

# ADMISSIONS POLICY

## 2017-2018

*Office Use*

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## **The Elizabethan Academy: Admissions Policy 2017-2018**

The Governors will consider all applications for admission in line with this policy in accordance with the School Admissions Code.

### **Admissions 11-16**

#### **Pupil Admission Number 11-16**

The proposed admission number for Year 7 for 2017 is 170.

#### **Admission Over-subscription Criteria**

Children with an Education, Health and Care Plan that names the Elizabethan Academy will be admitted first.

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

1. All children looked after by a local authority and previously looked after children.
2. Children whose parent is an employee of the Elizabethan Academy on the closing date for applications preceding admission to secondary school and has been for two or more years or who has been recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the academy.
4. Other children who live in the catchment area at the closing date for applications.
5. Children who live outside the catchment area but who are attending one of the linked primary schools in The Elizabethan Family of schools on the closing date for applications preceding admission to secondary school and who will have a brother or sister at the academy at the time of admission.
6. Children who live outside the catchment area but who are attending one of the linked primary schools in The Elizabethan Family of schools on the closing date for applications.
7. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the academy.
8. As an Artsmark school, 10% of the places (17) will be offered to those who can demonstrate an aptitude for the Expressive or Performing Arts.
9. Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the Academy as the crow flies. For applications in the normal year of entry which are managed under the coordinated admissions arrangements distance is measured using software available to the Local Authority and the school governors use this information to rank order applications.

For all other applications, distances are measured from the entrance to the child's home as defined below to the Academy's Reception. Measurements are calculated using the "measure distance" function in Google Maps. Proof of residence may be required by the Academy.

In the event of distances being equal, places will then be allocated by drawing lots which will be independently verified.

### **Twins and Multiple Births**

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

### **Performance and Expressive Arts aptitude test**

Parents who wish to seek a place for their child at the school based upon aptitude in the Expressive or Performance Arts (Art, Music, Drama, Dance) are asked to present their child for audition in the year preceding entry (Year 5) on one of the dates which will be published on the school's website.

Parents who wish their child to audition should request, complete and return an audition application form, which is available from the school at least 14 days before the audition. Further information regarding the audition will then be provided. Please note, taking the audition is not considered an application in itself. Results of the audition will be provided before the end of September in the year of application (Year 6).

Places not filled in this way will be offered to other applicants.

### **Late applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date specified in the coordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, family trauma. Supporting evidence may be required.

When the academy is informed by Nottinghamshire County Council that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within four weeks, the academy will notify Nottinghamshire County Council that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

### **Waiting list**

If, after the offer of places has been made, the academy is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the academy in partnership with Nottinghamshire County Council for the duration of the co-ordinated admissions scheme. Children's position on this waiting list will be determined by the academy's published over-subscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list. Once the coordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the academy. The waiting list will be maintained for the remainder of the current academic year. Your position on a waiting list may change. If any late applications have a higher priority within the admission oversubscription criteria, they will be placed higher than those who have been on the list for some time.

### **Withdrawing an offer**

An offer will not be withdrawn unless it has been offered in error, you have not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where you have not responded to the offer, we will give you a further opportunity to respond and explain that the offer may be withdrawn if you do not. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

In the case of a fraudulent application, we reserve the right to withdraw the offer of a place even after your child has started at the Academy. In deciding whether to withdraw the place, the length of time that s/he has been at the school will be taken into account.

### **Independent Appeals**

Parents have the right to an independent appeals panel if they are not happy with the outcome of their application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Appeals should be in writing and addressed to the Clerk to the Governors c/o the Academy within 20 school days of refusal. Appeals are dealt with under the Schools Admissions Appeals Code 2014.

### **Coordinated admission scheme**

All applications for places in the normal year of entry are processed in line with Nottinghamshire County Council's coordinated scheme.

### **Admission of children outside the normal age group**

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. When applying for a place parents need to make it clear that they are seeking a place outside of the child's normal age group and they should clearly state why. Parents should supply any relevant supporting information such as the child's academic, social and emotional development, the child's medical history and the views of a medical professional where appropriate, and whether the child has previously been educated out of their normal age group. The Academy reserves the right to seek a supporting statement from the child's previous Headteacher. Parents will be informed in writing of the governors' decision with clear reasons for this decision. Parents have a right to appeal if their request is refused but not if a place is offered in the child's normal age group.

### **In-year admissions outside the normal round**

All applications made outside of the normal year of entry should be made directly to the school and will be administered by the Governors in accordance with the Admissions Policy. In the event of a place being available in the appropriate year group an offer of a place at the school will be made. If no place is available the parent will be informed of this along with the right of appeal for the refusal of a place. The Academy participates in Nottinghamshire County Council's Fair Access Protocol.

All applications should be made on the appropriate form on the Academy website, and all applicants should expect to meet with the Vice Principal to ensure that any offer of a place is in the best educational interests of the child. This meeting will not form part of the decision making process on whether to offer a place.

In certain circumstances, the Academy reserves the right to offer a place to a child outside of the normal age group, especially where their education has been disrupted through ill health or other non-attendance.

Unless re-locating to our catchment, we would discourage parents from applying for a transfer into Year 10 or 11, as this can have a detrimental impact on their child's education.

## **Children of UK service personnel (UK Armed Forces)**

The Academy will allocate places to children of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in that area, in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address in accordance with Section 2.18 of the Admissions Code when considering the application against its oversubscription criteria.

## **Post-16 Centre**

### **Post 16 Admissions**

The admission number for external students is 25.

The Elizabethan Academy is a partner in the Retford Post 16 Centre which brings together students from The Elizabethan Academy, Retford Oaks Academy and North Nottinghamshire College.

The overall capacity of the centre is 450, including external students. NNC have an allocation number of 50 students therefore resulting in a school capacity of 400, of which 240 places are available to Year 12 (120 from each school).

If fewer than 120 of the Academy's own Year 11 pupils transfer into Year 12, additional external pupils (above the admission number of 25) will be admitted until Year 12 meets its capacity of 120.

In the event of one Academy being oversubscribed and the other under-subscribed, the surplus places will be made available to the oversubscribed Academy. In the event of both schools being oversubscribed then each school/academy will apply its own admissions criteria. Criteria for the Elizabethan Academy are set out above.

Applications are handled in the same way as other applications outside the normal year of entry. Any applicant refused entry can appeal against the decision. Should oversubscription criteria be required, they will be the same as for Year 7.

Both internal and external students wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form. All students will have to complete an initial assessment in English and Maths as part of their enrolment process irrespective of their GCSE results. Those who achieve below Level 2 must attend a support programme as part of their studies.

In addition to the sixth form's minimum academic entry requirements, students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the Post-16 prospectus and in the LA composite admissions prospectus.

Parents have the right to an independent appeals panel if they are not happy with the outcome of their application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Appeals should be in writing and addressed to the Clerk to the Governors c/o the Academy within 20 school days of refusal. Appeals are dealt with under the Schools Admissions Appeals Code 2014.

Our policy is to ensure that students accepted into the Sixth Form can be placed on appropriate courses where they are likely to succeed. To facilitate this, all applicants will have a meeting with an academy member of staff to discuss the most suitable courses of study. This does not form part of the admissions process.

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### **Definitions:**

#### ***Looked after Children and previously looked after children.***

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)

#### ***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, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, the address where the child permanently spends at least three '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. Proof of residence and other evidence from the court regarding parental responsibilities in these matters may be required.

In all cases all those with parental responsibility must be in agreement with the preferences made.

#### ***Siblings***

The governors define brother and sister as being those children who share the same biological parents. This includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

**Parents**

Section 576 of the Education Act 1996 defines ‘parent’ to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a 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.

**Catchment area**

Details of the school’s defined catchment area can be obtained from the school.

**Closing date**

This is the deadline for the application of the Common Application as defined by the Local Authority in their coordinated scheme.

***The linked primary schools in The Elizabethan Family of Schools are:***

Carr Hill Primary, Everton Primary, Harworth Church of England Academy, Mattersey Primary, North Wheatley CE Primary, Ranby CE Primary, Ranskill Primary, St Joseph’s Catholic Primary School, Sturton CE Primary, Sutton cum Lound CE Primary.

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Related policies: SEND Policy; Single Equality Policy