



L.E.A.D. Academy Trust

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# Bishop Alexander L.E.A.D Academy Admissions Policy 2017/18



## Admission Policy 2017/2018

The published admission numbers for Bishop Alexander L.E.A.D Academy is:

**45 pupils**

### Introduction

This policy outlines how Nottinghamshire County Council coordinates arrangements for admissions to our Academy. Coordinated schemes are intended to simplify the admission process for parents/carers whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism to ensure that, as far as is reasonably practicable, every parent/carer of a child living in a local authority area who has applied to a maintained school or academy school is sent one, and only one, offer of a school place by their local authority (the home authority).

Parents/carers who live in Nottinghamshire can state up to four preferences for any maintained school or academy school, either in Nottinghamshire (home authority) or any other school in another local authority area.

Governing bodies of academy, foundation, free, studio, trust and voluntary aided schools are responsible for determining their own admission and appeals arrangements.

Nottinghamshire County Council's coordinated scheme applies to:

- children starting school for the first time (reception intake)
- children transferring from infant schools to junior education (Y3 intake)
- children transferring from primary phase to secondary education (Y7 intake)
- children applying to transfer to studio schools or university technology colleges (UTCs) (Y10 intake).

These are known as 'normal admission rounds'.

In all other cases, applications for admission are known as 'in-year admissions'.

Nottinghamshire County Council will work collaboratively with other neighbouring local authorities and all other own admission authority schools for whom the governing body is the admission authority. Our neighbouring local authorities are: Nottingham City, Derbyshire, Lincolnshire, North Lincolnshire, Leicestershire, Rotherham and Doncaster.

Nottinghamshire residents will only receive a decision about a place from Nottinghamshire County Council.

### Coordinated admission arrangements

1. Parents/carers of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire County Council. Applications can be made online, by telephone or by completing a paper application form.
2. Applications from parents/carers of children not resident in Nottinghamshire must be made on the appropriate application form available from their own home authority, even if these include a preference for a school in Nottinghamshire.
3. Parents/carers will be invited to state up to **four** preferences in rank order and give reasons for those preferences. Preference order will not be revealed to other admission authorities. Parents/carers should include any additional information the admission authority may need in order to consider the application fully.
4. Applications from parents/carers for a place at an academy, foundation, free, studio, trust, voluntary aided or voluntary controlled school may also require additional information (see relevant admissions criteria). This may include completion of a supplementary form or other written evidence, for example, from a minister to demonstrate commitment to religion. Supplementary information is used by the respective admission authority in considering applications against its own admission oversubscription criteria. The supplementary form is not a legal application for admission to a school and it is important that additional or supplementary information is provided at the point of completing the common application form.

5. Parents/carers of children who live in Nottinghamshire must return completed applications to Nottinghamshire County Council.
6. Supplementary forms and additional supporting information should be returned to the relevant admission authority.

## **Processing applications**

Nottinghamshire County Council will collate all applications and exchange information with other admission authorities.

1. Nottinghamshire County Council will first exchange information about preferences for schools outside of Nottinghamshire with relevant local authorities.
2. Following receipt of information from other local authorities, Nottinghamshire County Council will then send details of the preferences to own admission authority schools within Nottinghamshire.
3. Each admission authority will then apply their published admission oversubscription criteria to all preferences to determine whether a place can/cannot be offered.
4. Own admission authority schools within Nottinghamshire will notify Nottinghamshire County Council of places that can/cannot be offered.
5. For residents of other local authorities, Nottinghamshire County Council will inform the home local authority whether or not a place can be offered at a Nottinghamshire school. Similarly Nottinghamshire County Council will receive notification from other local authorities whether or not any places can be offered to Nottinghamshire residents.

## **STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2016-2017**

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 5 Other children

### **Special consideration**

For applications for all Nottinghamshire community and voluntary controlled schools the following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

Provisional offers

6. Following exchange of information, Nottinghamshire County Council will identify all those preferences which can be met. Where more than one place can be offered, Nottinghamshire County Council will provisionally allocate the highest preference.
7. Where more than one preference can be met, the highest preference will be allocated and any lower preferences will be withdrawn. This may create vacancies at other schools. The process of information exchange is repeated to ensure that the highest preference possible can be allocated.

### **Mandatory offers**

8. Where it is not possible to offer a Nottinghamshire resident any of their preferences, Nottinghamshire County Council will allocate a place at a voluntary controlled or community school serving that catchment area, if a place is available. Places will be allocated according to the admission oversubscription criteria.
9. If there are no places available at the voluntary controlled or community catchment area school, Nottinghamshire County Council will allocate a place at the next nearest community or voluntary

controlled school with places available. Places will be allocated according to the admission oversubscription criteria.

For mandatory offers, the next nearest school is identified by walking distance measured using the County Council's computerised distance measuring software.

### **Informing parents/carers**

1. Nottinghamshire County Council will inform all Nottinghamshire residents on offer day of the outcome of their application. For those who applied online, an email will be sent on offer day; for those who applied by telephone or by completing a paper application, letters will be posted second class on offer day. Any parent/carer whose child is refused a school place has the right of appeal to an independent panel for any higher preferences than the allocated place.

2. Parents/carers are asked to confirm their acceptance of the allocated place. Allocated places may be withdrawn where a parent/carer does not accept the offer within **fourteen days**. Parents/carers are advised not to decline any offer of a school place until an alternative allocation has been made.

3. **During a normal admission round** where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day:

- applications are only placed on the waiting list for a school where they have been refused a place and where that school is ranked above a preference that has been allocated
- priority on the waiting list will be determined by reference to the admission oversubscription criteria and not by the date an application was received.

Waiting lists will be maintained until the end of the autumn term for all voluntary controlled and community schools within Nottinghamshire and in partnership with own admission authority schools. Inclusion on a waiting list does not mean that a place will eventually become available. Places on the waiting list are determined by the published admission oversubscription criteria.

### **Late applications – normal admission rounds only**

1. Applications received from parents/carers after the closing date may be considered by Nottinghamshire County Council as on time, with the agreement of the relevant admission authority, in the following circumstances:

- relocation into the area of Nottinghamshire County Council from another local authority area
- relocation within Nottinghamshire
- exceptional reasons for missing the closing date, for example, family bereavement, hospitalisation or family trauma.

Information outlining why the application was received late, together with evidence of relocation, must be provided (See Nottinghamshire County Council Website for dates)

### **Fraudulent or misleading information**

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

2. If an application is made using fraudulent or intentionally misleading information and the child has started at the school, the place may be withdrawn depending on the length of time that the child has been at the school.

3. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

## In Year Applications

### What is an in-year application?

An in-year application is for children requiring a school place during the academic year, rather than at the usual transfer time to school (starting primary school, moving to junior school, moving to secondary school or transferring to year 10 in a studio school).

The majority of in-year applications for school places in Nottinghamshire will be dealt with through normal in-year arrangements. However, some children in vulnerable groups may find it difficult to secure a school place. In these cases, applications may be referred to the Fair Access Lead Officer under the Fair Access Protocol, available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

### Fair Access Protocol

Nottinghamshire County Council's Fair Access Protocol works in partnership with schools, parents and carers to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

## Nottinghamshire's arrangements for in-year applications to Nottinghamshire schools

### Overview

For in-year admissions own admission authority schools and academies (OAAs) are able to manage applications directly to the school without parents having to apply through a local authority. The School Admissions Code 2012 requires that OAAs must, on receipt of an in-year application, notify the local authority of both the application and its outcome, so that figures on the availability of places in the area can be kept up to date. The admission authority must also inform parents of their right to appeal against the refusal of a place.

Nottinghamshire County Council has agreed to continue to operate an in-year scheme for applications for admission to Nottinghamshire community and voluntary controlled schools. Nottinghamshire County Council has also invited OAAs within Nottinghamshire to join the in-year scheme. Applications for other Nottinghamshire schools should be made directly to the school. For schools outside of Nottinghamshire, parents should contact the relevant local authority. Contact details for neighbouring local authorities can be found in the Admissions to schools: guide for parents available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

Admission authorities are responsible for setting and applying a school's admission arrangements:

- for foundation or voluntary aided schools, including trust schools, the governing body is the admission authority
- for academies, the Academy Trust is the admission authority
- for all other schools in Nottinghamshire, the County Council is the admission authority.

All admission authorities must comply with the requirements of the School Admissions Code 2012 and admissions legislation.

Admission authorities should ensure that their processes for admitting children who have been allocated under in-year arrangements or through the Fair Access Protocol do not lead to unreasonable delay, particularly where a child is otherwise without a place.

The governing body of a community or voluntary controlled school has no power to refuse to admit a child whose admission has been agreed by the local authority.

Admission authorities cannot refuse admission to a child with challenging behaviour where places are available. Governing bodies can refer applications to the local authority for consideration under the provisions of the Fair Access Protocol. Schools should not request information about a child's history of behaviour unless an application meets fair access protocol requirements.

Nottinghamshire County Council will also share information about pupils who live in neighbouring local authority areas and who apply for a place in one of the schools participating in the scheme.

Our neighbouring authorities are Derbyshire, Doncaster, Leicestershire, Lincolnshire, North Lincolnshire, Nottingham City and Rotherham.

## Applying for a place in a Nottinghamshire school

Parents can make applications up to six weeks before the date when they would like their child to start at the preferred school. School places cannot be reserved and we therefore process and allocate places where possible close to the date the school place is required.

Parents can state up to four preferences on an application for any of the schools participating in the scheme. We recommend that parents use all four preferences, listing them in order starting with the one they would most like their child to attend. The County Council will not reveal the order of preferences to schools.

Parents applying for academy, foundation, studio, trust, voluntary aided or voluntary controlled schools should check whether any additional supporting information is required. This may be written evidence from a minister to demonstrate commitment to religion. This information enables the admission authority to apply admission oversubscription criteria correctly.

Details of oversubscription criteria for Nottinghamshire schools are available on our website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

## How applications are considered

Applications for school places are considered without delay to ensure that every child of school age accesses an appropriate school place.

### Timeline

Day 0 – 5

### Nottinghamshire County Council's in-year scheme

There are weekly admission rounds with a cut-off point of 5pm on Wednesdays. Any application received after 5pm will be included in the following week's admission round. Details of applications will be sent to OAA schools participating in the scheme.

Day 5 - 15

OAA's are requested to notify the County Council of their decision

Day 15 – 20

Notification of the outcome of the application will be sent to parents by second class post

Day 20

If a place cannot be identified or there is a delay in getting a response, the application will be referred to the Fair Access Protocol

Admissions will normally be agreed up to the published admission number which applied for the normal year of intake. If there are more applications than places available, the admission oversubscription criteria will be used to determine which places will be offered. If applications are refused at any school which is listed higher than the one offered, parents/carers are given the right to appeal.

Nottinghamshire County Council will then identify all those preferences that can be met. When a place can be offered at more than one of the schools listed on an application, the County Council will write to offer a place at the highest preferred school where a place is available.

Nottinghamshire County Council will write to parents detailing the outcome of the application. Letters are posted second class. Parents should confirm their acceptance of the offer of a school place within 14 days of the decision letter otherwise the place may be withdrawn.

## **Mandatory offers**

If a school is oversubscribed and applications are refused, all parents are given the right of appeal. In addition, for Nottinghamshire residents, if it is not possible to allocate any preferences the County Council will determine whether a mandatory offer of a school place should be made. A mandatory offer may be a place at the next nearest school with places available. Places are not automatically offered at catchment area schools. For mandatory offers, the next nearest school is identified by walking distance measured using the County Council's computerised distance measuring software.

Mandatory offers will be made in the following circumstances:

relocation to Nottinghamshire (following receipt of confirmation that parents are resident in Nottinghamshire)

moving home within Nottinghamshire and the child's current/previous school is in excess of 2 miles for children aged under 8 years of age and 3 miles for children aged 8 years and over

## **Waiting lists**

Waiting lists may be held by schools where the number of applications received is greater than the number of places available in the year group. The order of waiting lists is decided by the admission oversubscription criteria for the school irrespective of the date the application was received and whether parents choose to appeal.

Nottinghamshire County Council, as the admission authority for voluntary controlled and community schools, does not hold waiting lists for applications processed as in-year. The one exception to this is where late applications are received between 1 September and 31 December for the intake year (reception, year 3 transfer to junior school, year 7 transfer to secondary school and year 10 transfer to studio or UTCs). In these cases, waiting lists will be maintained until 31 December in the admission year. Some OAA schools may hold waiting lists for in-year applications. For information on waiting lists for OAAs parents should contact the school directly.

## **Appeals**

Parents have the right to appeal to an independent appeal panel if they are not happy with the outcome of their application. Full details of how to appeal will be provided with the outcome of the application.

## **Fraudulent or misleading information**

Where an offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

Where a child starts attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

## Definitions

### Home address

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 that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (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 if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of application. Informal arrangements between parents will not be taken into consideration.

### 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 in accordance with 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 residence order or special guardianship order). Previously looked after children are those who were adopted immediately following having been looked after. 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).

### Parents

- the mother of the child
- the father of the child if 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
- an adoptive parent
- any other person who has acquired parental responsibility through the courts; evidence of this may be required.

In all cases, those with parental responsibility must be in agreement with preferences made.

### Siblings (brothers or sisters)

- a brother or sister who shares the same parents
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

### Multiple births

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### Distance measurement and tie-breaker

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using the local authority's computerised distance measuring system.

In the event of two distances being equal, the local authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

In the case of mandatory offers, the next nearest school is identified by walking distance using the County Council's computerised distance measuring software.