

## Admissions Policy 2022-23

Retford Oaks Academy is part of the Diverse Academies Trust. Responsibility for the administration of applications is delegated to the Academy Board of Governors.

### **Admissions Numbers:**

Year 7	240
Year 12	100 (see Post 16 Admissions)
	10 for external applicants into year 12

### **Application process**

Applications in the normal admissions round must be made to the child's home local authority by the national closing date for applications, 31 October. For Nottinghamshire residents, this can be found on the NCC website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk) and applications should be completed by the closing date for applications as stated in the Nottinghamshire Coordinated scheme'.

Late applications are processed in line with the coordinated scheme. Further information can be found at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

### **Over Subscription criteria to any year group**

In the event of over-subscription, after Children with an Educational Health Care Plan where Retford Oaks Academy is named in the plan, the following criteria will be applied, in priority order, to determine which applications will be granted:

1. Looked After Children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order or special guardianship order

*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).*

In the event of over subscription priority will be given by distance as the crow flies

2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

*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.*

3. Children who, at the time of admission, have a sibling<sup>1</sup> attending Retford Oaks 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 with other school age children, stepchildren, stepchildren not related but living as a family unit where parents both live at the same address. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.*

4. Children of staff who have been employed at the Academy in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Children who attend a “Retford Oaks Family” Primary School

<i>Beckingham Primary School</i>	<i>Rampton Primary School</i>
<i>Bracken Lane Primary School</i>	<i>St Peter’s CE Aided Primary School (Gringley-on-the-Hill)</i>
<i>Clarlborough Primary School</i>	<i>St Swithun’s CE (Aided) Primary School</i>
<i>Misterton Primary School</i>	<i>Thrumpton Primary School</i>
<i>Leverton CE Academy</i>	<i>Walkeringham Primary School</i>
<i>Ordsall Primary School</i>	

6. Other children.

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. 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.

In the event of two distances being equal, the local authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

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

### **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 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. The evidence should prove that a child lived at the address at the time of application. Informal arrangements between parents will not be taken into consideration.

### **Special Circumstances**

The following groups of children will 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.

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.

### **Admissions to year groups other than the intake year (in-year admissions)**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

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. Decisions will be made on the basis of 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, their medical history and the views of a medical professional.

Applications need to be made via Nottinghamshire County Council by contacting the school admissions team on **0300 500 8080** (For full details, please refer to the County Council's website [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)). The Academy is then notified that an application has been made. Applicants will be notified of the outcome by Nottinghamshire County Council.

### **Fair Access Protocol**

Retford Oaks Academy subscribes to the Nottinghamshire County Council Fair Access Protocol. The Nottinghamshire Fair Access Protocol ensures that unplaced and vulnerable children and young people will be offered a place at a suitable school as quickly as possible. It has been revised to take account of the 2012 School Admissions Code discussions at the Joint School Admissions Forum and the development of additional protocols for placing vulnerable children this is available on the Nottinghamshire County Council Website

The Protocol works in partnership with schools, parents and carers to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

### **Post 16 Admissions**

Retford Oaks offers 100 places in year 12

If fewer than 100 of the Academy's own year 11 pupils transfer into year 12, additional external pupils will be admitted until year 12 reaches its capacity of 100.

In the event of being oversubscribed the criteria listed above will be used (with the exception of criteria 5).

Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

In addition to the sixth form’s minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the academy’s prospectus and in the LA composite admissions prospectus.

### **Waiting Lists**

In each year group Retford Oaks 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. It will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application. After the waiting list closes a further application would need to be made through the in year admission protocols. Guidance on the right of appeal in these circumstances can be found in the school admission appeals code within the DFE website.

[www.dfe.gov.uk](http://www.dfe.gov.uk)

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.

Applicants have the right to appeal which must 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. Strict timelines for appeals apply. 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.

### *Definitions*

Parent the mother of the child, the father of the child if he was married to the mother either when the child was born or at a later date, the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate, an adoptive parent, any other person who has acquired parental responsibility through the courts; evidence of this may be required.

Review Date:  
**Autumn Term 2017**

Date of Next Review:  
**Autumn 2018**

### **Equality Analysis:**

- Positive Impact +**
- Negative Impact –**
- Neutral Impact 0**

Complete the top part of each section, if there is a positive or negative impact expand in the box below

<b>Disability</b>	<b>Religion</b>	<b>Gender</b>	<b>Sexual Orientation</b>	<b>Age</b>	<b>Other</b>
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<b>+ (1)</b>					
<p>(1) The Admissions policy states, in line with National regulations that students with a statement of special educational needs, which may include areas covered under the definition of disability are awarded places at the academy before the admissions criteria come into effect.</p>					