



# Admissions Arrangements

*'Together we are stronger'*

## ADMISSION ARRANGEMENTS - 2017/18

### A. ADMISSIONS TO YEAR 7 IN SEPTEMBER 2017

The admission limit for students in the intake year is 180. The Academy will accordingly admit up to 180 students in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 180 or fewer apply.

In the event of over-subscription, after the admission of students with a Statement of Special Educational Needs where the Academy is named in the Statement, the following criteria will be applied by the Education Advisory Body in priority order, to determine which applications will be granted:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order<sup>i</sup>. 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)
2. Children with a sibling attending the Academy at the same time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
3. Other children by distance from the Academy, with the priority for admission given to children who live nearest to the Academy as measured by using Nottinghamshire County Council's computerised distance measuring software. Distances are measured from the main entrance of the child's home<sup>ii</sup> to the main entrance of the Academy on Chesterfield Road South.
4. Children who attend and are currently registered at Church of England Primary Schools;
5. Children whose parent(s)<sup>iii</sup> regularly worship at a Church of England Church, confirmed in writing by a minister of that Church;
6. Children whose parent(s) regularly worship at any Christian Church in membership of Churches Together in Nottinghamshire, confirmed in writing by a minister of religion;
7. Children whose parent(s) have a similar commitment to one of the world's major faiths such as Buddhism, Hinduism, Islam, Judaism, Shintoism or Sikhism, confirmed in writing by a Minister of Religion. Where there is concern or a lack of clarity about a particular faith, advice will be sought through the Nottinghamshire Council of Faiths.

Random allocation will be used as a tie-break in category '3' above to decide who has the highest priority for admission if the distance between two children's homes and the Academy is the same. This process will be independently verified.

Regular worship in 5 and 6 above is considered to be attendance at church at least monthly on average over the past year, as confirmed by a reference from the family's church minister.

Any applications received after the closing date will be considered after all those which were received on time.

Where places subsequently become available the waiting list will be used, ranked according to the above criteria.

## **B SPECIAL CIRCUMSTANCES**

Consideration will be given to applicants who can establish particular medical, Special Educational Need, disability needs or social grounds relating to their child. Supporting written evidence from a doctor, social worker or other relevant professionals **must be provided at the time of application.**

Special circumstances may take precedence over any of the numbered criteria set out above and will be considered by the Education Advisory Body.

## **C. ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR**

Queen Elizabeth's Academy participates in Nottinghamshire County Council's Fair Access Protocol.

## **D. ADMISSION TO THE SIXTH FORM**

The Academy has an open admission policy to the Sixth Form. The admission limit for external students in the intake year is 40. The oversubscription criteria are the same as for Year 7 above.

Post 16 years students who wish to join the Sixth Form should discuss their course requirements with the Vice Principal and the Director of Sixth Form.

## **E. LINKED PRIMARY SCHOOLS**

The primary schools linked to Queen Elizabeth's Academy are as follows:

- Crescent Primary
- Farmilo Primary
- Intake Farm Primary
- Flying High Academy, Ladybrook
- St Peter's C of E Primary
- Wainwright Primary Academy

## **F. RIGHTS OF APPEAL**

1. When requests for admission are refused, the applicants will be informed in writing of the reasons by the Clerk to the Education Advisory Body Admissions Committee.
2. Applicants (except, temporarily, the parent/carer of a child who has been permanently excluded from two schools, and where at least one of these exclusions has taken place since 1st September 1997) whose child is refused a place have the right to appeal to an independent appeal panel. Parents should lodge an appeal within 20 school days of the date of the refusal letter.

3. The right to appeal applies at times other than the normal time of entry to the Academy (e.g. when families move into the catchment area part way through the year), and in respect of admissions at other than the normal age (such as a year early or a year later for transfer from primary to secondary school). Parents/carers who have missed the normal deadline for applying for admission, or who have had the offer of a place withdrawn, also have the right to appeal if they are refused a place.
4. The Clerk to the Admissions Committee will explain the right of appeal and give in the letter of refusal contact details for who will organise the appeal.

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<sup>i</sup> *An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. 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).*

<sup>ii</sup> *Home address is the main address at which the child resides and is registered*

<sup>iii</sup> *Parent is defined as the main carer for the child which includes birth parent, foster parent, the child's adopted father/mother, LA carer*