

Admissions Policy 2021-22

Agreed: Date: 21.05.20 Time: 15,35	Next review: September 2021	Statutory/non: Statutory	Lead: Mrs K Willmot
Associated documents:			
Links to:			
Concerns and Complaints policy Special Educational Needs and Disabilities policy			





Queen Elizabeth's is a Church of England 11-18 Academy, which admits students in year 7. Students are also admitted at age 16+ provided they meet the entry required qualifications for proposed programmes of study in the 6th form. Admission from outside the Academy is 40 in year 12.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 180 pupils to year 7 in the school year which begins in September 2020.

1. Aims

This policy will:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation

This policy is based on the following advice from the Department for Education: School Admissions Code, Schools Admissions Appeals Code. It also complies with The School Standards and Framework Act 1998 and The Education Act 1996.

3. How to apply

To apply for a place at Queen Elizabeth's Academy in year 7 you must complete an application with your home local authority (the local authority area where the child resides). The school participates in the Local Authority Coordinated Admissions Scheme through Nottinghamshire County Council. Information on this scheme can be found online [at https://www.nottinghamshire.gov.uk/education/school-admissions](https://www.nottinghamshire.gov.uk/education/school-admissions) by phone 0300 500 80 80 or in writing to:

School Admissions
Meadow House
Littleworth
Mansfield
Notts
NG18 2TA

For children living in the Nottinghamshire local authority area, applications are available online at: <http://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a->



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[school-place](#). You will receive an offer for a school place directly from the local authority. The offer of a place needs to be accepted. Parents and carers are informed about school place decisions annually on the national offer date, on 1st March, or next working day, by the Local Authority.

If you wish to apply for a place in 6th form in year 12 and the student does not currently attend the Queen Elizabeth's Academy, the student must complete the application form on the Hucknall 6th form Centre website http://www.hsfc-ac.org.uk/how_to_apply or via our Head of Sixth form. HSFC is part of the same Academy Trust (Diverse Academies) and takes 6th form students from other secondary schools including The Holgate Academy and National Church or England Academy.



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4. Oversubscription criteria

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

1. Children Looked after by a local authority 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 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 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 Nottinghamshire County Council's computerised distance measuring software. Distances are measured from the main administrative point on the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home.

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 where two distances are equal.



Any applications received after the closing date will be considered after all those which were received on time. Late applications will be processed as specified in Nottinghamshire County Council's-coordinated scheme.

Waiting lists

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.

5. Oversubscription criteria for 6th form

The same oversubscription criteria for year 7 applies for 6th form.

6. Applications under 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.

7. Requests for admissions outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

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. The Academy will also take into account the views of the Principal of the





Academy. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

8. In year admissions

You can apply for a place for your child at any time outside the normal admissions round. Queen Elizabeth Academy has joined the Nottinghamshire County Council's co-ordinated in-year admissions scheme. Details of how to apply are available at: <http://www.nottinghamshire.gov.uk/education/school-admissions/changing-school>.

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. If there are no places available at the time of your application, the application will be refused, right of appeal given and your child's name will be added to a waiting list for the relevant year group. If a space becomes available it will be allocated to the child that is top of the list at that time one of the pupils on the waiting list in accordance with the oversubscription criteria in section 4 of the policy.

Queen Elizabeth's Academy participates in Nottinghamshire County Council's Fair Access Protocol. For in-year admissions, the Local Authority will confirm whether a place can be offered within 10 school days of receiving the application.

9. Appeals

If your child's application for a place at the school is unsuccessful, you have the right to appeal the decision. If you wish to appeal against a decision to refuse a place for your child at this academy you can appeal online or in writing. Information on how to appeal can be found via www.nottinghamshire.gov.uk/education/school-admissions/making-a-school-admission-appeal or by calling 0300 500 80 80.

You can also find details of the school's appeal timetable on the following webpage: <https://www.queenelizabeths-ac.org.uk/admissions/admissions-appeals/>



Definitions

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, whether either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. 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. Evidence that a child's place of residence is permanent may also be sought and this should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

Parent: a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

For the purpose this policy we consider a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

