

**South Nottinghamshire Academy
and Sixth Form**
Admissions Policy 2017-2018

South Nottinghamshire Academy works with 3 link primary schools on the transition from Year 6 to 7. These are Radcliffe on Trent Junior School, Candleby Lane School, and Cotgrave CofE Primary.

Students from other primary schools may be successful in gaining a place at South Nottinghamshire; we will work closely with families and schools to ensure a successful transition where this is the case.

Admission Numbers

The proposed admission number for Year 7 in September 2017 is 120

Admission Over-Subscription Criteria

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below to decide which students to admit once places have first been allocated to pupils who have an Education, Health and Care Plan which names the Academy:

1. Children who are looked after, or who have been previously looked after, by the local authority.
2. Children who, at the time of admission, will have an older sibling attending the Academy in Years 7 to 13.
3. Children who live in catchment and attend one of the 3 link primary schools:
 - Radcliffe on Trent Junior School
 - Cotgrave Candleby Lane School
 - Cotgrave Church of England Primary School
4. Other children who live in the catchment area.
5. Children whose parent is an employee of South Nottinghamshire Academy and has been employed for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children who live outside the catchment area but who are attending a linked primary phase school (see above).
7. Other children who live outside the catchment area.

If applications exceed the number of places available the Academy will operate a waiting list in which priority for places will be given on the basis of the above criteria. Proximity to the Academy, within each of the criteria, will be measured 'as the crow flies' from the home address to the main reception office. Those living nearer to the Academy will be given priority. In the event that two or more distances are exactly the same then the Academy will use random allocation by lot, drawn by somebody independent to the Academy.

All admissions processes are operated in line with the Schools Admissions Code.

Fair Access Protocol

The Academy participate in the Nottinghamshire County Council's Fair Access Protocol.

The right to withdraw an offer

The Academy has the right to withdraw the offer of a place if any of the information given on the application is found to be inaccurate. This would include fraudulent applications, applications found to be intentionally misleading and false claims to residence in the catchment area.

Admission outside the normal age group

If your child has been previously educated outside of their normal age group it will be your responsibility to request admission out of the normal age group again when the child transfers to junior or secondary school. This request should be submitted in writing to the school admissions team at the point where the transfer round opens for your child's normal age group.

It is also possible for parents to seek a place for their child outside of the normal age group, for example if the child is gifted and talented or has experience problems such as ill health. The school will decide whether to admit the child outside of the normal age group. South Nottinghamshire Academy will make a decision based on the circumstances of each case and for the best interests of the child concerned.

They will take into account:

- Views of the parents
- Information about the child's academic, social and emotional development
- Medical history and views of medical professional
- If the child has previously been educated outside of their normal age group
- If the child may naturally have fallen in to a lower age group if it were not for being born prematurely
- Views of the Head teacher

If agreed, the child's application will be processed as part of the main admissions round unless the request is too late for this to be possible. It will be considered on the basis of the determined admission arrangements only, including the application of the over-subscription criteria where applicable. The application must not be given lower priority because the child is being admitted outside of their normal age range.

Parents will be notified of the decision in writing, including the year group into which the child will be admitted and the reasons for that decision.

Parents have a statutory right to appeal against a refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in the preferred age group.

Admission to the Sixth Form

The capacity for Year 12 is 100, with 30 places available for external applicants. Applications are made directly to the sixth form, details of how to do so are available on the Academy's website or on request from the school reception

Students will be accepted on to post 16 courses if they achieve the minimum academic entry requirements which will be published in the Sixth Form prospectus in September 2016.

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which students to admit following those students with an Education, Health and Care Plan which names the Academy:

- Students who are looked after, or previously looked after, by a local authority and who meet the entry criteria
- Students who already attend the Academy and meet the entry criteria
- In the event of an over-subscription of the above criteria, and for all other applications, proximity to the

Academy will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the home address to the main reception office of the Academy. In the event that two or more distances are exactly the same then the Academy will use random allocation by lot, drawn by somebody independent to the Academy.

Definitions:

Looked After

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. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). 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). A 'child arrangements 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's Act 1989 as amended by section 12 of the Children and Families act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or a young person; and any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

Siblings

For Academy admissions, sibling (brother or sister) includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age students. It also includes step children or children who are not related but live as a family unit, where parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other students will also be admitted.

Residence

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person/persons having parental responsibility for the child at the time of completion of the application form. Proof of permanent residence and evidence regarding parental responsibility may be required. If parents live at separate addresses, whichever of the two addresses the child spends at least 3 school nights permanently i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be classed as their place of residence. An address of other relatives or friends will not be considered as a place of residence even when the child stays there for all or part of the week.

Late applications

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with Nottinghamshire Authority's coordinated scheme. Late applications will be considered up to the date specified in the co-ordinated scheme providing the applicant can produce evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the

form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation. Supporting evidence may be required.

Waiting list

If, after the offer of Year 7 places has been made, the Academy is over-subscribed, all unsuccessful applications will be put onto the waiting list, which is administered by the governors of the Academy in partnership with Nottinghamshire County Council for the duration of the co-ordinated admissions scheme. Once the co-ordinated scheme is closed, the waiting list will remain open until 31st December and will be administered by the governors of the Academy. The waiting list will be ranked in line with the published over subscription criteria. The Academy does not maintain a waiting list for mid-year admissions.

Independent Appeals

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Any repeat applications for the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to the Clerk to the Governors at the Academy (Cropwell Road, Radcliffe on Trent, Nottingham, NG12 2FQ, **within 20 school days** of notification.

Catchment area

The Academy's catchment area as defined by Nottinghamshire County Council. You can check Nottinghamshire County Council's website www.nottinghamshire.gov.uk/schools-catchment. Catchment area information is also available on the Academy website www.southnottinghamshireacademy.org

Co-ordinated admission scheme

All applications for places in the normal year of entry are made on the common application form through Nottinghamshire County Council – telephone 0300 500 8080 For entrance to the Academy in September 2017 the closing date of the co-ordinated admission scheme is 31 October 2016. Parents will be informed of the outcome of their application on 1st March 2017.

In Year Admissions

These applications should be made directly to the Academy who will process them in line with the Admissions Code. Full details of how to apply and an application form are available on the Academy website.

Measuring distance as the crow flies

For applications in the normal year of entry which are managed under the co-ordinated admissions arrangements distance is measured using Local Authority software computerised measuring system and the Academy governor's use this information to rank order applications.

For applications outside of the normal year of entry or for those applications held on the waiting list the governors of the Academy use Microsoft AutoRoute 2013 to measure distance

