Admissions Consultation Autumn 2026:
2 November 2026 to 14 December 2026

The National Church of England Academy
Annesley Road
Hucknall
Nottingham
NG15 7DB

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Headteacher: Mr M Brailsford

2 November 2026

The National Church of England Academy is a church school in the Diocese of Southwell & Nottingham. The Minster Trust for Education (MITRE) is the admissions authority for the school.

The School Admissions Code 2021 requires that all admission authorities undertake a statutory consultation to seek the views and comments of anyone who may be affected by the proposed changes.

All schools must have admission arrangements that clearly set out how children will be admitted, including information about what happens if there are more applications than places available (oversubscription criteria). The criteria must be reasonable, clear, objective, procedurally fair and comply with all relevant legislation, including equalities legislation. It is for the admissions authority to decide which criteria are most suitable for the academy, according to local circumstances.

From 2 November 2026 until 14 December 2026 the school is consulting on proposed changes to its 2028 / 2029 admission arrangements.

Proposed Changes 2028/ 2029 Admission Arrangements:

The National Church of England Academy is consulting, for its 2028/ 2029 arrangements, on the following:

1. In the section 'Admissions Arrangements 2028-29 Year 12', paragraph 'Waiting List', amending the sentence:

In the event of over subscription, and where an application has been refused, the school will operate a waiting list which will remain in place until the October half term each year.

to:

In the event of over subscription, and where an application has been refused, the school will operate a waiting list which will remain in place until 30th September 2028.

The rationale for the change is:

The admissions deadline has been brought forward from October half term to 30 September to ensure that newly enrolled students join early enough in the academic year to successfully catch up on any teaching and learning they may have missed. This will help maximise their chances of academic success and support a smoother transition into sixth form study.

In addition, setting the deadline before the start of October ensures that the student roll is accurate for the annual census return, providing a more reliable record of enrolment and funding-related data.

2. In the section 'Admissions Arrangements 2028-29 Year 12', paragraph 'Late and in-year applications', amending the sentence:

Applications for in-year admissions will be processed up until the October half term each year. In the event of a place being available it will be offered. If no places are available, the application will be refused and given the right to appeal. Waiting lists are held for in-year applications up until the October half term each year.

to:
Applications for in-year admissions will be processed up until 30th September 2028. In the event of a place being available it will be offered. If no places are available, the application will be refused and given the right to appeal. Waiting lists are held for in-year applications up until 30th September 2028.

The rationale for the change is:

The admissions deadline has been brought forward from October half term to 30 September to ensure that newly enrolled students join early enough in the academic year to successfully catch up on any teaching and learning they may have missed. This will help maximise their chances of academic success and support a smoother transition into sixth form study.

In addition, setting the deadline before the start of October ensures that the student roll is accurate for the annual census return, providing a more reliable record of enrolment and funding-related data.

These are the only proposed changes.

Consultation Information:

Full details of the school's admissions consultation can be found on the school's website: https://www.nationalacademy.org.uk

All consultation information (hard copy) is also available upon request from the school.

Who are we consulting with?

The School Admissions Code 2021 requires that all admission authorities undertake a statutory consultation to seek the views and comments of parents/carers, other admission authorities, pre-schools, nurseries in the relevant area, Nottinghamshire County Council, neighbouring local authorities, Dioceses and anyone else who may be affected by the proposed changes.

The consultation will run for 6 weeks commencing on 2 November 2026 and closing on 14 December at 6pm. A copy of the School Admissions Code 2021 can be found at https://www.gov.uk/government/publications/school-admissions-code--2

How can you respond to the consultation?

We welcome and invite you to send your comments regarding the proposed arrangements by:-

1. Submitting an online response form at https://www.nationalacademy.org.uk
2. Completing a hard copy response form, available from the school office.
3. Emailing the chair of governors at adminoffice@nationalacademy.org.uk
4. Writing to:-

    Chair of Governors
    The National Church of England Academy
    Annesley Road
    Hucknall
    Nottingham
    NG15 7DB

What happens next?

After the consultation period has closed the Local Governing Body will give consideration to the responses received. The Local Governing Body will then determine The National Church of England Academy final admission arrangements for 2028/29. Following determination, the arrangements will be published on the school's website: https://www.nationalacademy.org.uk

Mrs J Eastwood

Co-Chair of the National CofE Academy Local Governing Body

Mrs J Robinson

Co-Chair of the National CofE Academy Local Governing Body

Mr M Brailsford

Head Teacher

Proposed Admission Arrangements for 2028 -2029

ADMISSION ARRANGEMENTS 2028-29

THE NATIONAL CHURCH OF ENGLAND ACADEMY FOR ENTRY TO YEAR 7 AND IN-YEAR TRANSFERS

This school is a member of the Minster Trust for Education (MITRE), that organisation being its admissions authority.

The Minster Trust for Education is an inclusive learning community based on the principle of sharing. It operates for the collective good of pupils and students such that high-quality education is sustained and supported, underpinned by strong values, Christian or otherwise. Each member school is unique in its own right and also distinctly part of MITRE.

The academy vision is to ensure that all members of the National community experience 'life in all its fullness'. As a Church of England academy, we believe that everyone is a child of God, created in his image and with the potential to grow into his likeness. Our role as an academy is to create a place of learning where:

- young people are engaged on a joyful lifetime of learning.
- each person is uniquely valued.
- gifts, potential and spirituality are nurtured and developed.
- the academy community is welcoming for those of all faiths and none.

We believe in providing opportunities for our full academy community to develop as children of God – to deepen their learning, develop their sense of identity and become active members in the wider community.

ADMISSION ARRANGEMENTS

Applications for intake into year 7 are coordinated by Nottinghamshire County Council and applications must be made to your home local authority for where the child lives. Admission applications to all other year groups must be made directly to the school, irrespective of where you live.

For entrance to the school in September 2028, the closing date of the co-ordinated admission scheme is 31st October 2027. Places are allocated by the home local authority on the National Offer Day of 1st March 2028 or the next working day. A copy of the co-ordinated admissions scheme is available from Nottinghamshire County Council at Determined admission arrangements | Nottinghamshire County Council

The Published Admission Number (PAN) for entry into Y7 is **210**.

All parents must submit an application to the home local authority for a school place in Y7. Parents should also complete a **National C of E Academy Supplementary Information Form** if they wish for the application to be considered on a commitment to faith, which can be found on the school website and should be returned directly to the school before the closing date.

Students who have an Education, Health and Care Plan (EHCP) where the National C of E Academy is named will be admitted.

Special Consideration (if applicable)

The following groups of children will be given special consideration by the Governors:

Children whose particular medical needs, disability needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional **at the time of application**, and where it can be demonstrated that the National C of E Academy is the **only** school that can meet these needs.

It is the responsibility of parents/carers to ensure that, at the time of application, they indicate directly to the academy that they would like their application to be considered under 'Special Circumstances', and they provide any written evidence (as noted above). Once such a request from parents/ carers has been received by the academy, the Head and Governing Body will consider any written evidence provided by parents/ carers with the application (as noted above). It is at the discretion of the Head and Governing Body to decide if the evidence is sufficient for Special Circumstances to be applied. If the evidence indicates to the Head and Governing Body that the National CofE Academy is the only school that can meet the child's needs, 'Special Circumstances' will be applied. If the Head and Governing Body agree that an application can be considered under 'Special Circumstances', it is at the discretion of the Head and the Governing Body as to whether the application should take precedence over any of the oversubscription criteria numbered 2 to 6 below.

Oversubscription criteria

If more applications are received than there are places available, the Governors will apply the following criteria:

1. A **"looked after child" (LAC), a child who was previously looked after (PLAC) by an English local authority or an internationally adopted previously looked after child, (IAPLAC)**. Children looked after by a local authority and all previously looked after children, including those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (or became subject to a residence order or special guardianship order). See definitions page.

2. Children who are attending the Hucknall National C of E Primary School and Linby-cum-Papplewick C of E Primary School on the closing date for secondary transfer applications.

3. Children will then be prioritized in accordance with the definition 'Worship' (see definitions page) using the below criteria. The governing body will consider all Supplementary Information Forms (submitted on time), and it is at the discretion of the governing body to decide whether this criteria will be applied.

   Within each criteria, places will be allocated in order of regularity of worship:

   a. Children who have worshipped at a Church of England Church, and have done so for a period of 12 months prior to the application deadline. Applications will be prioritised within this category using the following criteria:
      i. Whether the child is at the heart of the church
      ii. Whether the child is attached to the church

   b. Children who have worshipped at any Christian Church which is a member of Churches Together in England, and have done so for a period of 12 months prior to the application deadline. Applications will be prioritised within this category using the following criteria:
      i. Whether the child is at the heart of the church
      ii. Whether the child is attached to the church

c. Children who have worshipped at a place of worship of another recognised world faith, and have done so for a period of 12 months prior to the application deadline. Applications will be prioritised within this category using the following criteria:
   i. Whether the child is at the heart of the church
   ii. Whether the child is attached to the church

Applicants are advised that the parent is required to complete the relevant section of the Supplementary Information Form (which can be found on the academy website) and have it counter-signed by their Minister of Religion. The Supplementary Information Form must be returned to the school by the closing date. Please see measurement of attendance (additional information) for church closures.

4. Children who will have a sibling (as defined below) on the National C of E Academy roll at the time of admission.

5. Children of staff in either or both of the following circumstances:
   a. where a member of staff 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, and/or
   b. the member of staff is recruited to fill a vacant post for which there is a demonstrable staff shortage.

6. All other children - remaining places will be allocated to children who live nearest to the Academy measured as the crow flies.

In the event of over-subscription 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 measuring software. If more than one applicant meets exactly the same admission criteria the Academy will rank in accordance with a random allocation by lot conducted by a body independent of National Church of England Academy.

Where one child of a multiple birth can be admitted, his or her brothers and sisters will also be admitted even where this causes the PAN to be exceeded.

The terms of the Nottinghamshire County Council co-ordinated scheme for admissions will apply, including the dates specified in that scheme. Late applications will be considered in accordance with the scheme.

ADDITIONAL INFORMATION

Measurement of attendance

In the event that during the period specified for attendance at worship the church or, in relation to those other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those other faiths, relevant place of worship, or alternative premises have been available for public worship.

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. Where an offer of a place is found to be fraudulent, effectively denying a place to a child with a higher priority, the offer may be withdrawn.

Hard-to-place pupils

The school participates in the Nottinghamshire County Council's Fair Access Protocol. The Academy will also admit children in accordance with decisions made in conjunction with the local Schools Behaviour and Attendance Partnership (S.BAP) and the Local Authority Fair Access Protocol team.

Waiting list

In the event of oversubscription, and where an application has been refused, the school will operate a waiting list in partnership with NCC until 31st December 2028. The waiting list will be held in place until 15th July 2029, and in-year applications for the same year will be added to the list. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The governors of the school in partnership with the Local Authority will administer the waiting list for the duration of the co-ordinated admissions scheme. Inclusion on the waiting list does not mean a place will eventually become available. The waiting list will be closed after the final admissions committee meeting of the academic year. Any unprocessed applications then received by the academy before the end of the academic year will be included in the waiting list for the next academic year.

Appeal

All applicants who are refused a place in the school have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place. Details of how to appeal are provided on request from the Admissions Officer at the National C of E Academy, Annesley Road, Hucknall, NG15 7DB, telephone 0115 9635667.

Late and in-year applications

Late applications are those submitted after the closing date for the Nottinghamshire co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date outlined in the co-ordinated scheme, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. All other applications received after this date will be considered late.

Applications for in-year admissions will be processed directly by the academy. Where a place is available in the appropriate year group then this will be offered. The academy can refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources: when an application has been refused admission on this basis, the right to an appeal will be offered and the application will be added to the waiting list. However, in line with the Schools Admissions Code 2021, section 3.10, if the Academy 'has good reason to believe that the child may display challenging behaviour, it may refuse admission'.

Please contact the school directly to make an in-year application. In-year application forms can be found on the school website. Parents will be notified of the outcome with 15 school days.

For in-year applications, distance is measured from the child's home address to the main school 'IN' gate as the crow flies using the website www.freemaptools.com.

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group. Reasons might include ill health of the child or if a child is gifted and talented. Parents should submit a request in writing to the Admissions Officer at the academy as early as possible and the school will make a decision on a case-by-case basis, considering the best interests of the child concerned. Further details can be found at Applying for a school place | Nottinghamshire County Council

SOME DEFINITIONS

Sibling (brother or sister)

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Children who have a brother or sister on roll at the academy in Y11 (single registration) at the time of application.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through the courts; evidence of this may be required.

Residence

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 address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three 'school' nights, i.e. 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. The governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

Looked After, Previously Looked After and Internationally Adopted Previously Looked After

A 'looked after child' is a child who (a) is in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school.

Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC) are children who were looked after, including those children who appear to the admissions authority to have been in state care outside of England but ceased to be so because they were adopted (or became subject to a child arrangement 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. (The DfE plans to publish non-statutory guidance to support admission authorities with decisions for IAPLAC applications).
A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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 22nd 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).

Worship

The following criteria will be used when defining 'Worship' -

- at the heart of the church
- attached to the church

A child '**at the heart of the church**' refers to a regular, committed worshipper. This means a child who worships at least twice a month, and who has done so for a period of 12 months, prior to the application deadline. Weekday worship (to accommodate difficult patterns of work and family relationships) can be taken into account.

A child '**attached to the church**' refers to a regular, but not frequent worshipper. This means a child who attends a monthly family or church parade service or is involved in a weekday church activity including an element of worship or belongs to a Christian uniformed organisation which includes an element of worship, and who has done so for a period of 12 months, prior to the application deadline. Weekday worship (to accommodate difficult patterns of work and family relationships) can be taken into account.

The governing body will consider all Supplementary Information Forms (submitted on time), and it is at the discretion of the governing body to decide whether this criteria will be applied.

Guidelines for Minister/Religious Leader

Only applications on denominational grounds must be supported by a Supplementary Information Form completed by the parent(s). The academy must receive the Supplementary Information Form to support applications within the specified Nottinghamshire County Council timeframe for closing date of applications in to secondary education. **It is the responsibility of the applicant to ensure that the minister or religious leader named on the form has provided the Academy with verification.** If the church is outside the UK, it is the responsibility of the applicant to ensure that the Supplementary Information Form must still be completed by the minister/religious leader and is returned to the academy. This includes forms which are to be completed by ministers/religious leaders resident outside the UK. The academy may still seek further verification from the minister/religious leader named on the form, even if the form has been fully completed by the minister/religious leader.
The governing body will consider all Supplementary Information Forms (submitted on time), and it is at the discretion of the governing body to decide whether this criteria will be applied.

ADMISSION ARRANGEMENTS 2028-29

THE NATIONAL CHURCH OF ENGLAND ACADEMY FOR ENTRY TO YEAR 12

This school is a member of the Minster Trust for Education (MITRE), that organisation being its admissions authority.

The Minster Trust for Education is an inclusive learning community based on the principle of sharing. It operates for the collective good of pupils and students such that high-quality education is sustained and supported, underpinned by strong values, Christian or otherwise. Each member school is unique in its own right and also distinctly part of MITRE.

National C of E Academy Vision

The academy vision is to ensure that all members of the National community experience 'life in all its fullness'. As a Church of England academy, we believe that everyone is a child of God, created in his image and with the potential to grow into his likeness. Our role as an academy is to create a place of learning where:

- young people are engaged on a joyful lifetime of learning.
- each person is uniquely valued.
- gifts, potential and spirituality are nurtured and developed.
- the academy community is welcoming for those of all faiths and none.

We believe in providing opportunities for our full academy community to develop as children of God – to deepen their learning, develop their sense of identity and become active members in the wider community.

Students on roll in Year 11, who meet the academic entry requirements, will progress into Year 12 if they wish to do so.

ADMISSION ARRANGEMENTS FOR EXTERNAL APPLICANTS

All parents or students seeking a place must submit an application form through the National Church of England Academy. Provisional places will be allocated to those who have applied by the closing date, Friday 3rd December 2027, and will be confirmed after the publication of results to those meeting the academic entry requirements.

Applications are welcomed from outside of Year 11. The Published Admission Number (PAN) for external entry into Y12 will be **30**. Further places will be awarded if there are places available, for any applications received after the closing date.

Admission to the Sixth Form is open to all applicants meeting the admission criteria and is not restricted to students from the National C of E Academy. Subject criteria will be outlined each year in the subject prospectus.

Students will be expected to follow, as a minimum, a three A Level or level 3 equivalent combination of subjects. The minimum entry requirement is 5 grade 5's at GCSE in relevant subjects. Students must also have at least a grade 4 in English and maths. There are additional GCSE grade requirements for individual A Level subjects, and these are detailed in the Sixth Form Prospectus.

Students who fail to meet the minimum entry requirements will have their application considered on an individual basis. There is no statutory right of appeal.

Students who have an Education, Health and Care Plan (EHCP) where the National Academy is named will be admitted, on condition that the applicant meets the admission criteria.

Oversubscription criteria

In the event of there being more applicants than places available, the deciding factors will be, in order of priority:

1. A **"looked after child" (LAC), a child who was previously looked after (PLAC) by an English local authority or an internationally adopted previously looked after child, (IAPLAC)**. Children looked after by a local authority and all previously looked after children, including those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (or became subject to a residence order or special guardianship order). See definitions page.

2. Children will then be prioritised in accordance with the Definition 'Worship' (see definitions page) using the below criteria. The governing body will consider all Supplementary Information Forms (submitted on time), and it is at the discretion of the governing body to decide whether this criteria will be applied.

   Within each criterion, places will be allocated in order of regularity of worship.

   a) Children who have worshipped at a Church of England Church, and have done so for a period of 12 months prior to the application deadline. Applications will be prioritised within this category using the following criteria:
      i. Whether the child is at the heart of the church
      ii. Whether the child is attached to the church

   b. Children who have worshipped at any Christian Church which is a member of Churches Together in England, and have done so for a period of 12 months prior to the application deadline. Applications will be prioritised within this category using the following criteria:
      i. Whether the child is at the heart of the church
      ii. Whether the child is attached to the church

   c. Children who have worshipped at a place of worship of another recognised world faith, and have done so for a period of 12 months prior to the application deadline. Applications will be prioritised within this category using the following criteria:
      i. Whether the child is at the heart of the church
      ii. Whether the child is attached to the church

   Applicants are advised that the parent is required to complete the relevant section of the Supplementary Information Form and have it counter-signed by their Minister of Religion. This Supplementary Information
   Form must be returned to the school by the closing date. Please see measurement of attendance (additional information) for church closures.

3. Children who will have a sibling (as defined below) on the National C of E Academy roll at the time of admission.

4. Children of staff in either or both of the following circumstances:

- where a member of staff 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, and/or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable staff shortage.

5. All other children - remaining places will be allocated to children who live nearest to the Academy measured as the crow flies.

In the event of over-subscription 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 child's home address to the main school 'IN' gate as the crow flies using the website www.freemaptools.com.

If more than one applicant meets exactly the same admission criteria the Academy will rank in accordance with a random allocation by lot conducted by a body independent of National C of E Academy.

Where one child of a multiple birth can be admitted, his or her brothers and sisters will also be admitted even where this causes the PAN to be exceeded.

ADDITIONAL INFORMATION

Measurement of attendance

In the event that during the period specified for attendance at worship the church or, in relation to those other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those other faiths, relevant place of worship, or alternative premises have been available for public worship.

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. Where an offer of a place is found to be fraudulent, effectively denying a place to a child with a higher priority, the offer may be withdrawn.

Waiting list

In the event of over subscription, and where an application has been refused, the school will operate a waiting list which will remain in place until 30th September 2028. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The Governors of the school will administer the waiting list. Inclusion on the waiting list does not mean a place will become available.

Appeal

All applicants who are refused a place in the school have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place. Details of how to appeal are provided on request from the

Admissions Officer at the National C of E Academy, Annesley Road, Hucknall, NG15 7DB, telephone 0115 9635667.

Late and in-year applications

Late applications are those submitted after the closing date. Late applications will be considered after the closing date if the applicant can provide evidence that there were exceptional reasons for missing this date, for example family bereavement, hospitalisation or family trauma. All other applications received after this date will be considered late.

Applications for in-year admissions will be processed up until 30th September 2028. In the event of a place being available it will be offered. If no places are available, the application will be refused and given the right to appeal. Waiting lists are held for in-year applications up until September 30th 2028.

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group. Reasons might include ill health of the child or if a child is gifted and talented. Parents should submit a request in writing to the Admissions Officer at the academy as early as possible and the school will make a decision on a case-by-case basis, considering the best interests of the child concerned. Further details can be found at Applying for a school place | Nottinghamshire County Council

SOME DEFINITIONS

Minimum Entry Requirements

Students will be expected to follow, as a minimum, a three A Level or level 3 equivalent combination of subjects. The minimum entry requirement is 5 grade 5's at GCSE in relevant subjects. Students must also have at least a grade 4 in English and maths. There are additional GCSE grade requirements for individual A Level subjects, and these are detailed in the Sixth Form Prospectus. Students who fail to meet the minimum entry requirements will have their application considered on an individual basis.

Sibling (brother or sister)

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Children who have a brother or sister on roll at the academy in Y11 (single registration) at the time of application.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through the courts; evidence of this may be required.

Residence

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 address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three 'school' nights, i.e. 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. The governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

Looked After, Previously Looked After and Internationally Adopted Previously Looked After

A 'looked after child' is a child who (a) is in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school.

Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC) are children who were looked after, including those children who appear to the admissions authority to have been in state care outside of England but ceased to be so because they were adopted (or became subject to a child arrangement 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. (The DfE plans to publish non-statutory guidance to support admission authorities with decisions for IAPLAC applications).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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 22nd 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).

Worship

The following criteria will be used when defining 'Worship' -

- at the heart of the church
- attached to the church

A child '**at the heart of the church**' refers to a regular, committed worshipper. This means a child who worships at least twice a month, and who has done so for a period of 12 months, prior to the application deadline. Weekday worship (to accommodate difficult patterns of work and family relationships) can be taken into account.

A child '**attached to the church**' refers to a regular, but not frequent worshipper. This means a child who attends a monthly family or church parade service or is involved in a weekday church activity including an element of worship or belongs to a Christian uniformed organisation which includes an element of worship, and who has done so for a period of 12 months, prior to the application deadline. Weekday worship (to accommodate difficult patterns of work and family relationships) can be taken into account.

The governing body will consider all Supplementary Information Forms (submitted on time), and it is at the discretion of the governing body to decide whether this criteria will be applied.

Guidelines for Minister/Religious Leader

Only applications on denominational grounds must be supported by a Supplementary Information Form completed by the parent(s). The academy must receive the Supplementary Information Form to support applications within the specified Nottinghamshire County Council timeframe for closing date of applications in to secondary education. **It is the responsibility of the applicant to ensure that the minister or religious leader named on the form has provided the Academy with verification.** If the church is outside the UK, it is the responsibility of the applicant to ensure that the Supplementary Information Form must still be completed by the minister/religious leader and is returned to the academy. This includes forms which are to be completed by ministers/religious leaders resident outside the UK. The academy may still seek further verification from the minister/religious leader named on the form, even if the form has been fully completed by the minister/religious leader.

The governing body will consider all Supplementary Information Forms (submitted on time), and it is at the discretion of the governing body to decide whether this criteria will be applied.

SUPPLEMENTARY FORM FOR ADMISSION 2028-29
THE NATIONAL CHURCH OF ENGLAND ACADEMY

This form is for applicants who wish to request that governors consider ranking their application under the oversubscription criteria relating to 'Worship' (criteria 3 of the 'National Academy Admission Arrangements for Entry to Year 7 and In-year Transfer' and criteria 2 of the 'National Academy Admission Arrangements for Entry to Year 12'), in accordance with the definition 'Worship'. The governing body will consider all Supplementary Information Forms (submitted on time), and it is at the discretion of the governing body to decide whether this criteria will be applied.

Only complete this form if you are applying for a place at The National Church of England Academy; please return this directly to The National Church of England Academy. You **MUST** complete the Local Authority common application form as well as this form.

GUIDANCE INFORMATION

1) Notes of guidance to help you complete the form are in italics here and should be read together with the admissions arrangements:

'At the heart of the church'.

*A child '**at the heart of the church**' refers to a regular, committed worshipper. This means a child who worships at least twice a month, and who has done so for a period of 12 months, prior to the application deadline. Weekday worship (to accommodate difficult patterns of work and family relationships) can be taken into account.*

'Attached to the church'

*A child '**attached to the church**' refers to a regular, but not frequent worshipper. This means a child who attends a monthly family or church parade service or is involved in a weekday church activity including an element of worship, or belongs to a Christian uniformed organisation which includes an element of worship, and who has done so for a period of 12 months, prior to the application deadline. Weekday worship (to accommodate difficult patterns of work and family relationships) can be taken into account.*

2) In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

SECTION A – CHILD DETAILS

To be completed by parent/ carer

First Name(s):			
Surname/Family Name:			
Date of Birth:		Gender:	
Home Address:		Postcode:	

Present School: Name/Address/Telephone/Email	

SECTION B – FAITH COMMITMENT

Please indicate with ticks which of the following two statements you think applies to your child. The period in question should normally be for the past 12 months. Please see guidance set out above.

'At the heart of the church'. (Please see definition above). *A child 'at the heart of the church' refers to a regular, committed worshipper, who has worshipped for a period of 12 months prior to the application deadline.*	
'Attached to the church': (Please see definition above). *A child '**attached to the church**' refers to a regular, but not frequent worshipper, who has worshipped for a period of 12 months prior to the application deadline.*	

Please describe your child's church attendance and involvement below (please use an additional sheet if required).

Please give the name and address of your child's parish priest, minister or equivalent religious leader who is confirming your response above by completing Section D below:

Name of Religious Leader(s):	
Name of Church(es) and/or Place(s) of Worship:	
Telephone Number:	
Address including postcode:	
Email (if known):	

SECTION C – PARENTAL DECLARATION

I apply for a place at The National Church of England Academy for the child named above, in accordance with the information and conditions of admission published by the School Governors. If a place is offered and accepted, I undertake to support the academy and ensure that the child named above co-operates fully with all the expectations of the academy.

Signature:	
Full name of Parent/Carer:	
Telephone Number(s):	
Email address:	

Date:	

Once the above has been completed, please hand the form to your religious leader, and ask for them to check what you have written and sign below to confirm your religious commitment.

Please note it is the responsibility of the parent/ carer to ensure that the form is returned to the National C of E Academy.

CHILD'S NAME:

SECTION D – TO THE RELIGIOUS LEADER

I confirm that the statements of religious commitment detailed above are a true reflection regarding the child.	
Please confirm if the child named above is:	
'At the heart of the church'. (Please see definition above).	
'Attached to the church'. (Please see definition above).	

Signed:	
Name of religious leader:	
Role:	
Religious organisation:	
Address:	
Telephone number:	
Email:	
Official Stamp:	
Date:	

Please note it is the responsibility of the parent/ carer to ensure that the form is returned to the National C of E Academy.

PLEASE RETURN THE COMPLETED FORM TO:

Mrs Louise Heath, The National Church of England Academy, Annesley Road, Hucknall, Nottingham, NG15 7DB
Email: admissions@nationalacademy.org.uk