



Queen
Elizabeth's
— ACADEMY —

Admissions Arrangements 2019-2020



Diverse Academies
Learning Partnership

ADMISSION ARRANGEMENTS - 2019/2020

A. ADMISSIONS TO YEAR 7 IN SEPTEMBER 2019

The admission limit for students in the intake year is 180. The Academy will accordingly admit up to 180 students in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 180 or fewer apply.

In the event of over-subscription, after the admission of students with a Statement of Special Educational Needs where the Academy is named in the Statement or EHCP, the following criteria will be applied by the Education Advisory Body in priority order, to determine which applications will be granted:

1. A 'looked after child' is a child who is (a) in the care of 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 the 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).

2. Children with a sibling attending the Academy at the same time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.

3. Other children by distance from the Academy, with the priority for admission given to children who live nearest to the Academy as measured by using Nottinghamshire County Council's computerised distance measuring software. Distances are measured from the main entrance of the child's home ii to the main entrance of the Academy on Chesterfield Road South.

4. Children who attend and are currently registered at Church of England Primary Schools;

5. Children whose parent(s) iii regularly worship at a Church of England Church, confirmed in writing by a minister of that Church;

6. Children whose parent(s) regularly worship at any Christian Church in membership of Churches Together in Nottinghamshire, confirmed in writing by a minister of religion;

7. Children whose parent(s) have a similar commitment to one of the world's major faiths such as Buddhism, Hinduism, Islam, Judaism, Shintoism or Sikhism, confirmed in writing by a Minister of Religion. Where there is concern or a lack of clarity about a particular faith, advice will be sought through the Nottinghamshire Council of Faiths.

Random allocation will be used as a tie-break in category '3' above to decide who has the highest priority for admission if the distance between two children's homes and the Academy is the same. This process will be independently verified.

Regular worship in 5 and 6 above is considered to be attendance at church at least monthly on average over the past year, as confirmed by a reference from the family's church minister.

Any applications received after the closing date will be considered after all those which were received on time. Late applications will be processed according to the coordinated scheme. Children's names will be added to Queen Elizabeth's waiting list if they are refused a place. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether

a parent has appealed against the decision. If any applications are received that have higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available. If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time. This will include all applications that have been received requesting a place at that school where a higher preference has not been met. Waiting lists close at the end of each academic year.

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 all but the first criterion above and will be considered by the Education Advisory Body.

C. ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR

Queen Elizabeth's Academy participates in Nottinghamshire County Council's Fair Access Protocol. Applications for in-year admissions will be considered in relation to the PAN which applied when the year group was first admitted to the school, also considering class size restrictions where relevant. Generally, and unless a variation is agreed with the County Council, if places are available within the year group, the child will normally be admitted to the school.

Applications for Nottinghamshire community and voluntary controlled schools, and schools that have joined the scheme, must be made to Nottinghamshire County Council. 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

We support Nottinghamshire County Council's policy as follows:

Nottinghamshire County Council ensures that the 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 to admit 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.

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented, has experienced ill health or is a summer born child wishing to start school in reception instead of year 1.

Queen Elizabeth's Academy considers all requests. The school will make decisions 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; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were for not being born prematurely.

When parents are told the decision about the year group to which the child should be admitted, they will also be given 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 an intake age group.

D. ADMISSION TO THE SIXTH FORM

The Academy has an open admission policy to the Sixth Form. The admission limit for external students in the intake year is 40. The oversubscription criteria are the same as for Year 7 above.

Post 16 years students who wish to join the Sixth Form should discuss their course requirements with the Vice Principal and the Director of Sixth Form.

E. LINKED PRIMARY SCHOOLS

The primary schools linked to Queen Elizabeth's Academy are as follows:

- ☐☐Crescent Primary
- ☐☐Farmilo Primary
- ☐☐Intake Farm Primary
- ☐☐Flying High Academy, Ladybrook
- ☐☐St Peter's C of E Primary
- ☐☐Wainwright Primary Academy

F. ACCEPTANCE OF A PLACE

Parents should contact schools directly to arrange a start date and the place must be taken up as quickly as possible.

b. In all cases, places allocated must be taken up by the start of the next half term.

c. For places allocated in the summer term the child must be on roll at the allocated school before the end of the summer term.

d. If places are not taken up within these timelines, the offer of a place may be withdrawn.

G. RIGHTS OF APPEAL

1. When requests for admission are refused, the applicants will be informed in writing of the reasons by the Clerk to the Education Advisory Body Admissions Committee.

2. Applicants (except, temporarily, the parent/carer of a child who has been permanently excluded from two schools, and where at least one of these exclusions has taken place since 1st September 1997) whose child is refused a place have the right to appeal to an independent appeal panel. Parents should lodge an appeal within 20 school days of the date of the refusal letter.

i 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).

ii Home address is the main address at which the child resides and is registered

iii Parent is defined as the main carer for the child which includes birth parent, foster parent, the child's adopted father/mother, LA carer

3. The right to appeal applies at times other than the normal time of entry to the Academy (e.g. when families move into the catchment area part way through the year), and in respect of admissions at other than the normal age (such as a year early or a year later for transfer from primary to secondary school). Parents/carers who have missed the normal deadline for applying for admission, or who have had the offer of a place withdrawn, also have the right to appeal if they are refused a place.

4. The Clerk to the Admissions Committee will explain the right of appeal and give in the letter of refusal contact details for who will organise the appeal.