

## Retford Oaks Academy

### Admissions Policy 2017 - 2018

#### Admissions Numbers:

Year 7	240
Year 12	25 (see Post 16 Admissions)

#### Year 7 Admissions

Applications need to be made via Nottinghamshire County Council by contacting the customer service desk on 0300 5008080 or online using their unique reference number (For full details, please refer to the County Council's website [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)).

In the event of over-subscription, after Children with a Statement of Special Needs, where the Retford Oaks Academy is named in the Statement are admitted the following criteria will be applied, in priority order, to determine which applications will be granted:

1. Looked After Children and previously looked after children

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 residence order or special guardianship order). Previously looked after children are those who were adopted immediately following having been looked after. 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 1989. 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, at the time of admission, have a sibling<sup>1</sup> attending Retford Oaks Academy
3. Children who attend a "Retford Oaks Family" Primary School

*Beckingham Primary School  
Bracken Lane Primary School  
Clarbrough Primary School  
Misterton Primary School  
Leverton CE Academy  
Ordsall Primary School*

*Rampton Primary School  
St Peter's CE Aided Primary School  
(Gringley-on-the-Hill)  
St Swithun's CE (Aided) Primary School  
Thrumpton Primary School  
Walkeringham Primary School*

4. Other children.

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<sup>1</sup> For Academy Admissions a sibling is considered to be; 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 the LA placed in a foster family with other school age children, or previously been in the care of the LA, stepchildren, stepchildren not related but living as a family unit where parents both live at the same address. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using the local authority's computerised distance measuring system.

In the event of two distances being equal, the local authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

Please note that proof of address may be required in the form of utility bill, driving licence, council tax payment schedule, benefit letters, solicitor's letter confirming completion of house move or signed tenancy agreement

### **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 that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (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 if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of application. Informal arrangements between parents will not be taken into consideration.

### **Special Circumstances**

The following groups of children will be given special consideration in their application to the Academy:

Children whose particular medical needs, mobility support needs, EHC Plan or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional at the time of application.

The Academy Admissions Board will, in consultation with the Principal, consider each case on its merits and determine the allocation of any such places. Cases agreed under 'special circumstances' will take precedence over all but the first of the numbered criteria.

### **Admissions to year groups other than the intake year (in-year admissions)**

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the academy. If places are available within the year group, applications will be considered in accordance with the above admission criteria. If places are available, the child will be admitted to the academy.

Applications need to be made via Nottinghamshire County Council by contacting the school admissions team on 01623 433499 (For full details, please refer to the County Council's website [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)). The school is then notified that an application has been made. The school will arrange to meet with the child and parent/carer. Applicants will be notified of the outcome by Nottinghamshire County Council.

## **Fair Access Protocol**

Retford Oaks Academy subscribes to the Nottinghamshire County Council Fair Access Protocol. The Nottinghamshire Fair Access Protocol ensures that unplaced and vulnerable children and young people will be offered a place at a suitable school as quickly as possible. It has been revised to take account of the 2012 School Admissions Code discussions at the Joint School Admissions Forum and the development of additional protocols for placing vulnerable children this is available on the Nottinghamshire County Council Website

The Protocol works in partnership with schools, parents and carers to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

## **Post 16 Admissions**

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

The overall capacity of the centre is 450 (plus St Giles). 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 school/academy being oversubscribed and the other under-subscribed the surplus places will be made available to the oversubscribed school/academy.

In the event of both schools being oversubscribed then each school/academy will apply its own admissions criteria.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

In addition to the sixth form's minimum academic entry requirements pupils 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 academy's prospectus and in the LA composite admissions prospectus.

In each year group Retford Oaks Academy will operate a waiting list where in any year the academy receives more applications for places than there are places available.

It will operate until the end of December in the admission year. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

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.

### Right of Appeal

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 Nottinghamshire County Council Websites. Strict timelines for appeals apply. Appeals should be lodged within 20 school days of the date of the outcome of the application.

### Definitions

Parent the mother of the child, the father of the child if 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, an adoptive parent

any other person who has acquired parental responsibility through the courts; evidence of this may be required.

Review Date:  
Autumn Term 2015

Date of Next Review:  
Autumn 2016

### Equality Analysis:

**Positive Impact +**

**Negative Impact –**

**Neutral Impact 0**

Complete the top part of each section, if there is a positive or negative impact expand in the box below

Disability	Religion	Gender	Sexual Orientation	Age	Other
+ (1)					
(1) The Admissions policy states, in line with National regulations that students with a statement of special educational needs, which may include areas covered under the definition of disability are awarded places at the academy before the admissions criteria come into effect.					