

The Holgate Academy

"Respect For All, Achievement For All"

# Admissions Policy

|                            | Date          |
|----------------------------|---------------|
| Reviewed by Policy Owner   | April 2016    |
| Reviewed by Portfolio Team | November 2015 |
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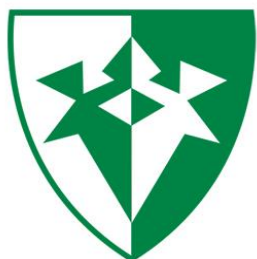
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A Member of the Diverse Academies Learning Partnership



# The Holgate Academy

"Respect For All, Achievement For All"

## Admissions Policy 2017 - 18

### Admissions Numbers:

Year 7: 240

Year 12: 61

### Year 7 Admissions Oversubscription Criteria

Children with a Statement of Special Needs or Education, Health and Care Plan, where the Holgate Academy is named in the Statement or Education, Health and Care Plan will be admitted. In the event of oversubscription, all other applications will be considered in the following priority order:

#### 1. Looked After Children.

Looked After Children and previously looked after children (as outlined in the School Admissions Code (2012) paragraph 1.7)

*A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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 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, will have a sibling attending the Holgate Academy.

*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 as the child, stepchildren, stepchildren not related but living as a family unit.*

### **3. Children who attend a “Holgate Family” Primary School.**

Holgate Primary school  
Beardall Fields Primary School  
Broomhill Junior School  
Edgewood Primary School  
Hawthorne Primary School  
Hillside Primary School  
Leen Mills Primary School

### **4. Other children.**

In the event of over-subscription within any criterion, preference will normally be given to children who live nearest to the school ‘as the crow flies’ from the front gate of the pupil’s registered home address to the reception office of the main school using the Local Authority software.

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

Random allocation will be used as a tie-break in all criteria above to decide who has highest priority for admission if the distance between a child’s home and the Academy is equidistant in any individual case.

### **Special Circumstances**

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

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

Children whose parents are members of the armed services.

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**

Admissions in year must be submitted to Nottinghamshire County Council. 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.

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

## **Post 16 Admissions Eligibility**

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.

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.

### **Oversubscription criteria - 6<sup>th</sup> Form**

**When the sixth form is undersubscribed all applicants will be admitted.**

When the Academy is oversubscribed, after the admission of students with Statements of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Education, Health and Care Plan. Priority for admission will be given to those children who meet the criteria set out below:

1. Looked After Children and previously looked after children (as outlined in the School Admissions Code (2012) paragraph 1.7)

*A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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 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. In the event of over-subscription within any criterion, preference will normally be given to children who live nearest to the school 'as the crow flies' from the front gate of the pupil's registered home address to the reception office of the main school.

*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.*

Random allocation will be used as a tie-break for all categories above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any individual case.

## **Waiting Lists**

In each year group The Holgate 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. Each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission, each added child will require the list to be ranked again in line with the oversubscription criteria.

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.

## **Appeals**

Following refusal of an application, applicants have the right to appeal to an independent appeals panel. This can 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. Appeals should be lodged within 20 school days of the date of notification of refusal.

## **Fair Access Protocol**

The Holgate Academy participates in Nottinghamshire County Council's Fair Access Protocol (School Admissions Code 3.9 refers).