

## Arnold Hill Spencer Academy

### DETERMINED ADMISSION ARRANGEMENTS 2023-2024

#### **Admissions Authority**

The admissions authority for Arnold Hill Spencer Academy is The Spencer Academies Trust. The Spencer Academies Trust determines admission arrangements for each Academy within the Trust. The arrangements are implemented by the local governing body of each Academy including matters relating to local Fair Access arrangements

#### **1. PAN**

The Published Admission Number (PAN) for Arnold Hill Spencer Academy for 2023-2024 for Year 7 to 11 in September 2023 will be 270 in each year group. The published admission number for Year 12 and Year 13 in September 2023 will be 150 in each year group.

#### **How to apply and when decisions are made**

Applications for first admission into year 7 must be made through the child's home local authority (the area where the child lives).

For Nottinghamshire County Council residents this can be found on the Nottinghamshire County Council website at <https://www.nottinghamshire.gov.uk/education/school-admissions>. For Nottingham City residents this can be found on the Nottingham City website at <https://www.nottinghamcity.gov.uk/schooladmissions> Applications should be completed by the closing date for applications as stated in the Nottinghamshire County Council Coordinated Admissions Scheme.

All other applicants must apply to their home local authority (i.e. the area where the child lives).

Parents will be notified of the outcome of applications on National Offer Day which is 1<sup>st</sup> March 2023.

<https://www.nottinghamshire.gov.uk/education/school-admissions/key-dates> If this falls at a weekend, it is the next working day.

For applications into other year groups, see the section on **in year applications**.

#### **2. How late applications are treated**

Any applications received after the closing date, including changes of preference, are considered as late applications and will be processed after all on-time applications unless there are exceptional circumstances which must be made clear at the point of application, with supporting evidence, and before places are allocated.

#### **3. Catchment Area**

Arnold Hill Spencer Academy has a defined catchment area, details of which are available as follows

- You can check the catchment area for your home address by visiting: <http://www.nottinghamshire.gov.uk/findmynearest>. A catchment map for Arnold Hill Spencer Academy is available by request to the school or can be viewed on the Academy's website
- Please see the attached link to the Nottinghamshire County Councils website which provides an address checker function <https://www.nottinghamshire.gov.uk/search-for-a-school#/catchments>

The fact that a child lives within the catchment area does not guarantee a school place. See section on Admission Oversubscription criteria.

#### **4. Admission Oversubscription Criteria for All year groups year 7-11**

In accordance with the School Admissions Code, Arnold Hill Spencer Academy operates within the Nottinghamshire County Council Coordinated Admissions Scheme. We do not currently require additional information to consider your application fully.

In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to students who have an education, health and care plan (EHCP) which names the school:

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC).
2. Children who live in the catchment area on the closing date for applications. This also includes children who have siblings on roll at the Academy.
3. Children who attend the Arnold Hill Spencer Academy Family of Schools: Arnbrook Primary School, Arnold View Primary School, Arno Vale Junior School, Coppice Farm Primary School, Ernehale Junior School and Mapperley Plains Primary School and were on the roll of one of these schools at the time of the closing date of application.
4. Children who are siblings of students already on roll at Arnold Hill Spencer Academy at the time of application and admission. A sibling is a child who lives at the same address and who is the brother/sister (children who share a common parent), step brother/step sister (children who are related through marriage). This also includes adopted or fostered children living at the same address. This also includes children who have siblings on roll at the Academy and who reside outside of the catchment area.
5. Children who live outside the catchment area but the parent is a member of staff and has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Other children who live outside the catchment area.

**Multiple Births** Where one child of a multiple birth can be admitted under the normal admissions process, the other child/children will also be admitted.

#### **5. Admission Oversubscription Criteria for 6<sup>th</sup> form (secondary only)**

The Published Admission Number for entry into Year 12 from beyond the school is 25. This is in addition to students who are already on the roll of the school, having transferred from year 11, known as **internal applicants**.

Our Academy sets academic entry criteria for the sixth form for all students. These are the same for both external and internal places. Details of these criteria can be found on our school website or by contacting the Academy direct.

In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to students who meet the academic entry criteria and who have an education, health and care plan (EHCP) which names the school:

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC), who meet the academic entry criteria
2. Proximity to the school will be used with those living nearer being given priority. The distance measured will start from A Block reception to the child's permanent residence.

#### **6. Tie breaker for oversubscription criteria in any year group**

In the event of oversubscription, within each of the criteria, priority will be given to children who live nearest to the school. The distance measurement indicated has been calculated using Nottinghamshire County Council's computerised distance measuring software (direct distance). Distances are measured will start from A Block reception to the child's permanent residence. In the event of two distances being equal lots will be drawn and independently verified.

#### **7. In Year Applications**

Admissions other than the normal year of entry which is from Year 6 into Year 7 will be processed by Arnold Hill Spencer Academy and applications should be made directly to the school, once the autumn term has started. The application form and details of how to apply are available by contacting the Admissions Team - [Admissions@arnoldhillspencer.com](mailto:Admissions@arnoldhillspencer.com) An application form for In-Year admissions will then be posted home. Alternatively, please visit the Academy website under Admissions for an application form. Applications received in year will be dealt with in accordance with our

published criteria. If a place is available in the appropriate year group, then that place will be offered. If no places are available, the child's name will be added to the waiting list and will remain there for a minimum of one term. The position on that waiting list is determined by the Arnold Hill Spencer Academy oversubscription criteria, not in the date order by which they are received. Parents of students who have been unable to secure a place in any year group have the right to appeal. The Spencer Academies Trust has regard to the DFE admissions Code in respect of in-year application requests

### **8. 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. Children should only be educated out of the normal age group in very limited circumstances.

Parents/carer should submit a request in writing to the Principal as early as possible for consideration by the Admissions Authority. 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; 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. The views of the Principal will also be taken into account

Where we agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which students are normally admitted to the school, the application will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of our determined admission arrangements only, including the application of oversubscription criteria where applicable.

Parents have 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 at the school but it is not in their preferred age group.

### **9. Admission of children below compulsory school age and deferred entry to school (primary only)**

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Where a place has been offered: a) that child is entitled to a full-time place in the September following their fourth birthday; b) the child's parents can defer the date their child is admitted to the school until later in the school year; and c) where the parents wish, children may attend part-time until later in the school year.

The Academy takes account of the most recent guidance from the DFE when considering such requests: [www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)

### **10. Right of appeal**

Parents who have been refused a place at the Academy have the right to appeal to an independent panel. Parents wishing to appeal should write to:

For Year 6 students:  
Admissions Administrator  
Arnold Hill Spencer Academy  
Gedling Road  
Arnold  
Nottingham  
NG5 6NZ

For Year 7-11 students:  
In-year Transfer Administrator  
Arnold Hill Spencer Academy  
Gedling Road  
Arnold  
Nottingham  
NG5 6NZ

within 20 school days of the Academy refusing a place. Any queries will be dealt with by the Academy.

## **11. Waiting lists**

Where an application has been refused because the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day (for admission to the intake year) or, for in-year applications, the date when the application was refused.

Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated.

Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received.

The waiting list for Year 7 will be maintained until 31st December of the school year of admission in partnership with Nottinghamshire County Council. All other year groups, waiting lists will be held for a minimum of one term.

Inclusion on a waiting list does not mean that a place will eventually become available.

## **12. Repeat applications**

Repeat applications on behalf of the same child, for admission in the same academic year, will not be considered unless the applicant can provide evidence that there has been a significant change in the particular circumstances of that child.

## **13. False information**

Where the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

Where a child has started attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

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

## **14. Definitions**

- **Attending school** is taken to be on roll at a school for the purposes of admissions.
- **Looked after and previously looked after.** 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). The definition of previously looked after children includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. This document refers to these children as internationally adopted previously looked after children (IAPLAC). This also includes children who were previously looked after in Wales, Scotland and Northern Ireland.
- **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 by the governing body. **The evidence should prove that a child lived at the address at the time of the application with the exception of applications from families of Service and Crown personnel where the address at which the child will live will be used when applying criteria, as long as parents have provided robust evidence of their intended address.** Informal arrangements between parents will not be taken into consideration

- **Parents** For school admissions the school will consider the following as parents:
  - the mother of the child
  - an adoptive parent
  - the father of the child where 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
  - any other person who has acquired 'parental responsibility through the courts
- **Siblings:** For school admissions the school will consider the following as sibling:
  - 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 a local authority placed in a foster family with other school age children
  - stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.