

Outwood Academy Portland and Outwood Academy Valley Admission Policy 2023-24

The admission authority for Outwood academies is Outwood Grange Academies Trust.

Nottinghamshire County Council continues to administer the admissions process and the academies participate in Nottinghamshire County Councils coordinated scheme for both intake and in-year admissions.

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 and applications should be completed by the closing date for applications as stated in the Nottinghamshire Coordinated scheme.

The published admissions number for Year 7 in September 2023 are:

Outwood Academy Portland 300
Outwood Academy Valley 300

If more applications are received than places available, applications will be ranked against the following over-subscription criteria for the academies. The criteria will be applied in the priority order indicated below.

Section 1 - Admission Oversubscription Criteria for Year 7

The school will admit a child with an Education Health and Care Plan (EHCP) if the Statement or Plan names the academy, before any of the following criteria are applied:-

1. Children looked after by a local authority or previously looked after children. This includes those who appear 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 live in the catchment area and attending a linked school with a sibling who is currently on roll at the academy at the point of application:

Outwood Academy Portland and Valley linked schools: Norbridge Academy, Prospect Primary School, Redlands Primary School, Sir Edmund Hilary Primary School, Sparken Hill Academy, St John's CofE Academy, Worksop Priory CofE Academy, Haggonfields Primary, Sparken Hill Academy, St Luke's CofE Primary, St Anne's CofE Primary, Ramsden Primary, St Augustine's Primary, Kingston Park Academy, Gateford Park Primary, Langold Dyscarr Primary, Holy Family Catholic Primary School.

3. Children who live in the catchment areas with a sibling who is currently on roll at the academy at the point of application.
4. Children who attend a linked school with a sibling who is currently on roll at the academy at the point of application.

5. Other children who live in the catchment area at the closing date for applications
6. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
7. Other children who live outside the catchment area.

In the event of oversubscription, within any 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 academy to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Nottinghamshire County Council's computerised distance measuring software.

Distance Tie Breaker

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal Nottinghamshire County Council measures to the next decimal point. If the measurements remain equal, for example children living in the same block of flats, lots will be drawn and the process will be independently verified.

Section 2 - Key Terms and Definitions

Oversubscription criteria

Where there are more applications than places available, the oversubscription criteria are used to decide the priority of applications for school places. 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.

Education, health and care plan (EHCP)

All children with an education, health and care plan that names the school will be admitted. These documents state the education provision required for an individual child.

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 child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. 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).*

Second highest priority is given to

- *Children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted (that is, children looked after by a public authority, religious organisation or another provider of care whose sole purpose is to benefit society, such as orphanages or other settings).*

Special consideration

Outwood Grange Academies Trust will consider applications where the application can be supported by written evidence from a doctor, social worker or other relevant professional stating why a particular school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

- For information provided before the closing date for intake applications, the Trust will consider each case and decide the allocation of any such place on the basis of written evidence. Where it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority following the allocation of looked after and previously looked after children.
- For information provided after the closing date and for all in-year applications, the Trust will consider each case. If it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority after looked after and previously looked after children. If the school is oversubscribed the application will have priority on the waiting list after the initial allocation of places.

Where a request for special consideration is not approved:

- For information provided before the closing date for intake applications, a decision will not be communicated and the application will be considered in line with the published admission oversubscription criteria.
- For information provided after the closing date and for all in-year applications, a decision based on the evidence provided will be communicated to the applicant.

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 a foster parent(s) may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, 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 the child's place of residence is permanent

may also be sought and this should prove that the child lived at the address at the time of the application.

Informal arrangements between parents will not be taken into consideration.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, Nottinghamshire County Council will accept a Unit postal address or quartering area address for a service child provided the application is accompanied by an official letter that declares a relocation date.

Catchment areas

The schools have a defined catchment area, details of which are available on the public website <http://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>

Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

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 a local authority placed in a foster family with other school age 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.

Displaced sibling

A child is considered to have been displaced if they applied on time for their Nottinghamshire community catchment area school and they were not allocated under the coordinated scheme as the school was oversubscribed with catchment area children at national offer day. If the older sibling was subsequently offered a place at the community catchment school from the waiting list and this offer was declined, the child will not be considered as displaced and any younger siblings would not be given any additional priority in the oversubscription criteria.

Multiple births (twins, triplets etc)

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

Linked school

In some instances, attending a particular school or having a sibling attending that school, gives an application some priority within the oversubscription criteria for another named school. This is known as a 'linked school' and information about linked schools is available in Admissions to schools: School information, available on the County Council's website.

Parent

- the mother of the child

- 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
- an adoptive parent
 - any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required
- authorisation may also be given for another person to speak on the parent's behalf.

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. Nottinghamshire County Council 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, Nottinghamshire County Council will establish where the child lives for the majority of the time. If agreement is not reached the address held by the child's current provision will be used.

Distance measurement

Within each of the criteria, priority will be given to children who live nearest to the school as the crow flies (by straight line). 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.

Tie breaker

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal Nottinghamshire County Council measures to the next decimal point. If the measurements remain equal, for example children living in the same block of flats, lots will be drawn and the process will be independently verified.

Waiting lists

Children's names will be added to a school'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 at that time, to the child who has highest priority on the waiting list according to the admission oversubscription criteria. 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 are held for admission to year groups reception to year 5 until 31 May. Waiting lists will close on 31 May and parents would need to make a new application for the next academic year.

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.

Fraudulent or misleading 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 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.

Nottinghamshire County Council will check the home address on any applications where there are doubts about the information provided.

Appeals

When an application for a school is refused, the parent has a right to appeal to an independent appeal panel. Parents are informed of this when they receive their outcome and to lodge an appeal parents should contact Nottinghamshire County Council. Further information is available at www.nottinghamshire.gov.uk

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

A significant and material change in circumstances is something that alters the decision already made. A house move may not necessarily be considered a substantial change and will not give a further right of appeal.

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 1 March. This date is relevant to all on-time applications in the secondary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

Section 3 - Qualifying scheme: how Nottinghamshire County Council coordinate the arrangements for the admission of pupils to secondary schools in Nottinghamshire

The scheme is for admission at the normal time, for example starting primary school, moving to junior school, moving to secondary school or transferring to a school with an atypical age of admission.

3.1 Introduction

a. This section outlines how Nottinghamshire County Council coordinates arrangements for admissions to all maintained schools and academies. Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination helps to ensure that, as far as is reasonably practicable, every parent of a child living in a local authority area who has applied to a maintained school or academy school is sent one, and only one, offer of a school place by the local authority where they live (the home authority).

b. Atypical schools are those which admit children at the beginning of the key stage 4 or the preceding year (that is, year 9 or year 10). All local authorities must inform parents of pupils that they may apply in the offer year to be admitted to the relevant age group of a school with an atypical age. Nottinghamshire does not have any schools of this type but coordinates admission applications for Nottinghamshire residents wishing to apply for schools outside the area.

c. Children do not automatically transfer to reception from early years provision or nursery and parents must apply for a school place. Similarly, children attending an infant school do not automatically transfer to the junior/primary phase of education and parents must make an application.

d. Parents of children who live in Nottinghamshire can state up to four preferences for any maintained school or academy school, either in Nottinghamshire (home authority) or any other school in another local authority area.

e. Nottinghamshire County Council's coordinated scheme is relevant for:

- children starting school for the first time (reception intake)
- children transferring from infant school to junior education (Y3 intake)
- children transferring from primary phase to secondary education (Y7 intake)
- children applying to transfer to a school with an atypical age of admission, e.g. studio schools or university technology colleges (UTCs) (Y9/Y10 intake).

These are known as 'normal admissions rounds'.

f. In all other cases, applications for admission are known as 'in-year admissions' and these are described in section 4.

g. Nottinghamshire County Council will work with other local authorities and all other own admission authority schools. Our neighbouring local authorities are: Derbyshire, Doncaster, Leicestershire, Lincolnshire, North Lincolnshire, Nottingham City and Rotherham.

h. Nottinghamshire residents will receive a decision about a place only from Nottinghamshire County Council.

i. All offers of a place by Nottinghamshire County Council during the normal admissions round will be made as shown in the timetables outlined in this scheme.

3.2 Applying for a school place

- a. Parents of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire County Council. Parents can apply online, by telephone or by completing a paper application form.
- b. All other applicants must apply to their home local authority (the area where they live).
- c. Parents will be invited to state up to four preferences in the order they most prefer and give reasons for those preferences. Preference order will not be revealed to other admission authorities. Parents should include any additional information the admission authority may need in order to consider their preferences fully.
- d. Some academy, foundation, free, studio, trust, voluntary aided or voluntary controlled schools require additional information (see relevant admissions criteria) in order to apply their oversubscription criteria. This may include completion of a supplementary form or other written evidence, for example, from a minister to demonstrate commitment to religion.
- e. The supplementary form is not a legal application for admission to a school and parents must complete the home local authority application.
- f. Supplementary forms and additional supporting information should be returned to the relevant admission authority before the closing date.

3.3 How applications are processed

- a. Nottinghamshire County Council will collate all applications and exchange information with other admission authorities.
- b. Nottinghamshire County Council will first exchange information about preferences for schools outside of Nottinghamshire with relevant local authorities.
- c. Following receipt of information from other local authorities, Nottinghamshire County Council will then send details of the preferences to other own admission authority schools within Nottinghamshire.
- d. Each admission authority will then apply their published admission oversubscription criteria to all preferences to rank in priority order.
- e. Own admission authority schools within Nottinghamshire will return all preferences in rank order of priority.
- f. Nottinghamshire County Council will identify whether, or not, a place can be offered at a Nottinghamshire school based on the preference and the oversubscription criteria (rank order). Nottinghamshire County Council will inform other local authorities about decisions for their residents and will receive notification from other local authorities whether, or not, any places can be offered to Nottinghamshire residents.

3.4 Provisional offers

a. Following exchange of offer information with other local authorities, Nottinghamshire County Council will identify all those preferences which can be met.

b. Where more than one place can be offered for a particular child, Nottinghamshire County Council will provisionally allocate the highest preference and any lower preferences will be withdrawn. This may create vacancies at other schools. The process of information exchange with other local authorities is repeated to ensure the highest preference possible can be allocated for each child.

c. Nottinghamshire County Council will inform other local authorities about final decisions for their residents and will receive notification from other local authorities about final decisions for Nottinghamshire residents.

3.5 Final offer process

Nottinghamshire County Council will identify an alternative offer for Nottinghamshire residents if it is not possible to meet any of their preferences.

3.6 Informing parents

a. Nottinghamshire County Council will inform all Nottinghamshire residents on offer day of the outcome of their application. Nottinghamshire residents who applied online using Nottinghamshire County Council's online application system can access their outcome on offer day and an email will be sent, unless the applicant opted to receive a letter. For parents who applied by telephone or by completing a paper application, letters will be posted second class on offer day and no outcomes can be given over the telephone. Children moving out of Nottinghamshire will receive an outcome from the new home local authority. Any parent whose child is refused a school place has the right of appeal to an independent panel for any higher preferences than the allocated place.

b. Some admission authorities may withdraw a place where parents do not accept the offer within fourteen days. Parents are advised not to decline any offer of a school place until an alternative allocation has been made. For Nottinghamshire residents, Nottinghamshire County Council will not process rejections of school places unless a school place has been secured at an alternative school.

3.7 Waiting lists

a. During a normal admissions round where an application has been refused and the number of applications received is greater than the number of places available, waiting lists will be maintained from offer day.

b. Children's names are only placed on a waiting list for any school that the parent has ranked higher than the school that has been allocated. If a place is subsequently allocated the child's name will be removed from the waiting list for any lower preferences.

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

d. All admission authorities must maintain a waiting list until at least 31 December, as required by the School Admissions Code. For all community and voluntary controlled schools within Nottinghamshire, waiting lists are maintained until 31 May. Being on a waiting list does not mean that a place will eventually become available.

3.8 Late applications – normal admissions rounds only

a. Applications received from parents after the closing date may be considered by Nottinghamshire County Council as on time, with the agreement of the relevant admission authority and only in the following circumstances:

- relocation into the area of Nottinghamshire County Council from another local authority area
- relocation within Nottinghamshire
- exceptional reasons for missing the closing date, for example, family bereavement, hospitalisation or family trauma.

Information outlining why the application was late, together with evidence of relocation, must be provided by:

- 30 November 2022 for children transferring from primary phase to secondary education and atypical schools

b. Late applications and changes to preference order received after the dates outlined above but before 31 August 2023 will be considered after national offer day. This will be after all on time applications have been processed and decisions have been sent to parents. A maximum of 4 preferences can be processed as late on an application at any one time and parents must wait for the outcome for these preferences before making further changes.

Any applications received after 1 September 2023 will be processed as in-year applications (see section 4).

3.9 Applications not received – normal admission rounds only

For known children living in Nottinghamshire on 31 August 2023 where no application has been received and educational provision elsewhere has not been confirmed for children:

- transferring from infant school to junior education
- transferring from primary phase to secondary education Nottinghamshire County Council will identify the next closest Nottinghamshire school to the child's home address with an available place and send an offer of a school place.

Section 4 – how in-year applications are processed

The schools are managed within the Nottinghamshire County Council's in-year coordinated scheme. 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, also considering infant class size restrictions. Generally, and unless a variation is agreed with the County Council, if places are available within the year group, the child will normally be admitted to the school.

4.1 Introduction

a. What is an in-year application? An in-year application is for children requiring a school place during the school year, rather than at the usual transfer time to school (for example, starting primary school, moving to junior school, moving to secondary school or transferring to year 9/year 10 in a UTC or studio school). The majority of in-year applications for school places in Nottinghamshire will be dealt with through normal in-year arrangements. However, some children in vulnerable groups may find it difficult to secure a school place. In these cases, applications may be referred to the Lead Officer for Fair Access under the Fair Access Protocol, available at www.nottinghamshire.gov.uk

b. Fair Access Protocol Nottinghamshire County Council's Fair Access Protocol (FAP) works in partnership with schools, parents and carers to ensure that children in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. Referral to fair access is made when a parent of an eligible child has not secured a school place under in-year admission procedures.

4.2 Nottinghamshire's arrangements for in-year applications to Nottinghamshire schools

a. Nottinghamshire County Council has a well-established in-year scheme for applications for admission to Nottinghamshire community and voluntary controlled schools and some own admission authorities (OAA) have chosen to join this scheme. Details of the schools that have joined this scheme are available on the public website www.nottinghamshire.gov.uk

b. Applications must be made to Nottinghamshire County Council.

c. For schools outside of Nottinghamshire, parents should contact the relevant local authority. Contact details for neighbouring local authorities can be found in the Admissions to schools: Guide for parents available at www.nottinghamshire.gov.uk

d. Nottinghamshire County Council ensures that the processes for admitting children who have been allocated under in-year arrangements or through the Fair Access Protocol do not lead to unreasonable delay, particularly where a child is otherwise without a place.

e. Admission authorities cannot refuse to admit a child with challenging behaviour where places are available. Governing bodies can refer applications to the local authority for consideration under the provisions of the Fair Access Protocol. Schools should not request information about a child's history of behaviour unless an application meets fair access protocol requirements.

f. Nottinghamshire County Council may also share information with neighbouring authorities about applicants who live in that local authority area and who apply for a place in one of the schools participating in the scheme. Our neighbouring authorities are Derbyshire, Doncaster, Leicestershire, Lincolnshire, North Lincolnshire, Nottingham City and Rotherham.

4.3 Applying for a place in a Nottinghamshire school

a. Parents can make applications up to six weeks, or during the preceding school half term, before the date when they would like their child to start at the preferred school. School places cannot be reserved and places are allocated in line with this scheme.

b. Parents can state up to four preferences on an application for any of the schools participating in the scheme. We recommend that parents use all four preferences, listing them in order starting with the one they would most like their child to attend. Nottinghamshire County Council will not reveal the order of preferences to schools. Applications can be made online, by telephone or by completing an application form. A maximum of 4 preferences can be processed at any one time and parents must wait for the outcome for these preferences before making further changes.

c. Parents applying for academy, foundation, free, studio, trust, voluntary aided or voluntary controlled schools should check whether any additional supporting information is required. This may be written evidence from a minister to demonstrate commitment to religion. This information enables the admission authority to apply admission oversubscription criteria correctly.

d. Details of oversubscription criteria for Nottinghamshire schools are available on our website www.nottinghamshire.gov.uk

e. Applying for a place in year 10 or year 11 Performance and level of achievement/attainment are adversely affected each time a child experiences a transfer to a new school. Avoidable and unnecessary changes should be carefully considered and parents need to be aware of the consequence of moving schools in key groups such as year 10 and year 11. It may be difficult to find schools that can offer the same courses as the previous school. However, schools are not able to refuse to admit children because they followed a different curriculum at their previous school.

4.4 Timeline for in-year applications

a. Applications for school places are considered without delay to ensure that every child of school age is allocated a school place.

| Timeline (working days) | Nottinghamshire County Council's in-year scheme |
|-------------------------|--|
| Day 0 – 5 | There are weekly admission rounds with a cut-off point of 5pm on Wednesdays. Any application received after 5pm will be included in the following week's admission round. Details of applications will be sent to OAA schools participating in the scheme. |
| Day 0 – 10 | OAA's are requested to notify the County Council of their decision. |

| | |
|--------|---|
| Day 10 | For parents who have applied online notification of the outcome of their preferences will be made available online. For all other applications notification of the outcome of the application will be sent second class post. |
| Day 11 | If a place cannot be identified or there is a delay in getting a response, the application will be referred to fair access. |

b. Admissions will normally be agreed up to the published admission number which applied for the normal year of intake. If there are more applications than places available, the oversubscription criteria will be used to determine which places will be offered. If an application is refused at any school which is listed higher than the one offered, parents are given the right to appeal.

c. Nottinghamshire County Council will then identify all those preferences that can be met. When a place can be offered at more than one of the schools listed on an application, the County Council will write to offer a place at the highest preferred school where a place is available.

d. Nottinghamshire County Council will communicate the decision:

- for parents who have applied online, notification of the outcome of their preferences will be made available online
- for all other applications, notification of the outcome of the application will be sent second class post.

e. Some admission authorities may withdraw a place where parents do not accept the offer within fourteen days. Parents are advised not to decline any offer of a school place until an alternative allocation has been made.

4.5 Admission to school (taking up the allocated in-year place)

a. Parents should contact schools directly to arrange a start date and the place must be taken up as quickly as possible.

b. In all cases, places allocated must be taken up by the start of the next half term.

c. For places allocated in the summer term the child must be on roll at the allocated school before the end of the summer term. If the place is not taken up by the end of the summer term, parents would need to make a new application for the following academic year.

d. If places are not taken up within these timelines, the offer of a place may be withdrawn.

4.6 Waiting lists

a. The school holds a waiting list for years 7 -11. These are held until 31 May.

b. If a place becomes available, the place will be allocated to the child on the waiting list who has highest priority within the oversubscription criteria at that time. This will include all applications that have been received requesting a place at that school.

c. If a place is allocated from the waiting list in the summer term, the child must be admitted to the school before the end of the summer term. If the place is not taken up by the end of the summer term parents would need to make a new application for the following academic year.