

Admissions policy for 27/28

Newark Academy

Approved by:

Nova Education Trust
Board

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Contents

1. Aims	2
2. Legislation and statutory requirements.....	2
3. Definitions	2
4. How to apply	3
5. Requests for admission outside the normal age group	3
6. Allocation of places.....	4
7. In-year admissions.....	6
8. Appeals	6
9. Monitoring arrangements.....	6

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.

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.

The term "**parent**" is legally defined under [Section 576 of the Education Act 1996](#). It includes:

- All natural (biological) parents, whether they are married or not.
- Any person who has **parental responsibility** for the child (even if they do not live with the child).
- Any person or carer who has **day-to-day care** of the child.

The term "sibling" is defined as:

- Brothers and sisters sharing the same parents.
- Half-brothers and half-sisters.
- Step-brothers and step-sisters.
- Adopted and fostered children living as part of the same family unit.
- In most cases, the children must be living permanently at the **same home address** for the sibling priority to apply

A child's home address is the **permanent residential property** where they normally live, sleep, and spend the majority of their school week.

- **Shared Care/Separated Parents:** If parents are separated and the child spends time at more than one address, the home address is typically where the child spends the majority of the school week (Sunday to Thursday night). In the event of an exact 50/50 split, authorities generally use the address where Child Benefit is registered or where the child is registered with a GP.
- **Exclusions:** It excludes business addresses, relatives' or friends' houses, or temporary accommodation rented strictly to secure a school place.
- **Exceptions:** For UK service personnel and crown servants returning from overseas, a unit or quartering address is accepted in advance

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 as part of the intake or in-year 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

At Newark Academy our published admission number (PAN) for entry into Year 7 is 210.

At Newark Academy our published admission number (PAN) for entry into Year 12 is ...

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.

Criteria 1

Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school. The 2021 Code requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "IAPLAC".

Criteria 2

Priority will next be given to children of staff who work for Newark Academy, in either of the following circumstances:

- a. The member of staff has been employed by the school for 2 or more years at the time at which the application for admission to the school is made, or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Criteria 3

Children who live in the catchment area and who, at the time of application, will have an older sibling attending the school.

Criteria 4

Other children who live in the catchment area at the time of application.

Criteria 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 have a brother or sister at the school at the time of application.

Criteria 6

Children who live outside the catchment area and who, at the time of application, will have a brother or sister attending the school.

Criteria 7

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.

Criteria 8

Other children who live outside the catchment area at the time of application

*See appendix 1 for catchment area figure

If the number of applications exceeds the number of intake spaces, the child's name will be added to a waiting list. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Further to any new applications, the waiting list will be ranked again in line with the published oversubscription criteria.

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.

Distance will be measured by Nottinghamshire County Council systems; measuring distance "as the crow flies" (straight line) using bespoke computerised mapping software. Distances are calculated from the main administrative building/entrance of the school to the address point of the child's home (using Ordnance Survey eastings and northings). A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.

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.

All places will be offered unless the admission of the child would prejudice the school on the grounds of paragraph 3.10 of the School Admissions Code. 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'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 spaces 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 space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Further to any new applications the waiting list will be ranked again in line with the published oversubscription criteria.

Applications for in-year admissions should be sent to the following address:

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

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:

<https://www.nottinghamshire.gov.uk/education/school-admissions/appeal-a-school-admission-decision/guidance-for-parents-and-carers>

This is updated each academic year by March via this link

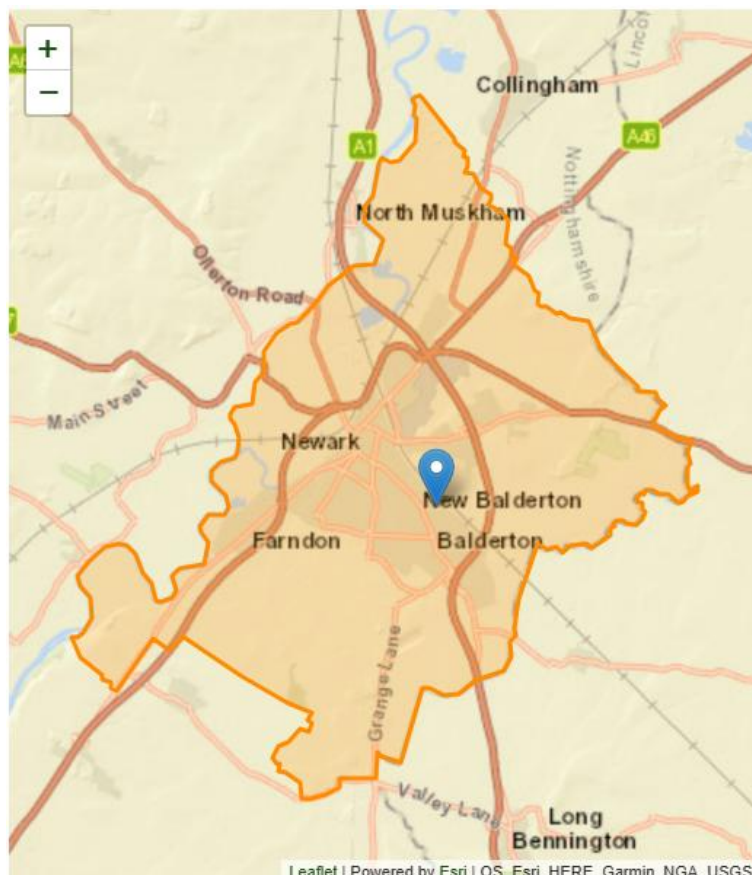
9. Monitoring arrangements

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.

Governing board consulted on the admission arrangements for academic year 27/28 during autumn term 2025

Appendix 1: Catchment figure



Appendix 2: Linked primary school

<https://www.nottinghamshire.gov.uk/education/school-admissions/schools-information>

All Saints Anglican/Methodist Primary School
Barnby Road Academy Primary and Nursery school
Bishop Alexander L.E.A.D. Academy
Chuter Ede Primary School
Coddington CofE Primary and Nursery School
Holy Trinity Catholic Voluntary Academy
John Hunt Academy
Lovers Lane Primary and Nursery School
Mount CofE Primary School
St Peter's Crosskeys CofE Academy
The King's Church of England Primary Academy
Winthorpe Primary School