

## **Outwood Academy Portland and Outwood Academy Valley Admission Policy 2021-22**

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](http://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 2021 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.

### **Admission Oversubscription Criteria for Year 7**

The school will admit a child with a Statement of Special Educational Need or 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.
2. Children who live in the catchment area and who, at the time of admission, will have an older sibling attending the school.
3. Other children who live in the catchment area.
4. Children attending a linked school with a sibling who is currently on roll at the academy at the point of application:

Outwood Academy Valley linked schools: Norbridge Academy, Prospect Primary School, Redlands Primary School, Sir Edmund Hilary Primary School, Sparken Hill Academy, St John's CofE Academy

Outwood Academy Portland linked schools: 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

5. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.

6. Children attending a linked 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 the local authority's computerised distance measuring software.

### **Distance Tie Breaker**

In the event of needing to discriminate between pupils living an equal distance from the school, names will be drawn randomly from a hat and independently verified.

### **Independent Appeals**

Places in year 7 at the academy for September 2021 will be allocated on 1st March 2021 and advised thereafter. Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances.

Parents wishing to appeal should do so via Democratic Services, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP (call 0300 500 8080 for an appeal form). 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. Notification of the appeals date will be given with at least 10 school days' notice and the deadline for submission of written case will normally be 6 working days in advance of the hearing date.

### **Key Terms and 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, where either the parental address or the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights, ie. 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 when 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. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The Governors Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

### **Looked After Child 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 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. 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. 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).

### **Parents**

For school admissions the governors 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 governors will consider the following as sibling:-

- a brother or sister who shares the same parents
- a half-brother or half-sister or legally adopted child living at the same address to 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.

### **Twins and Multiple Births**

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

### **Children of UK Service Personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to an admission authority area, or crown servants returning to live in that area, admission authorities must allocate a place [2.18 Admissions Code 2014].

### **Admission of Children Outside the Normal Age Group**

Parents may seek a place for their child outside of the normal age group. Children should only be educated outside of the normal age group in very limited circumstances. Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. Designated officers will make decisions based on the circumstances of each case and in the best interests of the child concerned. The views of the head teacher will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision. The parent has 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.

Transfer to Secondary School - Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to junior secondary school. It will be for the academy to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

### **Waiting Lists**

Subject to any provisions regarding waiting lists in Nottinghamshire County Councils co-ordinated admission scheme, the Academy will operate waiting lists. Where in Year 8 -11, Outwood Academy Portland receive more applications than there are places available, a waiting list will be held.

Waiting list for Primary to Secondary transfer will be held until the 31st December 2021, from the 1st January 2022 parents may make a new application if they wish to do so. If the place is not available, parents have the right to appeal.

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.

### **Late applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, and family trauma. Supporting evidence may be required. For closing dates please refer to the Nottinghamshire County Council website for the dates specified in the coordinated scheme.

not available in the year group for which a student applies the academy operates a waiting list. Names are placed on this waiting list in the rank order of our published oversubscription criteria, not in the date order by which they are received.

### **Catchment Area**

Details of the catchment area school for your address can be obtained from the Nottinghamshire County Council website: <http://www.nottinghamshire.gov.uk/findmynearest>.

### **In-year Admissions**

The academies participate in Nottinghamshire County Council's in-year co-ordinated scheme. Application forms and details about how to apply are available at <http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/> If a place is not available in the year group for which a student applies the academy operates a waiting list. Names are placed on this waiting list in the rank order of our published oversubscription criteria, not in the date order by which they are received

### **Admission to Outwood Post 16 Centre, Worksop will be from:**

- (i) students in Year 11 at the academy; and
- (ii) students from outside the academy

220 KS5 students from Outwood Academy Portland

220 KS5 students from Outwood Academy Valley

60 KS5 External students