

# Admissions Arrangements 2021/22



Diocese of Southwell & Nottingham

## The Samworth Church Academy

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## 1. Introduction

The Samworth Church Academy is part of the Diocese of Southwell & Nottingham Multi Academy Trust, who are the admissions authority for the academy.

The Trust is committed to securing excellence in its academies by supporting them as they develop an ethos and learning environment based on Christian values and principles. It works with its academies to enable them to offer high quality education to pupils of all faiths and none. Parents/carers of children who wish to apply for a place are very welcome to visit the academy.

The Trust assumes that all parents/carers are willing for their children to join in all activities within the Christian ethos of the academy (whilst acknowledging parents/carers legal rights to withdraw their child from certain activities).

Our vision is to create a distinctively Christian and values driven environment that provides the best start to the 70 or more great years our students should enjoy when they leave our school. Our students should have the opportunity to live life in all its fullness and be good citizens wherever they may be.

Below are the primary schools that are linked with the Academy, although attending a linked school will not necessarily guarantee a place at the Academy:

- Abbey Primary School
- Asquith Primary School
- Berry Hill Primary School
- Oak Tree Primary School
- St Peter's C of E Primary School
- Wynndale Primary School

### **Published Admissions Number**

The Published Admissions Number (PAN) for the academy is 180.

## **2. Application Process for Admission into Year 7**

- 2.1 Academies in the Diocese of Southwell & Nottingham Multi Academy Trust participate in **Nottinghamshire County Council's Co-ordinated Admissions Scheme** and all deadlines within that scheme should be adhered to by applicants.

SNMAT Academies also participate in **Nottinghamshire County Council's Fair Access Protocol**, which includes the admission of vulnerable children in collaboration with the Local Authority. For full details please visit:

[www.nottinghamshire.gov.uk/learning/schools/admissions](http://www.nottinghamshire.gov.uk/learning/schools/admissions)

- 2.2 For applications for transfer from primary school to secondary school parents should apply using the **Local Authority Application Form**, to be returned online to their home Local Authority, before the closing date. For Nottinghamshire residents this form can be found on the Nottinghamshire County Council website at:  
[www.nottinghamshire.gov.uk/learning/schools/admissions](http://www.nottinghamshire.gov.uk/learning/schools/admissions)

2.3 **Supplementary Information Form (SIF)**

Applicants who wish church commitment to be taken into consideration as part of their application should also complete a Supplementary Information Form, which is available direct from the academy. The Supplementary Information Form must be completed **in addition** to the Local Authority's application form and returned to the academy by 31<sup>st</sup> October 2020.

2.4 **Ranking Applications**

In line with the Trust's 'Scheme of Delegation' the Local Governing Body (LGB) at the academy is responsible for applying the admissions oversubscription criteria (see section 4) to all applications and ranking them in priority order. Applicants will then be sent a decision by the home Local Authority on the offer day.

2.5 **National offer day**

This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area. For secondary pupils, offers are sent out by the home local authority on **1st March 2021** or the next working day.

2.6 **Late Applications (those received after the closing date).**

Late applications will be processed in-line with the Nottinghamshire County Council Co-ordinated Admissions Scheme. Full details are available at:  
[www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions)

## 2.7 **Waiting List.**

Parents whose children are not offered a place will be placed on a waiting list which is maintained in partnership with Nottingham County Council until the end of the academic year. 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. The waiting list is re-ranked every time there is a new application. If any applications are received that have a 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.

## 2.8 **Right of Appeal**

Under the terms of the School Admissions Appeals Code 2012, if you apply for and are refused a place at The Samworth Church Academy you have the right to appeal. If you decide that you wish to proceed with an appeal, 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.

You should within 20 school days of the date of the refusal letter, write to the Diocesan Appeals Clerk, Mr T Redgate c/o **Rothera Sharp Solicitors, 2 Kayes Walk, Stoney Street, The Lace Market, Nottingham NG1 1PZ.** (email: [t.redgate@rotherasharp.co.uk](mailto:t.redgate@rotherasharp.co.uk)) so that the formal appeals process can be put into motion. Appeals will be heard by an Independent Appeals Panel in accordance with the School Admissions Code 2014 and Part 3 of the School Standards and Framework Act 1998.

## 2.9 **Withdrawing an offer of a place.**

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

## 2.10 **Fraudulent information.**

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with a higher priority for the place at the school, the offer of a place may be withdrawn.

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

The academy will check the home address on any applications where there are doubts about the information provided.

## 2.11 **Repeat Applications.**

Repeat applications to the academy will not be considered in the same school year unless there has been a significant and material change in the circumstances of the application or

those of the academy. A significant and material change in circumstances is something that alters the decision already made.

#### 2.12 **Admission of children outside the normal age group.**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health or is a summer born child. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools and from primary to secondary schools. Children should only be educated out of the normal age group in very limited circumstances.

Parents should submit a request in writing to the academy as early as possible. The academy will consider all requests and 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 not for being born prematurely.

When parents are told of 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. The home local authority must process the application as part of the main admissions round.

### **3 Application Process for In-Year Admissions**

- 3.1 The academy participates in **Nottinghamshire County Council's In-Year Co-ordinated Scheme**. Please contact the NCC admissions team, full details are available at [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions).

For transfer or application outside the normal admissions round the waiting list lasts until the end of the current academic year. It is maintained in strict 'admission criteria' order, irrespective of the date of application and is re-ranked every time there is a new application.

### **4. Admissions Arrangements for Admissions to Year 7**

- 4.1 If there are fewer applications than places available then all applicants will be allocated a place. If the academy receives more applications than it has places for, then the following oversubscription criteria will be applied after places have been allocated to any pupils who have a **Statement of Special Educational Need** or **Education, Health and Care Plan (EHCP)** which names the school.

#### 4.2 **Special Circumstances**

Children whose particular medical need, mobility support needs, special educational needs or social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional at the time of the application will be considered by the academy. The information must demonstrate that **The Samworth Church Academy** is the only school/academy which can cater for the child's particular needs.

Any application under 'special circumstances' will be considered on its merits and the allocation of any such place will be determined by the academy's admissions panel. **Cases agreed under 'special circumstances' will be ranked under oversubscription criteria 4.**

#### 4.3 **Oversubscription Criteria**

The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place.

- 1. Looked after children and previously looked after children (see definition below)**
2. Children who have been in state care outside of England before being adopted.
3. Children with a sibling who currently attends the Academy and will continue to do so on the date of admission.
4. Children with a medical need as set out in paragraph 4.2 above.
5. Up to 25 places to children of Christian families as set in paragraph 5.5 below.
6. Children who attend one of the named linked primary schools named in section 1.

#### 4.4 **Distance Measurement**

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the academy as the crow flies (by straight line). Distances are measured from the main administrative point at the academy's 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.

#### 4.5 **Tie Breaker**

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation will be used to allocate places supervised by someone independent of the academy.

#### 4.6 **Multiple Births**

Where one child of a multiple birth can be admitted the other child/children will also be admitted. In the case of infant class size, the additional sibling(s) would be an "excepted pupil or pupils."

## 5. Definitions

### 5.1 Looked after and previously looked after children.

The School Admissions Code 2014 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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). 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).

For children who have been in state care outside of England and who ceased to be in state care as a result of being adopted, the following definitions applies:

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A residence order and 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 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).

### 5.2 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 **home address** will be considered to be the residence where the child spends at least three nights of the school week each week. Informal arrangements between parents will not be taken into consideration and 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. In cases where residency is split 50/50, the

Academy will request parent confirmation of which address is to be used. The Academy has the right to request proof that a child's place of residence is permanent and that a child lived at the address at the time of application and the academy will withdraw an offer of a place if evidence provided is deemed fraudulent.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area will accept a Unit postal address or quartering area address for a service child will be accepted.

### 5.3 Parent

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by the academy, it may be necessary for parents to obtain further legal advice. The academy will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, the academy will establish where the child lives for the majority of the time.

### 5.4 Sibling (brother or sister)

- Brothers and/or sisters who share the same parent(s).
- A half-brother, half-sister or legally adopted child living at the same address.
- A child looked after by the local authority placed in a foster family with other school aged 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.

### 5.5 Christian Families

Up to 25 places will be offered to applicants who can demonstrate that:

1. the child or parent is **'at the heart of the Church'**. That is someone who is a regular, committed worshipper, **someone who has worshipped at least twice a month, for 24 months prior to the date of application** (including week-day worship).
2. the child or parent is **'attached to the Church'**. That is someone who is a regular, but not a frequent worshipper, **someone who has worshipped at least once a month, for 24 months prior to the date of application** (including week-day worship).

In the event of oversubscription within this category, those who have demonstrated they meet point 1 above will be given priority over those who meet point 2. By 'Church' the Academy means a Church of England Parish Church or a Church that is a member of Churches Together in England. Member Churches can be viewed at [www.cte.org.uk](http://www.cte.org.uk).

Applicants who wish church commitment to be taken into consideration as part of their application should complete a Supplementary Information Form (as explained in section 2.3 above).

