



---

THE

---

# SUTHERS

## SCHOOL

Admission Arrangements for 2017



## Introductory statement

Newark Toot Hill Free School is a new 11-18 secondary school being proposed by the Nova Education Trust for the Newark area.

Newark Toot Hill Free School is a response to the increasing student numbers in local primary schools and the choice many Newark parents make to send their children to Toot Hill School in Bingham for their secondary education. With this clear demand for a new, high achieving secondary school in Newark, the Free School will offer the same achievement focused approach to education that has made Toot Hill an OFSTED 'Outstanding' school.

## Admission number

The school has an admission number of 90 for entry in year 7. The school will accordingly admit this number of pupils if there are sufficient applications.

Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

## Application process

The school will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be sent to Stephanie Bird at the following address [stbird@torchacademy.co.uk](mailto:stbird@torchacademy.co.uk)

The closing date for applications is Tuesday 31st January 2017 at 5pm.

Offers will be made on Friday the 31<sup>st</sup> April. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.



## Oversubscription criteria

When the academy/free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to the siblings of pupils attending the school at the time the application is received
3. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.
4. Priority will next be given to children living within the catchment area set out in the map at the end of this policy. Children living on the boundary line will be considered to be living within the catchment area.
5. Other children

## Tie-break

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. The school's location has been determined by the Department for Education as 53.042810, -0.776028 for the purposes of applications prior to construction work starting on the building.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.'



## Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

## Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the Academy Trust and 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. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Stephanie Bird on 01949 863045 by 1<sup>st</sup> May 2017 for information on how to appeal.



## Notes:

### Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

### Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.



## Catchment Map:

