

## ADMISSION ARRANGEMENTS 2022/23

### A. Admissions to Year 7 – admission oversubscription criteria

The admission limit for students in the intake year will be 210 and parents must apply to their home authority. In the event of over-subscription, the following criteria will be applied by the Local Governing Body in priority order, to determine which applications will be granted after children who have an Education, Health and Care Plan which names the Academy have been offered a place.

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 subject to parliamentary approval of the 2021 Admissions Code). 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 section F for full definition.
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 Section F) using the below criteria. Within each criteria children places will be allocated in order of regularity of worship.
  - a) Children who have worshipped at a Church of England Church.  
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
    - III. Whether the child is known to the church
  - b) Children who have worshipped at any Christian Church which is a member of Churches Together in England.  
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
    - iii. Whether the child is known to the church
  - c) Children who have worshipped at a place of worship of another recognised world faith.  
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
    - III. Whether the child is known to the church
4. Children who have a brother or sister who will be attending the school 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.

In the event of oversubscription, and where an application has been refused, the school will operate a waiting list in partnership with NCC until the end of the autumn term. The waiting list will be held in place for 1 academic year 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.'

## **B. Special Circumstances**

Consideration will be given to applicants who can establish particular medical, special educational need, disability needs or social grounds relating to their child. Supporting written evidence from a doctor, social worker or other relevant professionals **must be provided at the time of application**.

Special circumstances may take precedence over the numbered criteria set out above.

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'.

The Governing Body will consider the written evidence provided to decide whether the application can be allocated as special circumstances. It is at the discretion of the Head and the Chair of the Local Governing Body whether the circumstances are sufficient for a place to be offered, and whether this offer would take precedence over the criteria 6 numbered above.

## **C. In-year Admissions**

Where in-year applications are received from whom the Academy is the named school with children who have an Education, Health and Care Plan or 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 subject to parliamentary approval of the 2021 Admissions Code) the Academy will admit regardless of whether a place is available or not.

All in-year admissions will be managed by the Academy and all applicants will be required to complete the appropriate application form available from the Academy or the website. The Local Governing Body will notify Nottinghamshire County Council of both the application and the outcome. All applications received in mid-term will be dealt with in accordance with the above admission and oversubscription criteria, and will comply with the 2021 Admissions Code. Parents/carers will be required to confirm their acceptance of a place within 14 days.

The Academy will admit students up to the PAN set for the specific year group. In the event of a place being available in the appropriate year then that will be offered by the Local Governing Body's Admissions Committee. This will be communicated to parents/carers and the Local Authority. Details of vacancies in

any year group can be obtained by contacting the Academy. All applications are considered against the Academy's published oversubscription criteria. If places are not available, the applicant will receive the right to appeal against the decision.

In the event of oversubscription, and where an application has been refused due to PAN/ capacity, the academy will operate a waiting list, which will be held in place for 1 academic year. 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 mid-term applications are received. The governors of the school in partnership with the Local Authority Minster Trust for Education 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.

If an applicant pursues an appeal and is not successful, appellants do not have the right to a second appeal for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

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](http://www.freemaptools.com)

All students admitted will normally be placed on the Academy roll at the start of the next term or half term unless there are genuine reasons for an earlier admission (e.g. students coming under the Special Circumstances of Section B).

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.

### **Admission of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to the academy as early as possible.

Decisions will be based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional and whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We will also take into account the views of the head teacher of the school concerned. 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.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which students are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. 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 in the school but it is not their preferred age group. This complies with point 2.17A of the school admissions code.

### **D. Admission to the Sixth Form**

## Published admission number – 30 external students

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

Students who apply for the two year course will be expected to follow, as a minimum, a four AS level or level 3 equivalent / three A-level or level 3 equivalent combination of subjects. The minimum entry requirement for this course is 5 grade 5's at GCSE in relevant subjects. Further details are outlined in the prospectus.

Students who fail to meet the minimum entry requirements for the two year course will have their application considered on an individual basis.

It is anticipated that the sixth form capacity will be 150 students per year group from the National Academy.

Oversubscription criteria for students who meet the minimum entrance requirements are the same as section A. Admissions to Year 7, but without item number 2. 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](http://www.freemaptools.com)

## **E. Rights of Appeal**

- 1. New year 7 intake via co-ordinated admissions scheme:** When requests for admission are refused the applicants will be informed by Nottinghamshire County Council or the local home authority. Details of how to appeal are provided on request from the Admissions Officer at the National Church of England Academy, Annesley Road, Hucknall, NG15 7DB, telephone 0115 9635667.
- 2. In year admissions:** When requests for admission into a specified intake year have been refused by the academy, appellants have at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Details of how to appeal are provided on request from the Admissions Officer at the National Church of England Academy, Annesley Road, Hucknall, NG15 7DB, telephone 0115 9635667.
- 3.** Appeals are heard by Independent Appeal panels; outcomes of appeals will be communicated to applicants by the clerk to the appeal panel.

## **F. Definitions**

### Parent

The mother of a 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. We may require evidence of this.

## **Looked after child and previously looked after children and Internationally Adopted Previously Looked After**

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

Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC subject to parliamentary approval of the 2021 Admissions Code) 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).

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)

Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

### Siblings

A brother or sister who share the same parent

A half brother or sister where two children share one common parent

A step brother or step sister, where two children are related by a parent's marriage

Adopted or fostered children living in the same household under the terms of a residence order

If we receive an application which contains fraudulent or deliberately misleading information any offer of a place based on that information will be automatically withdrawn.

### Worship

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

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

A child '**known to the church**' refers to an occasional worshipper. This means a child who has been known to the church 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

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.

### Address

The family's main address at the time of application, except where the child spends time at two family homes, the residence will be taken to be the one at which he/she permanently spends three school nights, i.e. Sunday to Thursday.

#### **G. Guidelines for a Minister's or other Religious Leader's verification**

Only applications on denominational grounds must be supported by a supplementary form completed by the parent(s). The school will seek verification from the minister or religious leader identified on the form the extent of the applicant's involvement in church life (as above). Special arrangements will be made to verify denominational applications for students recently arrived in the area. The academy must receive supplementary forms 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.

<sup>1</sup> Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

<sup>2</sup> Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>3</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).