment to its ethos and expectations.

## Oversubscription Criteria

When the Academy's Post 16 Centre is undersubscribed, all applicants who conform to its minimum academic requirements 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:

(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 order<sup>1</sup>. 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)

<sup>1</sup>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 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 who live outside the catchment area who will have a sibling\* at Tuxford Academy at the time of admission.
- (5) Children who live outside the catchment area and who, at the time of admission, will have a sibling\* attending Tuxford Academy
- (6) Other children who live outside the catchment area

\*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.

## **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 from their home address\*. 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.

\*'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\*. 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**

In the event of applying the over-subscription criteria, a document to confirm proof of address may be required in the form of:

1. Solicitor's 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

## **Admission to Year 14**

The majority of students will complete their Level 3 studies by the end of Year 13. However we recognise that there are circumstances where an additional year of study may be required. These may be due to:

- A one year Level 2 course taken in Year 12, leading to AS/A/BTEC levels
- Prolonged illness or injury that results in a student being unable to complete a year
- Personal circumstances resulting in underperformance in A level examinations, necessitating a repeat of the final year of the course

In the first situation students will normally be automatically readmitted to Year 14. In other circumstances students may apply to the Academy to be readmitted to Year 14. In their application they must indicate the reasons for wanting to be readmitted to the centre and how they believe an additional

year of study will be of benefit.

Admissions will only be considered if there is capacity. Each case will be considered on an individual basis, by the Post-16 Centre's management team and the Academy Principal.

### **In Year Admissions**

In year admissions to Years 12,13 or 14 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, and apply through Nottinghamshire County Council. 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**

The Post 16 Centre does not operate a waiting list.

### **Withdrawal of an Offer**

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

Signed..... Chair of Governors

Date.....