



Admissions Policy

2027-2028

C d'Albuquerque CFOO
12 March 2026

Document Control Table				
Document title:		Admissions Policy 2027-2028		
Author (name & job title):		C d'Albuquerque CFOO		
Version number:		1		
Date approved:		11 December 2025		
Approved by:		FGB		
Date of review:		Autumn 2026		
Document History				
Version	Date	Review	Author	Note of revisions

TABLE OF CONTENTS

Introduction 4

Aims 4

Legislation and Statutory Requirements..... 4

How to Apply 4

Allocation of Places 11-16 4

 Pupil Admission Number 11-16 4

 Admission Over-subscription Criteria 4

Sixth Form Admissions 5

Tie Break 5

Waiting List..... 6

Late Applications - normal admission rounds only 6

In Year Admissions 6

Admission of Children Outside Their Normal Age Group 7

Withdrawing an Offer of a Place 7

Appeals 7

Fair Access Protocol..... 8

Challenging Behaviour 8

Notes and Definition of Terms..... 8

Catchment Area..... 10

INTRODUCTION

The Elizabethan Academy is an 11-18 mixed comprehensive school. The Elizabethan Academy has strong links within The Elizabethan Linked Schools with whom we collaborate at all levels. Our admissions policy reflects commitment to this collaboration.

We are an inclusive school and welcome all applications. The Elizabethan Academy cannot guarantee school places but we will endeavour to provide places for all children, whether or not they have attended one of The Elizabethan Academy's Linked Schools, provided they can be accommodated within the admission limits.

AIMS

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

LEGISLATION AND STATUTORY REQUIREMENTS

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

HOW TO APPLY

For applications made in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

You will receive an offer for a school place from your local authority.

ALLOCATION OF PLACES 11-16

PUPIL ADMISSION NUMBER 11-16

The published admission number for **Year 7 in September 2027 is 230.**

ADMISSION OVER-SUBSCRIPTION CRITERIA

In accordance with the School Admissions Code 2021 children with an Education Health Care Plan (EHCP) that names The Elizabethan Academy will be automatically admitted.

If the school is oversubscribed, the following criteria will be used to determine the allocation of places. Within each criterion, priority is given to children who live nearest to the school as the crow flies (by straight line). Distances are calculated 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 Nottinghamshire County Council's computerised distance measuring software.

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).’

2. Children of an employee of The Elizabethan Academy Trust on the closing date for applications preceding admission to secondary school and has been for two or more years or who has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children who live in catchment area and attend a Linked School and who, at the time of admission, will have a sibling attending The Elizabethan Academy. Where applications are received in respect of twins, triplets or children of other multiple births we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.
4. Children who do not live in catchment area but attend a Linked School and who, at the time of admission, will have a sibling attending The Elizabethan Academy. Where applications are received in respect of twins, triplets or children of other multiple births we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.
5. Children who live in catchment area and who, at the time of admission, will have a sibling attending The Elizabethan Academy. Where applications are received in respect of twins, triplets or children of other multiple births we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.
6. Children who live in the catchment area on the closing date of the application and attend a Linked Schools on the closing date for applications.
7. Children who live outside the catchment area but attend a Linked School on the closing date for applications
8. Children who live in the catchment area on the closing date of the application.
9. Children who live outside the catchment area do not attend a Linked School and who, at the time of admission, will have a sibling attending The Elizabethan Academy. Where applications are received in respect of twins, triplets or children of other multiple births we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.
10. Other Children

SIXTH FORM ADMISSIONS

The admission number for year 12 entry into the sixth form for external pupils is 25 with the overall capacity of the centre 106.

Admissions into the sixth form will be allocated to those who have applied by the closing date taking regard to the following factors set out in order of priority:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).’
2. Whether there is a sibling on roll at The Elizabethan Academy at the time of entry to the sixth form. Where applications are received in respect of twins, triplets or children of other multiple births we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.
3. Priority will be given to children who live nearest to the school as the crow flies (by straight line). Distance is measured from the applicant’s home to the entrance of the school (reception) in a straight line (as the crow flies) calculated using ‘Google Maps Distance Calculator’.

TIE BREAK

In the event that two applications cannot be separated (two distances being equal), Nottinghamshire County Council’s distance measuring software will randomly identify the application to be allocated.

WAITING LIST

In the event of over subscription, the school will operate a waiting list.. The position on a waiting list is decided by the oversubscription criteria; each child added to the list means the list will be ranked again in line with 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 where a higher preference has not been met.

The academy will maintain a waiting list in partnership with Nottinghamshire County Council until 31 December of each school year of admission. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the academy. Waiting lists will close on the 31 May and a new application would need to be made for the next academic year.

LATE APPLICATIONS - NORMAL ADMISSION ROUNDS ONLY

An application received after the closing date including any changes to preferences, or order of preferences, is considered late and will be processed after all on time applications. In very limited circumstances an application received after the closing date may be considered as on time by Nottinghamshire County Council with the agreement of the relevant admission authority (The Elizabethan Academy) 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 24 November 2026.

Late applications and changes to preference order received after the dates outlined above but before 31 August 2026 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 2027 will be processed as in-year applications.

IN YEAR ADMISSIONS

In-year application refers to pupils who are new to the area, changing schools or without a school. The Elizabethan Academy participates in Nottinghamshire County Council's in-year co-ordinated scheme. Application forms and details about how to apply are available at <https://www.nottinghamshire.gov.uk/education/school-admissions/hub>

They will be administered according to the above criteria. If a place is available in the appropriate year group, then that will be offered. If no places are available the application will be refused, right of appeal offered and

the child's name placed on the waiting list. The position on the waiting list is determined by the schools' over subscription criteria. In the event of a place becoming available during the course of a year an offer of a place will be made from the waiting list.

In the event that a tie-break is necessary to determine which child is admitted due to over subscription within any oversubscription criterion, the child living closest to the school, will be given priority for admission. Distance is measured as detailed in the Notes and Definition of Terms section.

Otherwise, all applications for year 7 places must be made through the home Local Authority admissions scheme.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, has experienced problems such as ill health or is a summer born child.

The Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will take into account the parent's views; and, information such as: information about the child's academic, social, and emotional development; where relevant, their 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.

Parents will be informed in writing of the Academy's decision on the year group the child should be admitted to with reasons for this decision.

Where the academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to an intake age group (i.e. the age group to which pupils are normally admitted to the school) the academy will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible.

If you wish to request admission of a child outside of their normal year group you should make an application for the normal time of entry and then put a request in writing to the School Admissions Team asking to defer the entry date and giving your reasons for the request.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

WITHDRAWING AN OFFER OF A PLACE

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would indicate fraudulent application, intentionally misleading applications, a false claim to residence leading to entry to one of the Linked Schools, and the failure of a parent to respond to an offer of a place within a reasonable amount of time. When a place is withdrawn, parents have the right of appeal.

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 Lincolnshire County Council. Further information is available at <https://www.lincolnshire.gov.uk/school-admissions/appeal-school-place>.

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.

FAIR ACCESS PROTOCOL

Every school is obliged to take part in local fair access protocols. Fair access protocols exist for children who have no school place and who are at risk from missing education due to several factors. Fair access protocols work by a group of schools discussing who can best meet the needs of pupils who fall into this category. The fair access protocol procedure takes precedence over the waiting list.

Hard to place children who fall under the Derbyshire and Nottinghamshire Fair Access Protocol include:

- Children from the criminal justice system or Pupil Referral Units who need to be reinstated or reintegrated into mainstream education.
- Children who have been out of education for two months or more;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers;
- Children with special educational needs, disabilities, or medical conditions (but without an Educational Health Care Plan).

Nottinghamshire County Council maintains its own fair access protocol, available at www.nottinghamshire.gov.uk

CHALLENGING BEHAVIOUR

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

NOTES AND DEFINITION OF TERMS

NORMAL ADMISSIONS ROUND

Is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

LOOKED AFTER AND PREVIOUSLY LOOKED AFTER

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

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes

children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

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. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

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).

HOME ADDRESS

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (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, or crown servants returning from overseas, the academy will:

- allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. The academy will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- use the address at which the child will live when applying the oversubscription criteria, as long as some evidence of their intended address is provided by the parents. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
- not reserve blocks of places for these children.

SIBLINGS

The Academy considers a sibling to be

- 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.

For the purposes of admissions, students in Year 11 or Year 13 at the time of application will not be considered as siblings, regardless of their intention to remain at or return to the Academy for sixth form.

PARENT

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

AN ADOPTION ORDER

This is an order under section 46 of the adoption and children act 2002. This includes children who were adopted under the adoption act 1976 (see section 12 of adoption orders) and children who were adopted under the adoption and children's act 2002 (see section 46 adoption orders). 'Child arrangement 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 now deemed to be a 'child arrangement 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).

UK SERVICE PERSONNEL AND OTHER CROWN SERVANTS

Applications from families of UK service personnel and other crown servants will be processed in line with the governors' admissions criteria. The governors will accept an official MOD, FOC or GCHQ letter declaring a relocation date as proof of residence and the child or children will be offered a place if places are available or placed on the waiting list and be subject to move up and down the list as described above.

MEASURING DISTANCE

For Students in years 7 to 11, distances are calculated 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 Nottinghamshire County Council's computerised distance measuring software.

LINKED SCHOOLS

- Carr Hill Primary and Nursery School
- Everton Primary School
- Harworth CofE Academy
- Mattersey Primary School
- Misson Primary School
- North Wheatley Church of England Primary School
- Ranby CofE Primary School
- Ranskill Primary School
- St. Joseph's Catholic Primary School, a Voluntary Academy
- Sturton CofE Primary School
- Sutton-Cum-Lound CofE School
- The Primary School of St Mary and St Martin

Catchment Area

Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school. Whilst living in a catchment area can give higher priority within the

oversubscription criteria, it cannot guarantee a place at the academy will be allocated. The address point (using eastings and northings as defined by Ordnance Survey) will be the point used to determine if a property falls within a specific catchment area. For more information, visit

<https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>

