



## Newark Academy

### Admission Policy 2018-2019

Newark Academy belongs to the Torch Academy Gateway Trust.

The Trust Board have a responsibility to ensure that this admissions policy is implemented and delegates this responsibility to the school, which is its own admissions authority.

Nottinghamshire County Council continues to administer the admissions process and the school participates in Nottinghamshire County Council's co-ordinated scheme for both intake and in-year.

Newark Academy does not believe in any form of selection, either on the basis of the school's specification or on any other criterion.

The published admissions number for Year 7 in September 2018 is 210.

If more applications are received than places available, applications will be ranked against the following over-subscription criteria for the school. The criteria will be applied in the priority order indicated below.

#### **Admission Oversubscription Criteria for Year 7**

The school will admit a child with a Statement of Special Educational Need if the Statement names Newark Academy, before any of the following criteria are applied:-

1. Children looked after by a local authority or previously looked after children.
2. Children whose parent is an employee of Newark Academy and has been employed for two or more years at the time at which the application for submission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children who live in the catchment area and who, at the time of admission, will have an older sibling attending the school.
4. Other children who live in the catchment area.
5. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school and who will have a brother or sister at the school at the time of admission.
6. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
7. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school.
8. Other children who live outside the catchment area.

In the event of oversubscription, with any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance building of the school. This will be calculated by using computer software, which is currently Microsoft Auto route 2013.

### **Distance Tie Breaker**

In the event of needing to discriminate between students living an equal distance from the school, names will be drawn randomly from a hat.

### **Twins and Multiple Births**

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

### **Key Terms and Definitions**

#### **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, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 '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.

Evidence that a child's place of residence is **permanent** may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The Governors Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

#### **Looked after child 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)

#### **Parents**

For school admissions the governors will consider the following as parents:-

- The mother of the child
- An adoptive parent
- The father of the child where he was married to the mother either when the child was born or at a later date

- The father of the child if (since December 2003) he was registered as the father on the birth certificate
- Any other person who has acquired 'parental responsibility' through the courts.

### **Siblings**

For school admissions the governors 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 to 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.

### **Children of UK Service Personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to an admission authority area, or crown servants returning to live in that area, admission authorities must allocate a place (2.18 Admissions Code 2014).

### **Admission of Children Outside the Normal Age Group**

Parents may seek a place for their child outside of the normal age group. Children should only be educated outside 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. The view of the Head of School at Newark 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.

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 Secondary School – 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 junior secondary school. It will be for Newark 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 the child has been educated in up to that point.

### **Independent Appeals**

Places in year 7 at Newark Academy for September 2018 will be allocated on 1<sup>st</sup> March 2018 and advised thereafter. Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should do so via Democratic Services, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham, NG2 7PQ (tel: 0300 500 8080 for an appeal form) within 20 school days of

notification. Notification of appeals date will be given with at least 10 school days' notice and the deadline for submission of written case will normally be 6 working days in advance of the hearing date. Independent appeals panel hearings will be held at Nottinghamshire County Council.

### **Fair Access Protocol**

Newark Academy observes the Fair Access Protocol and Governors may accept vulnerable children outside the normal admissions round.

### **Sixth Form Admissions**

Students on roll in Year 11 who meet the academic entry requirements can progress into Year 12 if they wish to do so.

### **Minimum Entry Requirements**

5 x Grade 5 or above (including English and Maths) with Grade 6 at GCSE level being the minimum entry requirements for the A level subjects to be studied.

### **Waiting Lists**

The school will operate a waiting list until 31<sup>st</sup> December of each school year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

### **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 2 December 2017, the date specified in the Nottinghamshire County Council 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 and family trauma. Supporting evidence may be required.

### **In-year Admissions**

Newark Academy participates in Nottinghamshire County Council's in-year co-ordinated scheme. Application forms and details about how to apply are available at

<http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/>

If a place is not available in the year group for which a student applies the academy operates a waiting list. Names are placed on this waiting list in the rank order of our published over-subscription criteria, not in the date order by which they are received.

### **Linked Primary Schools**

Chuter Ede Primary School  
John Hunt Primary School  
The William Gladstone C of E Primary School  
Barnby Road Academy

St Peter's Cross Keys C of E Primary School  
Coddington C of E Primary School  
Manners Sutton Primary School  
Bishop Alexander L.E.A.D. Academy  
Winthorpe Primary School  
All Saints Anglican Methodist Primary School  
Lovers Lane Primary School  
Mount C of E Primary School  
Holy Trinity Catholic Primary School