



Tuxford Academy

Excellence through Teamwork

Admissions Years 7-11

For 2017/18

Policy Updated November 2014

No change to 16/17 policy reviewed for 17/18 in October 2015
and due regard given to the Equalities Act

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Tuxford Academy Admissions

Admission numbers

The Tuxford Academy has the following admission numbers:

- Year 7: 248 students

Post 16 Admissions

Admissions to Tuxford Academy's Post 16 Centre are subject a separate policy: Post 16 Admissions. This is available on request, or can be viewed on the academy's website:

www.tuxford-ac.org.uk

Applications for admission to Year 7

All applications for the 2017 cohort are managed through the National Co-ordinated Scheme and Tuxford Academy participates in Nottinghamshire's Fair Access Protocol. Parents or carers should apply through the Common Application Form either online or by mail through their 'home' local authority. The closing date for applications for places in the 2017 cohort is 31st October, 2016. Applications received after this date will be regarded as late and processed after the first round of applications has been considered, in March 2017. For more information regarding the application process, please visit Nottinghamshire County Council's website:

www.nottinghamshire.gov.uk/learning/schools/admissions/

Year 7 Oversubscription Criteria

When the school is undersubscribed all applicants will be admitted.

When the Academy is oversubscribed, after the admission of students who have a statement of Special Educational Need or Education, Health and Care Plan (EHCP) where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in priority order:

(1) **Looked after children**

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 at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002.

Child Arrangements Orders are defined in s.8 of the Children Act 1989, as amended by s.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 be a child arrangements order. 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).

- (2) Children who live in the catchment area* and who, at the time of admission, will have a sibling attending Tuxford Academy.
- (3) Other children who live in the catchment area.
- (4) Children of staff who have been employed at Tuxford Academy for at least two years and/or are recruited to fill a demonstrable skill shortage.
- (5) Children who live outside the catchment area but who are attending a Tuxford Family linked primary phase school on the closing date for applications and who will have a sibling at Tuxford Academy at the time of admission.
- (6) Children who live outside the catchment area and who, at the time of admission, will have a sibling attending Tuxford Academy.
- (7) Children who live outside the catchment area but who are attending a Tuxford Family linked primary phase school on the closing date for applications.
- (8) Other children who live outside the catchment area.

*A map of the catchment area is available on request, or through the academy's website: www.tuxford-ac.org.uk

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school. Distances are measured from the front gate of the pupil's registered home address to the reception office of the main school, as the crow flies, using the Local Authority's software. In the event of two applications that cannot be separated by distance, both will be allocated.

Three documents to confirm proof of address may be required in the form of:

1. Solicitors letter confirming completion of a house move, signed tenancy agreement or rent book
2. Utility bill, driving licence or evidence of council tax payment schedule.
3. Child benefit book, child tax credit record or doctor's record

For school admissions the academy will consider the following as sibling:

A brother or sister who share the same parents

A half-brother or half-sister or legally adopted child living at the same address as the child

A child looked after by a local authority placed in a foster family with other school age children

Stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

'At the time of admission' for the above purpose means on roll at the school at the time of admission.

Linked Primary Phase Schools within the Tuxford Family of Schools:

Dunham-on-Trent C of E Primary (Voluntary Aided)
 East Markham Primary
 Elkesley Primary and Nursery

Gamston C of E Primary (Voluntary Aided)
John Blow Primary, Collingham
Kneesall C of E Primary (Voluntary Controlled)
Muskham Primary
North Clifton Primary
Norwell C of E Primary (Voluntary Controlled)
Queen Eleanor Primary, Harby
St Matthew's C of E Primary (Voluntary Controlled), Normanton-on-Trent
Sutton on Trent Primary
Tuxford Primary and Early Years Centre

Appeals

If a student has been refused a place, the parents have the right to appeal against the decision. An appeal must be lodged within 20 school days of receipt of the letter. Advice on how to lodge an appeal will be included in the letter advising that a place has been refused and more details on the appeals process can be found on the County Council's website:

www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision

In Year Admissions

The Academy participates in Nottinghamshire County Council's in-year scheme. For full details, please refer to the County Council's website www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool
In-year applications for admission to any year group are considered by the Governors' Admissions Panel, and dealt with according to the oversubscription criteria contained within this policy.

Waiting lists

In Year 7 the academy will operate a waiting list where in any year it receives more applications for places than there are places available. It will operate until the end of the first term of the academic year of admission. Names will automatically be placed on the waiting list following an unsuccessful application unless we hear from parents to the contrary.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Priority will not be given to children based on the date the application was received or the date their name was added to the list. Looked after Children, previously looked after children and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

Tuxford Academy does not operate a waiting list for any other year group.

Withdrawal of Offered Places

An offer of a place at the academy may be withdrawn if the parent has not responded by the deadline for acceptance as outlined in the original offer. A reminder letter will be sent to anyone who has not responded by this date. If the academy has still not received confirmation that the place is required by the extended deadline outlined in the reminder letter, it will be assumed that a place is not required and the offer will be withdrawn.

The offer of a place will also be withdrawn if it has been obtained through a fraudulent or intentionally misleading application.

In both of the circumstances outlined above, the applicant has no right of appeal against the withdrawal of an offer and must re-apply in September.

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.

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.

Signed..... Chair of Governors

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