

Admissions Policy 2025/26

Date of adoption: applies to admissions on or after 01.09.25

Person responsible: Principal

Introduction

The published admission number for Year 7 at Rushcliffe Spencer Academy is 270. In all other academic years, the school will usually admit to the published admission number at the time when the year group was first admitted to the school.

In accordance with the School Admissions Code, Children with Education, Health and Care Plan (EHCP) that names Rushcliffe Spencer Academy will be admitted.

Admissions oversubscription criteria

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, 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.
2. Children who attend a linked primary phase school and live in the catchment area on the closing date for applications and who, at the time of admission, will have a brother or sister attending Rushcliffe Spencer Academy in years 7-11.
3. Children who attend a linked primary phase school and live in the catchment area on the closing date for applications.
4. Children who live in the catchment area on the closing date for applications and who, at the time of admission, will have a brother or sister attending Rushcliffe Spencer Academy in years 7-11.
5. Other children who live in the catchment area on the closing date for applications.
6. Children who live outside the catchment area and attend a linked primary phase school on the closing date for applications and who, at the time of admission, will have a brother or sister attending Rushcliffe Spencer Academy in years 7-11.
7. Children who live outside the catchment area and attend a linked primary phase school on the closing date for applications.
8. Children who live in the outside the catchment area and who, at the time of admission, will have a brother or sister attending Rushcliffe Spencer Academy in years 7-11.
9. Other children.

In the event of oversubscription in any of the above criteria proximity to the school will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the home address to the main reception office of the school and will be taken in a straight line from the entrance to the child's home (as defined by the Local Authority) to the principle entrance to the main administrative building of the school. In the event of needing to discriminate between pupils living in the same block of flats where it produces the same distance measurement, the lowest numbered flat(s) will be treated as the closest.

Tie breaker - In a very few cases, it may not be possible to decide between the applications of those pupils who are final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admission number.

Admission to the Sixth Form

The published admission number for the Sixth Form (external students) is 10. Priority will be given to students from Rushcliffe Spencer Academy who meet the entry requirements.

Entry to Post 16 courses is dependent upon students achieving academic requirements published in the schools Sixth Form prospectus.

Over-subscription for the Sixth Form

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order and who meet the school's academic entry requirements.
2. Children who already attend the school and meet the academic entry requirements
3. Child who do not presently attend the school and meet the academic entry requirements.

Definitions

Residence

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. 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. Proof of permanent residence (minimum 12 months tenancy agreement in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child's parents live at separate addresses, the address given on the application will be used.

Brother and sister

The governors define brother and sister as being those children who share the same biological parents. This includes half-brother or half-sister or legally adopted child living at the same address as the child.

In cases where there is one remaining place available and the next child on the waiting list is one of twin or of other multiple birth group, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the admission number will be exceeded.

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 parental responsibility for a child or young person; 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.

Looked after Children and previously looked after children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. 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.¹⁹ 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).

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.

Late applications

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

When the school is informed by the local authority that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the school will notify the local authority that the offer of a place should be

withdrawn and offered to the child ranked highest on the waiting list.

Waiting List

If, after the offer of places has been made, the school is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the admissions sub-committee for the duration of the co-ordinated admissions scheme. A position on this waiting list will be determined by the school's published over-subscription criteria. Each time a child is added to the list, the list will be ranked again in line with these oversubscription criteria. The waiting list will remain open until 31 December in the year of admission and will be administered by the governors of the school. For in-year admissions the waiting list will remain open for the duration of three calendar months following the decision.

Measuring distance 'as the crow flies'

For applications in the normal year of entry which are managed under the co-ordinated admissions arrangements, distances will be measured using software available to the Local Authority and the school governors use this information to rank order applications.

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 include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place by the end of the summer term of the academic year in which the offer is made.

Right to Appeal

Parents refused a place for their child at an Academy have the right to appeal, except where their child has been permanently excluded from two or more schools (in this case the parents' right of appeal is suspended for two years after the second or any subsequent exclusion).

Independent Appeals

Parents have the right to an independent appeals panel if they are not happy with the outcome of their application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to the school within 20 school days of notification. The school will be represented by its named presenting officer at these appeals.

Catchment area

The school's defined catchment area can be found on the school's website at www.rushcliffe.notts.sch.uk

Linked Schools

Edwalton Primary School

Lady Bay Primary School

Abbey Road Primary School

St Peter's C of E Junior School, Ruddington

Pierrepoint Gamston Primary School

Rosecliffe Spencer Academy

Coordinated admission scheme

All applications for places in the normal year of entry are made on the common application form through their home local authority. The closing date of the coordinated admission scheme is, at the time of publication, 31 October in the calendar year preceding admission to secondary school. Places are allocated on 1st March or the next working day in the calendar year of admission.

In-year admissions and admissions outside the normal age group

All in-year applications made should be made directly to the school. In the event of a place being available in the appropriate year group an offer of a place at the school will be made. If no place is available the parent will be informed of this along with the right of appeal for the refusal of a place.

In-year applications for admission outside of the child's normal age group are made in the same way as all other in-year applications. The admission authority will make a decision based on the availability of spaces in the proposed year group and take into consideration the circumstances of each case individually.

Fair Access Protocol

Rushcliffe Spencer Academy participates in the Nottinghamshire County Council's Fair Access Protocol.

Admission of children outside the normal age group

Please contact the school for further information.