



**THE MINSTER SCHOOL SOUTHWELL**  
**EXTERNAL ADMISSION TO Y12 in SEPTEMBER 2019**

**Ethos Statement**

*“Recognising its historic position within the Foundation of Southwell Minster, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Cathedral, Parish and Diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to its students and all other members of the school community.”*

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

**Admission Arrangements for External Applicants**

All parents or students seeking a place must submit a Minster School Sixth Form Application Form. Provisional places will be allocated to those who have applied by the closing date, Friday 23<sup>rd</sup> November 2018, and will be confirmed after the publication of results to those meeting the academic entry requirements.

Applications are welcomed from outside of Year 11. The Published Admission Number (PAN) for external entry into Y12 will be 30. Further places may be awarded if there are places available, for any applications received after the closing date.

Students who have a Statement of Special Educational Need or an Education, Health and Care Plan (EHCP) where the Minster School is named will be admitted.

**Over-subscription Criteria**

In the event of there being more applicants than places available, the deciding factors will be, in order of priority:

- a) A **“looked after child” or a child who was previously looked after**. 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) See definitions page.
- b) Students who have a sibling (as defined below) on the Minster School roll at the time of entry into Y12
- c) \* Whether either parent and / or the student currently worships at least monthly and has / have done so for at least two years, at a Church of England Church as a communicant, and is living in the Catchment Area (see below) at the time of entry to Y12
- d) \* Whether either parent and / or the student currently worships at least monthly and has / have done so for at least two years at a Church of England Church as a communicant.
- e) \* Whether either parent and / or the student currently worships at least monthly and has / have done so for at least two years at a Church of England Church and, but who are not communicants.

*Applicants who wish for religious commitment to be considered should complete the relevant section of the Supplementary Form and have it counter-signed by their Minister of Religion. This factor cannot be considered without such verification.*

In the event of oversubscription within all but the first criterion, preference will be given to the child living nearest the school as the crow flies. Distances are measured from the entrance to the child’s home to the principal entrance of the main administrative building of the school, using computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

**Appeal**

All applicants who are refused a place in the school have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place to the clerk of appeals at Rothera Sharp, Nottingham and to the school. Full details are available from the school.

### **Waiting List**

In the event of over subscription, and where an application has been refused, the school will operate a waiting list in line with Local Authority arrangements. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The Governors of the school in partnership with the Local Authority will administer the waiting list for the duration of the co-ordinated admissions scheme. Inclusion on the waiting list does not mean a place will eventually become available.

### **Late and In-Year Applications**

Late applications are those submitted after the closing date for the Nottinghamshire co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date outlined in the coordinated scheme, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. All other applications received after this date will be considered late.

Applications for in-year admissions will be processed in line with Nottinghamshire County Council's in-year coordinated scheme. In the event of a place being available in the appropriate year group then that will be offered. If no places are available the application will be refused and you will be given the right to appeal. Waiting lists are not held for in-year applications.

## **SOME DEFINITIONS**

### **Minimum Entry Requirements**

Students commencing a standard 4 A level programme will need to have achieved at least 5 GCSEs or equivalent at grade 4 - 9 or above in separate subjects to include English and Maths. There are additional GCSE grade requirements for individual A Level subjects, and these are detailed in the Sixth Form Prospectus.

### **Brothers and sisters**

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### **Parent**

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not; and
- Any person who, although not a natural parent, has parental responsibility for a child or young person; and
- Any person who, although not a natural parent, 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 (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through:

- Being granted a residence order;
- Being appointed a guardian;
- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare); or
- Adopting a child.

### **Residence**

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 address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three 'school' nights, i.e. 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. The Governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

**Looked After and Previously Looked After**

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) 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 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).

For admissions purposes only, term dates are defined as:

*Autumn Term 1 September - 31 December Spring Term 1 January - 31 March Summer Term 1 April - 31 August*