Admissions policy for 27/28

The Suthers School

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1. Aims

This policy aims to:

- 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

2. 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.

3. Definitions

The **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 children are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

Became subject to a child arrangements order, or

Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Home Address

The address you give on your application must be the one at which your child is permanently living at the time of application. The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of a foster parent(s) may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought (e.g. court order) 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.

Sibling

- 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 stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

Parent/Parental responsibility

The mother of the child.

The father of the child where he was married to the mother either when the child was born or at a later date.

The father of the child if he was registered as the father on the birth certificate

An adoptive parent.

Any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

Authorisation may also be given for another person to speak on the parent's behalf.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications 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 can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

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

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Requests to be made to The Suthers School Admissions Department in good time prior to making your application.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 150 pupils for entry year 7.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order90 including those 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. 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 (see the definition in Section 22(1) of the Children Act 1989).

2. Children whose parent is an employee of The Suthers School and has been employed for two or more years at the time at which the application for submission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. Children who live in the catchment area on the closing date for applications and who, at the time of admission, will have a sibling attending the school and live permanently at the same address. A copy of the catchment map can be viewed on the school website:

https://www.thesuthersschool.co.uk/data/uploads/web/files/Catchment_area.pdf

4. Other children who live in the catchment area on the closing date for applications.

5. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school and who will have a brother or sister at the school at the time of admission. Our linked primary schools are:

- Barnby Road Academy
- Chuter Ede Primary School
- John Hunt Primary School
- St Peter's Cross Keys C of E Primary School
- Coddington C of E Primary School
- Bishop Alexander L.E.A.D school
- The King's C of E Primary Academy
- Mount C of E Primary School
- Lovers' Lane Primary School
- Holy Trinity Catholic Academy
- All saints Anglican/Methodist Primary
- Winthorpe Primary

6. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school.

7. Other children who live outside the catchment area. In the event of oversubscription, with any criterion, preference will be given to children who live nearest to the school.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distances are measured from the entrance to the child's home to the principal entrance of the school building. This will be calculated by using the Local Authorities computerised distance measuring software.

Where the distance between 2 or more children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified. This process will involve drawing random envelopes with the child's name inside.

6.4 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. 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.

If the school is not full, we may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

6.5 Fair Access Protocol

We participate in Nottinghamshire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no places available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a place becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. When new applications are received, they are included with all current applications on the waiting list and then re-ranked according to the oversubscription criteria. Waiting lists are operated until 31st May of any academic year, however, should a place become available after this date, we will liaise with the Nottinghamshire County Council to determine whether a place can still be offered. Applications for in-year admissions should be sent to the following address:

https://www.nottinghamshire.gov.uk/education/school-admissions/changing-school

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Democratic Services, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham, NG2 7PQ (tel: 0300 500 8080 for an appeal form)

You can find details of the school's appeals timetable on the following webpage:

https://www.thesuthersschool.co.uk/page.php?p=admissions

9. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.