



## ADMISSION ARRANGEMENTS 2017/2018

### A. Admissions to Year 7 – admission oversubscription criteria

The admission limit for students in the intake year will be 210. In the event of over-subscription, the following criteria will be applied by the Board of Directors in priority order, to determine which applications will be granted after children who have an Education, Health and Care Plan which names the Academy have been offered a place.

1. A 'looked after child' or all children adopted from care who became subject to an adoption, residence, child arrangement or special guardianship order. A looked after 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). See Section F for full definition.
2. Children who are attending the Hucknall National C of E Primary School and Linby-cum-Papplewick C of E Primary School on the closing date for secondary transfer applications.
3. Children will then be prioritized in accordance with the Definition 'Worship' (see Section F) using the below criteria. Within each criteria children places will be allocated in order of regularity of worship.
  - a) Children who have worshipped at a Church of England Church.
  - b) Children who have worshipped at any Christian Church which is a member of Churches Together in England.
  - c) Children who have worshipped at a place of worship of another recognised world faith.
4. Children who have a brother or sister who will be attending the school at the time of admission.
5. Children of staff in either or both of the following circumstances:
  - a) where a member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable staff shortage.
6. All other children  
Remaining places will be allocated to children who live nearest to the Academy measured as the crow flies.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the Academy as the crow flies. Distances are measured, using the County Council's software, from the entrance to the child's home to the main school 'IN' gate. If more than one applicant meets exactly the same admission criteria the Academy will rank in accordance with a random allocation by lot *conducted by a body independent of National Church of England Academy*.

Where one child of a multiple birth can be admitted, his or her brothers and sisters will also be admitted even where this causes the PAN to be exceeded.

The terms of the Nottinghamshire County Council Co-ordinated scheme for admissions will apply, including the dates specified in that scheme. Late applications will be considered in accordance with the scheme.

A waiting list for the new intake will be maintained in partnership with Nottinghamshire County Council until the end of the autumn term in the intake year. Pupils on the waiting list will be ranked in the same order as the oversubscription criteria. Waiting lists will not be held after the end of the autumn term.

## **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 the numbered criteria set out above.

The Principal, Vice Principal and Chair of Directors' Admissions Panel will consider 'special circumstances'.

## **C. In-year Admissions**

Where in-year applications are received from whom the Academy is the named school with children who have an Education, Health and Care Plan or from children 'Looked After' or previously looked after by the Local Authority, the Academy will admit regardless of whether a place is available or not.

All in-year admissions will be managed by the Academy and all applicants will be required to complete the appropriate application form available from the Academy or the website. The Board of Directors will notify Nottinghamshire County Council of both the application and the outcome. All applications received in mid-term will be dealt with in accordance with the above admission and oversubscription criteria, and will comply with the 2014 Admissions Code. Parents/carers will be required to confirm their acceptance of a place within 14 days. After a place has been offered parents/carers will be invited to visit the Academy.

The Academy will admit pupils up to the PAN set for the specific year group. In the event of a place being available in the appropriate year then that will be offered by the Board of Directors' Admissions Committee. This will be communicated to parents/carers and the Local Authority. Details of vacancies in any year group can be obtained by contacting the Academy. All applications are considered against the Academy's published oversubscription criteria. If places are not available, the applicant will receive the right to appeal against the decision.

Distance is measured from the child's home address to the main school 'IN' gate as the crow flies using the website [www.freemaptools.com](http://www.freemaptools.com)

All students admitted will normally be placed on the Academy roll at the start of the next term or half term unless there are genuine reasons for an earlier admission (e.g. students coming under the Special Circumstances of Section B).

The Academy will also admit children in accordance with decisions made in conjunction with the local Schools Behaviour and Attendance Partnership (S.BAP) and the Local Authority Fair Access Protocol team.

### **Admission of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to the academy via Nottinghamshire County Council's school admissions team as early as possible. Decisions will be based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional and whether they have previously been educated out of their normal age group. 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.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. 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 in the school but it is not their preferred age group.

#### **D. Admission to the Sixth Form**

##### Published admission number – 30 external students

Admission to the Sixth Form is open to all applicants meeting the admission criteria and is not restricted to students from the National Academy. Subject criteria will be outlined each year in the subject prospectus.

Students can apply to be admitted either to the two year course or the one year course.

Students who apply for the two year course will be expected to follow, as a minimum, a four AS level / three A-level combination of subjects. The minimum entry requirement for this course is 3 B grades and 2 C grades at GCSE in relevant subjects. It is expected that students will have achieved a B grade in the subjects that they wish to complete over the course of two years.

Students who apply for the one year course leading to AS levels will require a minimum of 1 B grade and 4 C grades at GCSE in relevant subjects. Transfer to Year 13 and A2 level courses will be dependent upon satisfactory completion of the one year course as indicated by AS results and at the discretion of the subject leader and 14-19 Curriculum Manager.

Students who fail to meet the minimum entry requirements for either the two year course or the one year course will have their application considered on an individual basis.

It is anticipated that the sixth form capacity will be 150 students per year group.

Oversubscription criteria for students who meet the minimum entrance requirements are the same as section A. Admissions to Year 7, but without item number 2. Distance is measured from the child's home address to the main school 'IN' gate as the crow flies using the website [www.freemaptools.com](http://www.freemaptools.com)

Students who apply for admission to the National Sixth Form are invited to discuss their application with a senior member of staff. The purpose of this meeting is to discuss proposed subject combinations and possible career implications and will not form part of the admission process.

Offers of places to the National Sixth Form are made by the Board of Directors.

#### **E. Rights of Appeal**

1. When requests for admission are refused the applicants (and students in the case of sixth form) will be informed in writing of the reasons by the Clerk to the Directors' Admissions Committee together with their rights of appeal.
2. For admissions into the intake year through the co-ordinated admissions scheme, Nottinghamshire County Council (or the home local authority) will inform applicants of the outcome of their application together with their rights of appeal.
3. Appeals are heard by Independent Appeal panels, email address to lodge appeals is [education.appeals@nottscc.gov.uk](mailto:education.appeals@nottscc.gov.uk)
4. Applicants have a right of appeal within 20 school days following the date of refusal and should contact Messrs. Rothera Dowson, 2 Kayes Walk, Stoney Street, The Lace Market, Nottingham. NG1 1PZ

#### **F. Definitions**

##### Parent

The mother of a 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 1 December 2003) he was registered as the father on the birth certificate  
Any other person who has acquired 'parental responsibility' through the courts. We may require evidence of this.

#### Looked after child and previously looked after children

For these purposes a looked after child is a child who is in the care of a local authority or provided with accommodation with that authority as described in Section 22 of the Children Act 1989. 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).

Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>). Further references to previously looked after children in this Code means such children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

#### Siblings

A brother or sister who share the same parent

A half brother or sister where two children share one common parent

A step brother or step sister, where two children are related by a parent's marriage

Adopted or fostered children living in the same household under the terms of a residence order

If we receive an application which contains fraudulent or deliberately misleading information any offer of a place based on that information will be automatically withdrawn.

#### Worship

The following criteria will be used when defining 'Worship'.

- **at the heart of the church**
- **attached to the church**
- **known to the church**

An applicant '**at the heart of the church**' refers to a regular, committed worshipper. This means one who worships usually at least twice a month in the previous 12 months to accommodate difficult patterns of work and family relationships, account should be taken of weekday worship.

An applicant '**attached to the church**' may be a regular, but not frequent worshipper, for example one who usually attends a monthly family or church parade service, or is regularly involved in a weekday church activity including an element of worship in the previous 12 months.

An applicant '**known to the church**' may not be a frequent worshipper, but will probably be an occasional worshipper, someone who is known through a family connection, or one of more of whose family is involved in some church activity, such as a uniformed or other church organisation.

#### Address

The family's main address at the time of application, except where the child spends time at two family homes, the residence will be taken to be the one at which he/she permanently spends three school nights, i.e. Sunday to Thursday.

### **G. Guidelines for a Minister's or other Religious Leader's verification**

Only applications on denominational grounds must be supported by a supplementary form completed by the parent(s). The school will seek verification from the minister or religious leader identified on the form the extent of the applicant's involvement in church life (as above). Special arrangements will be made to verify denominational applications for pupils recently arrived in the area.

<sup>1</sup> Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

<sup>2</sup> Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>3</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).