



**ASHFIELD
SCHOOL**

THE TWO COUNTIES TRUST ADMISSION POLICY: ASHFIELD COMPREHENSIVE SCHOOL 2025-26

Date of approval: 14/12/2022



The Two Counties Trust is a family of academies with a shared ethos, common values and collective goals. The Trust has a clear mission which is to transform the lives of our students and to release their potential through excellent education and the opportunity to acquire new skills. All academies within the Trust are united in their vision to rapidly improve the learning experience of their students and raise the aspirations of the local communities which they serve. The admission arrangements for our academies reflect their own local communities and their distinctive and individual academy ethos.

This policy has been written in accordance with the DfE's Schools Admission Code (September 2021).

The Two Counties Trust is the Admissions Authority for all academies within the Trust, who have determined that all admissions for entry into 2025/26 will be co-ordinated through the Local Authority's co-ordinated admission arrangements.

1. The Application Process

Parents/Carers of Year 6 children should apply for a place within one of our academies either online via the home Local Authority's website or on the home Local Authority's Common Application Form (CAF), which must be completed and returned by 31 October to be considered as an on-time application.

All applications received by the relevant closing date will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved oversubscription criteria for each academy. All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on-time. If an application is late due to exceptional circumstances a request can be made to the Trust to take those circumstances into account.

It is the legal responsibility for the Local Authority where the child resides to co-ordinate this process.

Derbyshire residents should apply through:

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

Nottinghamshire residents should apply through:

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

Residents outside of Derbyshire and Nottinghamshire should apply for a place through their own Local Authority.

2. Exceptional Circumstances

If a change of circumstances takes place after the closing date for applications, but before all places have been ranked and allocated by the Local Authority, the exceptional circumstances may be taken into account during the allocation process. Evidence is required to support any request to consider any request to consider exceptional circumstances.

The Trust, as Admission Authority, will decide if the change of circumstances is 'exceptional'.

3. Decisions

All decisions about admissions will be made using this policy and relevant oversubscription criteria for each academy.

All offers for normal admission round Year 7 places will be made on National Offer Day 1st March, or the next working day by the home Local Authority.

All offers for in-year places will be made within ten school days of application.

4. Oversubscription

Children who have an Education, Health and Care Plan which names the academy will automatically be offered a place.

If your child has an education, health and care plan, different arrangements apply and you should contact your home Local Authority.



Priority is given to Looked After Children and all previously Looked After Children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

The academy may request sight of the adoption order, child arrangements order or special guardianship order together with a letter from the Local Authority that last looked after the child, confirming that they were looked after immediately prior to the order being made.

Other applications are then ranked in order following the academy's determined admission criteria, which is detailed in the 'oversubscription criteria' section. Please note a place cannot be guaranteed for any child, even those living in an academy's normal catchment area.

5. Catchment Areas

Catchment area details are detailed in the links below or by visiting the residing authority websites.

www.nottinghamshire.gov.uk/schoolcatchments

www.derbyshire.gov.uk/education/schools/school-places/secondary-admissions/parents-guide/howto-apply/find-your-nearest-school/find-your-nearest-school.aspx

A map of our catchment area can be found on our school's website.

<https://www.ashfield.ttct.co.uk/wp-content/uploads/sites/5/2021/09/Ashfield-School-Catchment-Area.pdf>

6. Waiting Lists

In the event of oversubscription, the academy may operate a waiting list. If a waiting list is held, the child's place on the list will be determined by the oversubscription criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

7. In-Year Admissions

All applications made outside of the normal year of entry should be made directly to the academy at <https://ashfield.applicaa.com/inyearform>. If a place is available in the appropriate year group, then that will be offered. If no place is available, the application will be refused and a right of appeal offered.

8. Independent Admission Appeals

8.1 Year 6 into Year 7 appeals (normal admissions round)

Parents who have been refused a place into the normal round of admissions from Year 6 into Year 7 have the right to appeal this decision to an independent panel. Parents wishing to appeal should contact Nottinghamshire County Council at <https://www.nottinghamshire.gov.uk/education/school-admissions/appeal-a-school-admission-decision>

8.2 In-Year admission appeals

Parents who have been refused an in-year place at the academy have the right to appeal this decision, which will be managed through Notts County Council. Parents wishing to appeal should complete the appeal form, which can be found on the academy's website. <https://www.ashfield.ttct.co.uk/information/admissions/>

Appeals will be held in line with the DfE's School Admission Appeals Code (October 2022).

9. Withdrawing an Offer or a Place

The academy will not withdraw an offer of a place unless it has been offered in error, a parent/carer has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Following an in-year offer of a place, the admission authority requires acceptance from parents/carers within 10 school days of the offer being made.

Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

No academy within the Trust will withdraw a place once a child has started at the academy, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has



been at the academy will be taken into account. Each case will be considered individually and it may be considered appropriate to withdraw the place if the child has been at the academy for less than one term.

10. Admission of Children outside of their Normal Age Range

Parents may seek a place for their child outside of their normal age group. The academy anticipates that children will only be educated outside of their normal age group in very exceptional circumstances, for example where the student has missed education due to ill health. As the Admission Authority, we will make decisions on the basis of the circumstances of each case and in the best interests of the child. This will include taking into account the parent/carer's views, information about the child's academic, social and emotional development and where relevant, the views of a medical professional. When informing a parent/carer of our decision on the year group the child will be admitted to, the reasons will be clearly set out.

To request a delayed entry, parents are requested to make an application for their child's normal age group at the usual time in accordance with this policy and at the same time submit a request for admission out of the normal age group. Further information about this process will be provided to parents upon their request for admission outside of the normal age group.

11. Tie Breaker

In the event that there are two applications which cannot otherwise be separated, the allocation of a place will be by lot, where names will be drawn from a hat by an independent person. This process will be independently verified.

12., Fair Access Protocol

All Two Counties Trust academies participate in their Local Authority's Fair Access Protocol.

13. Second Appeals

Ordinarily only one appeal may be made for an academy per academic year. In exceptional circumstances, and at its sole discretion, the Trust may allow a further appeal to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The Trust will determine if the circumstances meet the threshold for a second application.

14. Definitions

Looked After Child

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 arrangement order or special guardianship order). Children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

[*State Care - a child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.] (i.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England.

Brother or sister

The term "brother or sister" includes half brother or sister, stepbrother or sister or legally adopted child being regarded as the brother or sister living at the same home address.

Residence

For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency, they must prioritise one address over the other, or risk the application not being processed.



The Trust may request evidence of the home address and the Trust will determine on the evidence produced if this evidence is sufficient to support the application.

Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and/or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK.

Measurement of Distance

Derbyshire:

The Children's Services Department has a Geographic Information System (GIS) to measure the straight-line distance. It is measured by a standard straight-line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools, the grid reference is taken from the postal address file and will normally be the nearest gate or entrance.

- Frederick Gent-one gate plotted
- Friesland-two gates plotted
- Heritage High- one gate plotted
- Springwell-two gates plotted
- Swanwick Hall-three gates plotted
- Wilsthorpe-three gates plotted

Nottinghamshire:

Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Nottinghamshire County Council's computerised distance measuring software. In the event of two distances being equal, the County Council will measure to the next decimal point.

At the time of admission

A brother or sister (as defined in point ii) who will be in Year 7 - 11 at the time of admission.

15. Post-Sixteen and Sixth Form Admissions

Academies have delegated control of their own sixth form admissions. For more information, please see the details set out in the Academy specific information below.

An admission number for 6th form must be set if external candidates are to be considered. The admission number must relate only to those being admitted to the school for the first time. It is acceptable to exceed this if demand for available courses can be met. Applications should be submitted direct to the academy and not to the Local Authority or Trust.

Young people already on roll in the academy should apply directly through the academy for a place in the 6th form.

16. Published Admission Number (PAN)

The PANs for entry into 2025 in our academies for Year 7 are:

Ashfield School	405
Frederick Gent School	180
Friesland School	225



Heritage High School	200
Manor Academy	240
Selston High School	180
Springwell Community College	180
Swanwick Hall School	213
Wilthorpe School	210

17. Link/Feeder Primary Schools

Ashfield School	<p>The West Park Academy</p> <p>Kirkby Woodhouse School</p> <p>Woodland View Primary School</p> <p>Mapplewells School</p> <p>Orchard School</p> <p>Greenwood Primary School</p>
Frederick Gent School	<p>Glebe Juniors</p> <p>Kirkstead Juniors</p> <p>Leys Junior School</p> <p>Christ The King Junior School</p>
Friesland School	<p>Ashbrook School</p> <p>Cloudside Academy</p> <p>Draycott Community Primary</p> <p>Firfield Primary School</p> <p>Longmoor Primary School</p> <p>Risley Lower Grammar Church of England (VC) Primary School</p> <p>Trowell CofE Primary School</p>



Heritage High School	Barlborough Primary School Clowne Junior School Creswell Junior School Hodthorpe Primary School Whitwell Primary School
Manor Academy	Northfield Primary and Nursery School St Edmunds Church of England Primary School Leas Park Junior School The Bramble Academy Peafield Lane Academy Farmilo Primary School
Selston High School	Bagthorpe Primary School Brinsley Primary School Holly Hill Primary and Nursery School Jacksdale Primary and Nursery School Underwood Church of England and Primary School
Springwell Community College	Brimington Junior School Hollingwood Primary School Inkersall Primary School Staveley Junior School St Joseph's Catholic and CofE Primary School Barrow Hill Primary School Norbriggs Primary School Woodthorpe Primary School Poolsbrook Primary School
Swanwick Hall School	Swanwick Primary School Riddings Junior School Somerlea Park Junior School Heage Primary School Ironville & Codnor Park Primary School
Wilsthorpe School	Harrington Junior School Longmoor Primary School Grange Primary School Firfield Primary School Draycott Primary School



18. Oversubscription Criteria Year 7 - 11 for Ashfield Comprehensive School (known as Ashfield School)

1. Looked After Children and all previously Looked After Children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children of staff on a permanent contract with TTCT. *see footnote
3. Children living in the normal area served by the academy at the time of application and admission who have brothers or sisters attending the academy at the time of application and admission.
4. Children living in the normal area served by the school at the time of application and admission.
5. Children who live outside the catchment area but who are attending one of the linked primary schools in The Manor family of schools on the closing date for applications preceding admission to secondary school and who will have a brother or sister at The Manor Academy at the time of admission.
6. Children not living in the normal area served by the school but who have brothers or sisters attending the academy at the time of application and admission.
7. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for secondary applications.
8. Other children whose parents/carers have requested a place.

**2. A maximum of 4 staff children per school, per year will be given priority. If there are more than 4 applications under this criterion, priority will be given on distance from school. Staff must be on a permanent contract with TTCT at the time of the application and admission of the child. The application may be for a school other than the school where the member of staff is employed.*

Sixth Form

The Published Admission number is 100 external places with a total of 300 students in Year 12. Ashfield School Sixth form is committed to providing places on an open-access basis. Our entry requirements are generic and indicative only. The sixth form is committed to recruiting with integrity.

Careers education and information, advice and guidance is provided at all stages and takes into account a range of factors including GCSE score, predicted grade, actual grade and other factors. The Sixth Form reserves the right to refuse admission to a course in some cases, even where the generic requirements are met. This is in the interests of student success.

Application Process

Application for admission into Ashfield Post-16 are detailed below. An applicant will only be admitted into Post-16 provided they meet the admission criteria for individual courses; applicants must meet the minimum entry requirements to progress onto the appropriate level of study e.g. A levels or Level 3 qualifications. All those seeking admission into Post-16 must achieve the necessary grades for access onto the courses they have chosen.

Internal Applicants

Internal students already studying at the academy who meet the academic criteria of the policy will be offered a place, subject to the published admission number.

Over subscription for Sixth Form

Should oversubscription criteria be required because there are more applications than places available the following oversubscription criteria will be used:

- Looked After Children and all previously Looked After Children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- Children who do not presently attend the school, but who meet the academic entry requirements.

In the event of oversubscription of the above criteria, proximity to the school will be used with those living nearer to the school given priority. Distance measurement is as the crow flies from the home address to the school using google maps.



Entry Requirements

A Levels: You need a minimum of 6 GCSEs at Grade 5 or better (one of which must be English or Maths)

Individual subjects will also have set their own requirements. (See individual course descriptors for details.)

Level 3 Applied Courses: Ideally, you need a minimum of 5 GCSEs at Grade 5 or better (one of which must be English or Maths)

You will be invited to attend the academy to discuss your choices and potential options to enable you to succeed with your chosen pathway.

Vocational: A meeting will be held to assess course suitability.

Timetable for Application and Admission:

Students attend Open Evening October

Suitability meetings and Tours for external applicants October - July

Application form deadline for students at Ashfield January

Suitability meetings for students at Ashfield School January

Meetings for students who require further advice / guidance February-March

Offer letters sent March

Induction Event/Taster Day July

Publication of GCSE results August

Post 16 Centre agrees enrolment/refuses admission August/September

For further information please contact Linda Maguire on 01623 448854

