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## **Admissions Policy 2018-2019**

**Reviewed by:** Local Academy Board on 10.10.16  
and Mr T Jackson on 14.11.16

**Statutory Policy**

*Due regard has been given to the Equalities Act 2010*



Diverse Academies  
Learning Partnership

## **Admission to East Leake Academy**

Nottinghamshire County Council continues to administer the admissions process for East Leake Academy and entry is still based upon the admissions criteria. For full information on how to apply, please visit <http://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>

The applications process is co-ordinated and for those children who live outside of Nottinghamshire County, parents/carers should apply on a common application form through their 'home' authority.

The application process for Year 7 opens in August each year and closes in October. Exceptional late applications and changes to preference must be received by the local authority by December. National Offer Day is in March. For the full information on key dates for applications, please visit <http://www.nottinghamshire.gov.uk/education/school-admissions/key-dates>

For in-year admissions, details about how to apply are available at <http://www.nottinghamshire.gov.uk/education/school-admissions/changing-school>

For further information regarding catchment areas, please visit the Nottinghamshire County Council website <http://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>

Open Days at East Leake Academy are held in June each year, and October each year for Sixth Form, for prospective pupils and parents. Dates and times will be advertised on the school website and in the local press.

## **Admission Numbers**

The East Leake Academy has the following admission numbers:

- Year 7-11: 210 students
- Year 12 & 13 combined: 210 (of which Year 12: 120 and Year 13: 90)

The external PAN for Year 12 is 30.

If fewer than 120 of the Academy's own Year 11 students transfer into Year 12, additional external students will be offered a place until the Sixth Form meets its capacity of 210. All students completing Year 11 at East Leake Academy, and meeting the academic entry requirements for Year 12 subjects on their application, will transfer into Year 12, even if the PAN number is exceeded. The oversubscription criteria will only apply after ELA students have been admitted. Offers for external students will be made on condition of the academic entry requirements, following a meeting with the Director of Post 16 Studies to discuss options. (This meeting will not form part of the decision making process on whether to offer a place, which will be based on the Year 12 oversubscription criteria below.)

## Oversubscription Criteria for Year 7-11

When the school is undersubscribed all applicants will be admitted.

When the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- (1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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 (see the definition in Section 22(1) of the Children Act 1989). (See definition 1).
- (2) Children who live in the catchment area and who, at the time of admission (see definition 2), will have a sibling attending the school.
- (3) Other children who live in the catchment area.
- (4) Children of staff who have been employed at East Leake Academy for at least two years and/or are recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (5) Children who live outside the catchment area but who are attending an East Leake Academy linked Primary school on the closing date for applications and who will have a sibling (see definition 3) at East Leake Academy at the time of admission.
- (6) Children who live outside the catchment area and who, at the time of admission, will have a sibling attending East Leake Academy.
- (7) Children who live outside the catchment area but who are attending an East Leake Family linked primary school on the closing date for applications.
- (8) 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 school. Distances are measured from the front gate of the student's registered home address to the reception/office of the main school, as the crow flies, using Google Maps. In the event that these distances are exactly the same a tie breaker through 'lot draw' will take place. This will be a random allocation by lot, drawn by someone independent to the Local Authority and School.

### Proof of Address

Three documents to confirm proof of address may be required in the form of:

1. Solicitors letter confirming completion of a house move, signed tenancy agreement or rent book
2. Utility bill, driving licence or evidence of council tax payment schedule.
3. Child benefit book, child tax credit record or doctor's record

## Definitions

### 1. Looked After Children/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 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

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).

### 2. Time of Admission

At the '*time of admission*' for the above purpose means on roll at the school at the time of admission.

### 3. Sibling

For school admissions the academy will consider the following as sibling:

- A brother or sister who shares 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 a local authority placed in a foster family with other school age children
- Stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

## Linked Primary Schools

Linked Primary Phase Schools within the East Leake Family of Schools:

Brookside Primary  
Costock CofE Primary  
Gotham Primary  
Hathern Primary  
Lantern Lane Primary  
Normanton-on-Soar Primary  
Sutton Bonington Primary

## In Year Admissions

East Leake Academy participates in Nottinghamshire County Council's in-year coordinated scheme. It is not possible to apply online for in-year school places. You should contact Nottinghamshire County Council on 0300 500 8080 for information about where to apply for an in-year school place. Further details are available at <http://www.nottinghamshire.gov.uk/education/school-admissions/changing-school>.

In year admissions to any year group will be dealt with according to our oversubscription criteria.

## Special consideration for all Year Groups

Special consideration may be given to applications that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the **only** school which could cater for the child's particular needs. This might include medical needs, mobility support needs, special educational needs or other social circumstances. The evidence must be presented at the time of application. The appropriate designated officers will consider the written evidence provided to decide whether the application may be processed as special circumstances. Admission under special circumstances will have priority over all but the first numbered criterion.

## 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.

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 East Leake Academy 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 to East Leake Academy for children out of the normal age group

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 East Leake Academy. It will be for the admission authority of East Leake Academy to decide whether to admit the child out of the normal age group. The admission authority must 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 of the child.

## Year 12 Admissions & Oversubscription Criteria

When the Sixth Form is undersubscribed, all applicants will be admitted if they fulfil the conditions of their Sixth Form offer. Offers of places are made after the formal interview process, which forms part of the Sixth Form application process. The Academic Entry Requirements are the same for internal and external applicants. Further information on applying to our Sixth Form, and an application form, can be found on our website [http://www.eastleake-ac.org.uk/?page\\_id=2627](http://www.eastleake-ac.org.uk/?page_id=2627)

### Academic Entry Requirements:

AS/A-Level Studies: At least five A\*- B Level 2 qualifications, of which all must be GCSE subjects, including English and Mathematics (Grade 5+ in English and Maths from 2017 entry). Applicants need to achieve a Grade B or higher in a subject they are applying to study at AS Level if they have completed the subject at GCSE.

To study Mathematics, the following entry requirements apply:

Core Mathematics – GCSE Grade 5+

AS Mathematics – GCSE Grade 6+

AS Further Mathematics – GCSE Grade 7+

AS English Language or Literature – GCSE Grade 6+

Enquiries should be emailed to our Head of Post 16 Studies at [sixthform@eastleake-ac.org.uk](mailto:sixthform@eastleake-ac.org.uk)

Level 3 BTEC Courses (no AS courses): At least five A\*-C Level 2 qualifications (GCSE or equivalent) are required to gain entry to East Leake Academy Sixth Form, including a Grade 4+ in GCSE Mathematics and English (Language or Literature).

When the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- (1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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 (see the definition in Section 22(1) of the Children Act 1989). (See previous definition 1)
- (2) Children who live in the catchment area and who, at the time of admission, will have a sibling attending the school (see previous definition of sibling).
- (3) Other children who live in the catchment area.

- (4) Children who live outside the catchment area who will have a sibling at East Leake Academy at the time of admission.
- (5) 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 school. Distances are measured from the front gate of the student's registered home address to the reception office of the main school, as the crow flies, using Google Maps. In the event that these distances are exactly the same a tie breaker through 'lot draw' will take place. This will be a random allocation by lot, drawn by someone independent to the Local Authority and School.

## **Appealing an Unsuccessful Application**

If a student has been refused a place, the parents have the right to appeal against the decision which will be heard by an Independent Appeal Panel. An appeal must be lodged within 20 school days of receipt of the letter. Advice on how to lodge an appeal will be included in the letter advising that a place has been refused and more details on the appeals process can be found on the County Council's website [www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision](http://www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision)

## **Waiting Lists**

In Year 7 and Year 12 the Academy will operate a waiting list where in any year East Leake Academy receives more applications for places than there are places available. It will operate until the end of the first term of the academic year of admission. Names will automatically be placed on the waiting list following an unsuccessful application unless we hear from parents to the contrary.

We do not operate a waiting list for any other year group.

A child'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.

Priority will not be given to children based on the date the application was received or the date their name was added to the list. Looked after Children, previously looked after children and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

## **Fraudulent Applications**

The offer of a place will be withdrawn if it has been obtained through a fraudulent or intentionally misleading application.

## **Fair Access Protocol**

East Leake Academy participates in Nottinghamshire County Council's Fair Access Protocol.