



Arnold Hill Academy Admission Policy

(2016-2017)

The main principle of admission to the Academy is to reflect its ethos, culture and Family of Schools links.

The published admission number for all year groups from Year 7 to Year 11 in September 2016 is 260.

Children for whom Arnold Hill is the named Academy in an Education, Health and Care plan will be admitted. The Governing Body cannot guarantee a place at the school for any other category of application.

Admission over subscription criteria

Arnold Hill is a very popular Academy and we cannot always accommodate all the children who apply. If the Academy is oversubscribed, the following criteria will be used to determine the allocation of places:

In accordance with the School Admissions Code (2014), the following criteria will be applied:

1. 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 children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).*

Subsequently, where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

2. Children who live in the catchment area on the closing date for applications.
3. Children who live outside the catchment where a member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who live outside the catchment area but who attend the Arnold Hill Family of Schools: Arnbrook; Arnold View; Arno Vale Juniors; Coppice Farm; Ernehale; Mapperley Plains; and Westdale Junior or the linked schools of Arnold Mill and Seely Church of England who were on the roll of one of those schools at the time of the closing date of applications.
5. Other children who live outside the catchment area.

Proximity to school

In the event of an over-subscription of any of the above criteria proximity to the Academy will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the front gate of the pupil's registered home address to the reception office of the main school building using Google Earth. In the event of two or more pupils being equal in respects within a criterion and it is not possible to differentiate between them, that the drawing of lots will be used, supervised by someone independent of the Academy.

Special circumstances

Special consideration will be given to:

1. Children with an exceptional level of need with regard to a physical disability provided written evidence from a registered health professional such as a doctor is received at the time of application.
2. Children of nomadic travellers that live within the catchment area will be given special consideration.

The governors of the Academy will consider each application on its merits to determine whether a place should be allocated. Cases agreed under 'special circumstances' will take precedence over all of the numbered criteria apart from criteria one.

Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time. The offer is expected to be accepted within 14 school days.

Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. Designated officers will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Transfer from Primary to Secondary

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to junior secondary school. Arnold Hill Academy will decide whether to admit the child out of the normal age group. Arnold Hill Academy will make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Admission to the sixth form including admission number for those admitted for the first time

Arnold Hill Academy Post-16 centre presently offers 'A' level and a range of vocational courses. Subsequently we propose the following admissions criteria:

- 5 GCSEs at grades A*- C (including GCSE English and GCSE Mathematics for A Level study);
- A Minimum of grade C in a related GCSE for academic Level 3 courses (B grades are recommended by the Academy);
- A minimum of grade C (or equivalent) in a relevant subject for courses not studied previously

These requirements do not include English oral grades or GCSE half course grades.

The admission number for the Post-16 centre will be 350, of which we anticipate that the minimum number of applications to Year 12 from outside the Academy will be 1.

There will be no upper admission limit for applications to year 12 from outside the school.

A meeting will be held to advise and clarify entrance requirements for particular courses; these are also given in the Sixth Form prospectus.

Over-subscription criteria for the Post-16 centre

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. 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 children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).*

All other applicants:

2. In the event of an over subscription in either criterion, proximity to the school will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from home address to the reception office of main school building using Google Earth.

Where applications are received in respect of twins, triplets or children of other multiple births, Arnold Hill Academy will endeavour in all of these cases to offer places at the Academy admitting above the planned admission number where necessary. The parent/carer will still have a right of appeal against a refusal of a place.

Definitions:

Looked After and 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 children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).*

Parent – 'parent' includes all natural parents whether they are married or not or any person with parental responsibility, or who has care of a child or 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.

Residence – This is defined as the child's permanent place of residence, which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights (i.e. Monday, Tuesday, Wednesday or Thursday) will be taken as 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 permanent residence and other evidence from the court regarding parental responsibilities in these matters may be required.

Additional Information

Waiting Lists

In the event of oversubscription, the Academy will operate a waiting list. A child's place on the list will be determined by the admission oversubscription criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received.

The Governors of the Academy, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Governors along with waiting lists for other over-subscribed year groups. At the end of each academic year, the Academy waiting list will be closed.

Late Applications

Late applications will be processed in line with Nottinghamshire County Council's published co-ordinated scheme. They will be considered, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma.

When the local authority informs the Academy that a place has been offered, the Academy will contact parents for written confirmation that they will accept the place. If this confirmation is not received within the 14 school days, the place will be withdrawn after advising the parent in writing that this is the case.

In Year Admissions

Admissions in year must be submitted to Nottinghamshire County Council. Applications received mid-term will be dealt with in accordance with the criteria. If a place is available in the appropriate year group, then that will be offered. If no places are available, the child's name will be added to the waiting list. The position of the waiting list determined by the Academy's over subscription criteria. Application forms and details about how to apply are available at <http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool>. Transfers are co-ordinated by Nottinghamshire County Council on our behalf and Parents/Carers will need to

apply through a common application form through their home local authority. Late applications (applications received beyond the deadline set by the local authority) will be dealt with in accordance with this policy.

In the event of a place becoming available during the course of a year, an offer of a place will be made from the waiting list.

“Hard to Place Children”

Arnold Hill Academy participates in Nottinghamshire County Council’s Fair Access Protocol. (School Admissions Code 3.9 refers) Special consideration will be given to request form the local area pupil placement panel for “hard to place children” under the Fair access panel.

Independent Appeals

Parents who have been refused a place at the Academy have the right to appeal to an independent panel. Parents wishing to appeal should **write to the Clerk of the Appeal panel at the Academy within 20 school days of notification**. Any queries will be dealt with by the Academy.

Repeat applications in the same academic year will not be considered unless there is significant material change in circumstances

Catchment area

You can check the catchment area for your home address by visiting: <http://www.nottinghamshire.gov.uk/findmynearest>. Catchment maps are held by Nottinghamshire County Council and are available by request at Arnold Hill Academy.