



2015 2016

Signature:

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Governing Body Approval Date:

Policy Review Date:

The Newark Academy is a fully comprehensive school with students from 11-18. There is one point of entry for admissions for which applications will be accepted under the Nottinghamshire County Council Co-ordinated Scheme in Year 7.

The Newark Academy Trust is the admissions authority for the Academy. The Admissions Committee of the Governing Body administers the policy on behalf of the Trust.

All applications for admissions must be made to Nottinghamshire Local Authority by the closing date of 31 October for secondary admissions and will be considered under the Equal Preference ranking system of allocation. Nottinghamshire LA will forward all applications to the Academy and the governing body will rank them against the oversubscription criteria set out below. This will then be returned to Nottinghamshire LA under the co-ordinated admissions scheme and the LA will make a single offer of a place on behalf of the Academy on 1 March for secondary phase admissions. The admission number for entry to Year 7 is 220.

### **Sixth form admissions**

The published admission number for entry to year 12 for external students is 5.

All students on roll in Year 11 requesting a place at the point of transfer to Year 12 will have a protected place and will transfer automatically into the 16-19 phase provided they meet the minimum entry requirements. The minimum entry requirement into the Academy sixth form is usually at least 5 GCSEs or equivalent at grade A-C including English and Maths. Some subjects require a B in that subject to proceed at AS level. Entry requirements will be published in the Academy's sixth form prospectus. The oversubscription criteria and definitions for admission to year 12 are the same as those for year 7 outlined below.

In the event of over subscription at the September point of entry, applications will be ranked against the following over-subscription criteria for the Academy. The Academy is required to admit a child with a statement of Special Educational Needs (SEN) if the statement names The Newark Academy before any of the following criteria are applied:

### **Oversubscription - Criteria for Year 7**

1. Children in the care of the Local Authority or previously looked after children.
2. Children without a statement of Special Educational Need whose school placement has been identified by a multi-agency professional team (see explanatory note 1 below).
3. Children living in the catchment area (see explanatory note 3), with a brother or sister at the Academy at the time of admission, and who live at the same address.
4. Other children living in the catchment area
5. Children living outside the catchment area, with an older sibling at the Academy at the time of admission, and who live at the same address.
6. Other children outside the catchment area but nearest the school as measured by the LA computerised distance measuring software (as described below).



### **Explanatory notes**

1. The Academy will provide priority for admission of non-statemented students to the school provided that the appropriate multi-professional teams identify the Academy as the one the child must attend.
2. If there are not enough places to satisfy all the applications under any one criterion, the following will apply:
  - Priority will be given to those living nearest the Academy (from the entrance to the child's home to the principal entrance gateposts of the Academy site on London Road, Balderton).
3. A copy of the Academy catchment map is available at the Academy and can also be made available upon request from the Local Authority.

### **Siblings**

For the purposes of admissions at The Newark Academy a brother or sister is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

### **Multiple birth applications e.g. twins**

In the case of multiple birth applications the published admissions number will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the Newark Academy provided they live at the same address.

### **Parent or parent/carer**

Natural parents, whether married or not, any person who although not a natural parent has parental responsibility for a child or younger person. Any person, who although not a natural parent has care of a child or young person (having care of, means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law, evidence of this responsibility i.e. through the courts may be required).

### **Home address**

The home address is the point from which an Academy place is allocated for the child. A home address is considered to be the parental home where the child spends the majority of their time with the person(s) who have care of the child i.e. at least three school nights per week. Addresses of other relatives or friends will not be considered even if the child stays there for all or part of the week.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of

contracts or the signing of a formal lease agreement. The Academy reserves the right to seek further documentary evidence to support your claim to residence.

The Academy will not allocate a place to anyone moving into the country from outside the UK prior to their arrival in the country. The Academy will then require proof of residence as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify the Academy of any change of address during the admissions process.

### **Distance measurement**

For the purposes of measuring home to school distance all calculations will be measured from the address point of the home to the address point of the Academy using the Local Authority computerised measuring software system. (for the purposes of admissions at The Newark Academy there is a single Address Point, this is the Address Point of the main 11-16 building). In the case of multi-level dwellings such as flats the staircase will be included in the distance measurement.

**Equal Preference with Ranking Allocation Model. If two distances remain equal, the Governors will draw lots to determine which place will be allocated. This process will be independently verified.**

Where the Academy is oversubscribed places will be allocated up to the Published Admissions Number (PAN) in strict priority order.

### **Catchment Map**

A copy of the Academy's catchment map is available on request from the Academy or the Local Authority.

### **Waiting List**

The Academy will operate a waiting list. Where an application for admission to the Academy is unsuccessful the application will be kept on a waiting list until the end of the autumn term to which the application refers. Should a place become available it will be offered to the highest ranking application on the list at the time. No reference is made to the point of application.

### **In-Year admissions.**

The Newark Academy participates in Nottinghamshire County Council's in-year scheme – applications should be made directly to the County Council.

### **Appeals**

An Independent Appeal Panel will be established. The determination of the Appeal Panel is binding on all parties. Appeals should be made directly to the Governors' admissions committee at the Academy in the first instance within 20 school days of the date of refusal.

### **Children from Overseas**

The Local Authority will not allocate a place to anyone moving into the country from abroad prior to their arrival in the county. The Admissions Authority (Academy Governors) will require proof of residency – see definitions. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

### **Applications for Retained or Accelerated application**

The Governors will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained and included with the school place application form.

### **Withdrawal of places**

The Governing Body will consider withdrawing the offer of a place if;

- An address used to support an application is subsequently found to be fraudulent or misleading.
- A child has not started at the school within 21 days of an agreed in-year admission start date.

The Newark Academy participates in Nottinghamshire County Council's Fair Access Protocol.