

## **Admissions Policy 2017-2018**

The published admission number for all year groups from Year 7 to Year 11 in September 2017 is 260. Children for whom Arnold Hill is the named Academy in an Education, Health and Care plan will be admitted.

### **Oversubscription 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 the order set out below:

1. A looked after child or a child who has previously been looked after.
2. Children who live in the catchment area on the closing date for applications.
3. Children who live outside the catchment area but the parent is a member of staff and 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, Coppice Farm, Ernehale and Mapperley Plains and were on the roll of one of these schools at the time of the closing date of application.
5. Other children who live outside the catchment area.

### **Oversubscription within any Criterion**

In the event of oversubscription within any criterion, preference will be given to the children who live nearest to the school. Distance will be measured using the Local Authorities' computerised measuring system 'Google Earth' and will be as 'the crow flies' from the front gate of the child's registered home address to the main doors of the school reception. In the event of two distances being equal lots will be drawn and independently verified.

### **Admission to the 6th Form**

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 limit for applications to Year 12 from outside the school is 25. A meeting will be held to advise and clarify entrance requirements for particular courses; these are also given in the 6<sup>th</sup> Form prospectus. This meeting will not form part of the admissions process. Details of how to apply for a place in the Sixth Form can be found on the Academy's website.

### **Oversubscription Criteria for the 6th Form**

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 or a child who has previously been looked after.
2. Proximity to the school will be used with those living nearer being given priority.

### **Additional Information**

#### **Waiting Lists**

In the event of oversubscription, the Academy will operate a waiting list for years 7-11. A child's place on the list will be determined by the admission over-subscription criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The waiting list for Year 7 will be maintained until 31<sup>st</sup> December of the school year of admission and for other years for the minimum of one term.

#### **Co-ordinated Admission Scheme**

All applications for places in the normal year of entry (Year 7) are made to the home local authority on the common application form. For entrance to the school in September the closing date of the co-ordinated admission scheme is 31<sup>st</sup> October in the preceding year. Places are offered on National Offer Day which is 1<sup>st</sup> March.

#### **Late Applications for Year 7**

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. Supporting evidence may be required. The deadline for late applications will be in line with the Nottinghamshire County Council's published co-ordinated admissions scheme arrangements.

#### **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 Academy's criteria. If a place is available in the appropriate year group, then that will be offered. If places aren't available parents will be notified. Application forms and details about how to apply are available at:

**<http://www.nottinghamshire.gov.uk/education/school-admissions/changing-school>**

Transfers are co-ordinated by the Nottinghamshire County Council on our behalf and parents will need to apply through a common application form through their Local Authority. Repeat applications in the same academic year will not be considered unless there is significant material change in circumstances.

#### **Hard to Place Children**

Arnold Hill Academy participates in Nottinghamshire County Council's Fair Access Protocol (School Admissions Code 3.9). Special consideration will be given to requests from 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:

Julie Fox - Admissions Officer

Arnold Hill Academy

Gedling Road

Arnold

Nottingham

NG5 6NZ

within 20 school days of the Academy refusing a place. Any queries will be dealt with by the Academy.

### Catchment Area

You can check the catchment area for your home address by visiting:

<http://www.nottinghamshire.gov.uk/findmynearest>. A catchment map for Arnold Hill Academy is available by request to the school or can be viewed on the school's website.

### Withdrawing an Offer of a Place

Places may be withdrawn if:

- an offer of a place was made on the basis of inaccurate information being submitted
- a parent fails to respond to an offer of a place within 20 school days
- a parent accepts a place but fails to send their child within 20 school days (without a valid reason)

Places cannot be 'kept open', i.e. we cannot offer a place to a child that is not intending to come to the school until the family have moved to the area but want the place before they move.

### Admission of Children outside the Normal Year of Entry

All applications made outside of the normal year of entry must be done in writing to the Nottinghamshire County Council Admissions Team. Decisions will be made on the circumstances of each case and in the best interests of the child. Views of the parent and the head teacher will be taken into account. If a place is refused the parent has the right to appeal but this does not apply if they are offered a place but it is not in their preferred age group.

### Definitions

#### 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/s.*

### **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 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.*