



THE  
**HOLGATE**  
— ACADEMY —

# Admissions Policy 2020 - 2021

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Diverse Academies  
*Learning Partnership*

# Admissions Policy 2020-21

## Admissions Numbers:

Year 7: 240

Year 12: 60

Applications must be made through your home local authority. For Nottinghamshire residents, this can be found on the NCC website [www.nottinghamshire.gov.uk/learning/schools/admissions](http://www.nottinghamshire.gov.uk/learning/schools/admissions) and applications should be completed by the closing date for applications as stated in the Nottinghamshire Coordinated Scheme.

Applications received after this date will be regarded as late and processed after the first round of applications has been considered. For more information regarding the application process, please visit Nottingham County Council's website [www.nottinghamshire.gov.uk/learning/schools/admissions](http://www.nottinghamshire.gov.uk/learning/schools/admissions)

## Year 7 Admissions Oversubscription Criteria

**Children with a Statement of Special Needs or Education, Health and Care Plan, where the Holgate Academy is named in the Statement or Education, Health and Care Plan will be admitted. In the event of oversubscription, all other applications will be considered in the following priority order:**

### 1. Looked After Children and previously 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 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)*

Children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### 2. Children who, at the time of admission, will have a sibling attending The Holgate Academy.

*For Academy Admissions a sibling is considered to be; 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 the LA placed in*

*a foster family as the child, stepchildren, stepchildren not related but living as a family unit.*

### **3. Children who attend a “Holgate Family” Primary School.**

Holgate Primary school  
Beardall Fields Primary School  
Broomhill Junior School  
Edgewood Primary School  
Hawthorne Primary School  
Hillside Primary School  
Leen Mills Primary School  
Hucknall Flying High Academy

### **4. Other children.**

In the event of over-subscription within any criterion, preference will normally be given to children who live nearest to the school.

*Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.*

Please note that proof of address may be required in the form of utility bill, driving license, council tax payment schedule, benefit letters, solicitor's letter confirming completion of house move or signed tenancy agreement.

Random allocation will be used as a tie-break in all criteria above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any individual case.

### **Special Circumstances**

The following groups of children may be given special consideration in their application to the Academy:

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 at the time of application.

Children whose parents are members of the armed services.

The Academy Admissions Board will, in consultation with the Principal, consider each case on its merits and determine the allocation of any such places. Cases agreed under 'special circumstances' will take precedence over all but the first of the numbered criteria.

***Over subscription Criterion 1: Children with a Statement of Special Needs or Education, Health and Care Plan, where the Holgate Academy is named in the Statement or Education, Health and Care Plan will be admitted. In the event of oversubscription, all other applications will be considered in the following priority order:***

***Over subscription Criterion 2: Looked after children who were previously looked after but immediately after being looked after become subject to adoption, a child arrangement order, or special guardianship order.***

***Over subscription Criterion 3: Children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted.***

### **Admissions to year groups other than the intake year**

Admissions in year must be submitted to Nottinghamshire County Council. Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the Academy. If places are available within the year group, applications will be considered in accordance with the above admission criteria. If places are available, the child will be admitted to the Academy.

<http://www.nottinghamshire.gov.uk/education/school-admissions/changing-school>

### **Admission of Children outside their normal age group – School admissions code 2.17**

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.

### **Post 16 Admissions Eligibility**

Admission to the Sixth Form is open to all applicants meeting the admission criteria and is not restricted to students from The Holgate Academy. Subject criteria will be outlined each year in the prospectus.

Students who fail to meet the minimum entry requirements for the two year course will have their application considered on an individual basis.

The sixth form capacity will be 60 students per year group from The Holgate Academy and other academies.

### **Oversubscription criteria - 6<sup>th</sup> Form**

**When the sixth form is undersubscribed all applicants will be admitted.**

Oversubscription criteria for students who meet the minimum entrance requirements are:

**1. Children with a Statement of Special Needs or Education, Health and Care Plan, where the Holgate Academy is named in the Statement or Education, Health and Care Plan will be admitted.** In the event of oversubscription, all other applications will be considered in the following priority order:

**2. Looked After Children and previously 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 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.*

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Children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**3. Other children.**

In the event of over-subscription within any criterion, preference will normally be given to children who live nearest to the school.

*Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.*

Please note that proof of address may be required in the form of utility bill, driving license, council tax payment schedule, benefit letters, solicitor's letter confirming completion of house move or signed tenancy agreement.

Random allocation will be used as a tie-break in all criteria above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any individual case.

**Waiting Lists**

In each year group The Holgate Academy will operate a waiting list where in any year the academy receives more applications for places than there are places available.

It will operate until the end of December in the admission year. Each admission authority must maintain a clear, fair and objective waiting list for at least the first

term of the academic year of admission, each added child will require the list to be ranked again in line with the oversubscription criteria.

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.

### **Appeals**

Following refusal of an application, applicants have the right to appeal to an independent appeals panel. This can be done through Nottinghamshire County Council in writing stating the grounds for appeal in the application. Details can be found on the Academy and Nottinghamshire County Council websites.

*The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal*

### **Fair Access Protocol**

The Holgate Academy participates in Nottinghamshire County Council's Fair Access Protocol (School Admissions Code 3.9 refers).