

# George Spencer Academy

Executive Principal: Susan Jowett M Ed BA  
Principal: Fraser Mitchell BA, NPOH  
11-18 school. Number on roll: 1430

Arthur Mee Road  
Stapleford  
Nottingham  
NG9 7EW  
Tel: 0115 9170100  
E-mail: [info@george-spencer.notts.sch.uk](mailto:info@george-spencer.notts.sch.uk)  
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## ADMISSIONS POLICY 2018- 2019

**For September 2018 the published admission number is 250 students.**

George Spencer is a High Performing Teaching School with Leading Edge and International Status. It is a mixed 11–18 comprehensive school offering high quality secondary education to children in the community.

Children who have a statement of special educational needs or an education, health and care plan which names the school will automatically be allocated a place. The Governing Body cannot guarantee a place at the school for any other category of application.

### Admissions Oversubscription Criteria

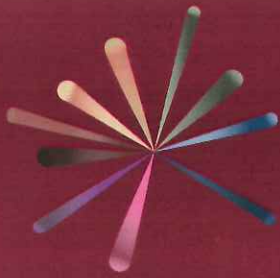
George Spencer is a very popular school and we cannot always accommodate all the children who apply. The following criteria will be used to determine the allocation of places for applications made as part of the co-ordinated scheme for admissions:

1. Children who are “looked after” at the time an application for admission is made or were previously looked after but have ceased to be so because they are adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after.
2. Children who attend the George Spencer Family of Schools: Fairfield Primary Academy Stapleford, Chetwynd Primary Academy or Bispham Drive Schools in Toton, who were on the roll of one of these schools at the closing date for applications.
3. Children not attending the George Spencer Family of Schools who, at the time of admission, have a sibling attending George Spencer Academy in Years 7-11.
4. Children who attend schools within the Spencer Academy Trust other than the Family of Schools under criterion 2: Glenbrook Primary School, Portland Spencer Academy, Sunnyside Spencer Academy, Wyndham Primary Academy and Inkersall Primary School, who were on the roll of one of these schools at the closing date for applications.
5. Children eligible for the Service Premium.
6. All other applicants.

In the event of oversubscription within any criterion, places will be allocated to the student living closest to the school. Distance is measured “as the crow flies” from the centre of the school footbridge to the child’s permanent place of residence. For applications made as part of the co-ordinated admissions scheme distance will be measured using Nottinghamshire County Council’s distance measuring software. For in-year applications, distance is measured using FreeMap Tools. In all cases, where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### Tie Breaker

In the exceptional circumstance where students have the same distance measurement and there is no other way of separating the applications then the governors will admit the additional child above the planned admission number. Proof of residence may be required.



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## ADMISSION TO GEORGE SPENCER SIXTH FORM INCLUDING THE ADMISSION NUMBER FOR THOSE ADMITTED FOR THE FIRST TIME FOR SEPTEMBER 2018

The maximum capacity for any cohort in the George Spencer Sixth Form will be 150. An admission number of 20 places will be available for external students entering Year 12.

George Spencer Sixth Form offers mainly "A" level and some vocational courses. Our policy is to ensure that students accepted into George Spencer Sixth Form whether internally from Year 11 or from other establishments can be placed on appropriate courses where they are likely to succeed. To facilitate this all applicants will have a meeting with a Sixth Form member of staff to discuss the most suitable courses of study. This meeting will not form part of the decision making process.

Those seeking admission to George Spencer Sixth Form will be expected to have achieved:

- A minimum of 5 courses at GCSE A\*C or equivalent GCSE number grade including English and Mathematics;
- Where appropriate, a high GCSE grade, equivalent to B grade or above, in each of the preferred choice subjects.

Acceptance onto certain courses will depend on a combination of appropriate Level 2 qualifications.

Meeting the requirements of any course does not automatically guarantee that applicants will be offered places on the preferred choices, depending on the viability of each course.

### Oversubscription Criteria – Sixth Form

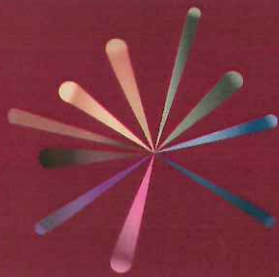
Where the number of applications for admission exceeds the number of places, the following criteria will be applied in the order set out below, to decide which students to admit.

1. Students who are "looked after" or "previously looked after" (*please see definitions below*) at the time of application who meet the academic entry criteria
2. Students who already attend the school and meet the academic entry criteria
3. All other students

In the event of oversubscription in any criterion, those living nearest the school will be given priority. Distance is measured "as the crow flies" from the centre of the school footbridge to the child's permanent place of residence using FreeMap Tools.

### Tie Breaker

In the exceptional circumstance where students have the same distance measurement and there is no other way of separating the applications then the governors will admit the additional child above the planned admission number. Proof of residence may be required.



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## DEFINITIONS

**Looked After/Previously 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 child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 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. 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).

**Parent** – 'parent' includes all natural parents whether they are married or not or any person with parental responsibility, or who 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 student's natural parent can acquire parental responsibility.

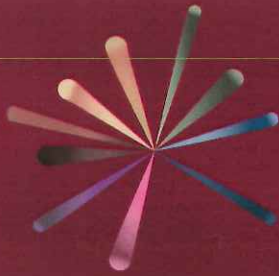
### **Sibling (brother or sister)**

- 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.

**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 or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights (ie Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence and other evidence from the court regarding parental responsibilities in these matters may be required.

**Service Premium** - The service premium gives schools extra funding to support children and young people with parents in the armed forces. Pupils attract the premium if they meet the following criteria:

- one of their parents is serving in the regular armed forces
- one of their parents served in the regular armed forces in the last 3 years
- one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)



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## ADDITIONAL INFORMATION

**Co-ordinated Admissions Scheme** – Parents should make all applications for places in the normal year of entry on the common application form through their own local authority. The closing date for applications is 31<sup>st</sup> October.

**Waiting Lists** In the event of oversubscription the school will operate a waiting list. A child's place on the list will be determined by the admissions criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The Governors of the school, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Governors along with waiting lists for other over-subscribed year groups. At the end of each academic year the waiting list will close and parents will be required to notify the school if they wish to reapply for the following year.

### Late Applications

Late applications received from the closing date up to the date specified within Nottinghamshire's co-ordinated arrangements will be dealt with in accordance with the scheme. They will be considered as on time, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. Applications received after that date will be considered as late and processed after the national offer date.

### In Year Admissions

All applications made outside of the normal year of entry should be made directly to the school and will be administered by the governors in accordance with the criteria. If a place is available in the appropriate year group, then that will be offered. If no places are available the application will be refused, right of appeal offered and the child's name placed on the waiting list. The position on the waiting list is determined by the school's over subscription criteria. In the event of a place becoming available during the course of a year an offer of a place will be made from the waiting list.

### “Hard to Place Children”

Special consideration will be given to requests from the local area pupil placement panel for “hard to place children” under the Fair Access protocol. George Spencer Academy participates in Nottinghamshire County Council's Fair Access Protocol.

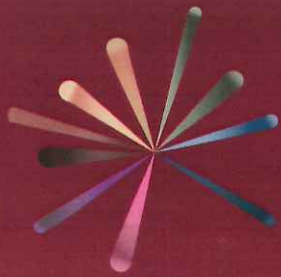
### Nomadic Children

Special consideration will also be given to children of nomadic travellers living in the community.

### Independent Appeals

Parents who have been refused a place at the Academy have the right to appeal to an independent panel. Parents wishing to appeal should **write to the Clerk of the Appeal panel at the school within 20 school days of notification**. Any queries will be dealt with by the school.

Repeat applications in the same academic year will not be considered unless there is significant material change in circumstances.



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## Acceptance of an offer of a place

The Local Authority will inform parents that a place for primary/secondary transfer has been offered and requires acceptance of this place within 14 days. If this confirmation is not received, the offer of a place should be withdrawn and offered to the next child on the list. Acceptance of an offer made as a result of an in-year application requires acceptance directly to the school within 14 days.

## Withdrawal of an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent or intentionally misleading applications, false claim to residence, or the failure of a parent to respond to an offer of a place within the specified deadlines.

## Application for Places outside the normal age group

Parents may seek a place for their child outside of their age group. The school anticipates that children will only be educated outside of the normal age group in very exceptional circumstances, for example, where the student has missed education due to ill health. For primary to secondary transfer, parents should submit a request in writing to their local authority's school admissions team as early as possible. In year admission applications should be made in writing to the Admissions Officer at George Spencer Academy.

In all cases, decisions will take into account the age group the child has been educated in up to that point and will be made on the basis of the individual circumstances and in the child's best interests.