South Nottinghamshire Academy

SOUTH NOTTINGHAMSHIRE ACADEMY ADMISSIONS POLICY:

2027-2028

This admissions policy will be reviewed by the Local Academy Board, who are the admissions authority, in the Autumn term each year. In accordance with the School Admission Code 2021, the academy will only conduct statutory consultation every seven years if no changes are made to the admission arrangements.

The proposed admission number for Year 7 in September 2027 is 150.

Over-Subscription

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, once places have first been allocated to pupils who have an Education, Health and Care Plan (EHCP) which names the Academy:

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). 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).

2. Children who, at the closing date for applications, have a sibling attending the Academy in Years 7 to 13, and live in the catchment area and attend one of the 3 link primary schools:
   • Radcliffe on Trent Junior School
   • Cotgrave Candleby Lane School
   • Cotgrave Church of England School

3. Other children who, at the closing date for applications, live in the catchment area, and have a sibling attending the Academy in Years 7 to 13.

4. Children who, at the closing date for applications, live in the catchment area and attend one of the 3 link primary schools

5. Other children who, at the closing date for applications, live in the catchment area

6. Children whose, at the closing date for applications, parent is an employee of South Nottinghamshire Academy and has been employed for two or more years, or who has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Children, who, at the closing date for applications live outside the catchment area but who are attending a linked primary school and have a sibling attending the Academy in Years 7 to 13.

8. Children, who, at the closing date for applications live outside the catchment area but have a sibling attending the Academy in Years 7 to 13.

9. Children, who, at the closing date for applications live outside the catchment area but who are attending a linked primary school.

10. Other children who live outside of the catchment area.

If applications exceed the number of places available, the Academy will operate a waiting list in which priority for places will be given on the basis of the above criteria. Proximity to the Academy, within each of the criteria, will be measured 'as the crow flies' from the home address to the main reception office. Those living nearer to the Academy will be given priority. In the event that two or more distances are exactly the same then the Academy will use random allocation by lot, drawn by somebody independent to the Academy.

Measuring distance 'as the crow flies'

In the event of over-subscription within any criterion, preference priority will be given to children who live nearest to the Academy as the crow flies (by straight line). For the co-ordinated admission scheme, distances are measured from the main administrative point at the Academy campus to an address point to the child's home using the Local Authority's computerised distance measuring software. For all other In Year and Sixth Form applications Doogal will be used to measure distance. In the event of two distances being equal, lots will be drawn and independently verified.

In-Year Admissions

In-year applications need to be made directly to the Academy. Application forms are available directly from the Academy. If a place is not available in the year group for which a student applies, the application will be refused and placed on the waiting list. We may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources. Names are placed on this waiting list in the rank order of our published over-subscripted criteria, not in the date order by which they are received. Parents have the right to appeal to the refusal for a place.

Repeat applications

If your application has been refused, we will not consider another application for the same academic year unless there have been significant or material changes in your circumstances, or those of the Academy.

Late applications

Late applications are those submitted after the closing date for the coordinated admissions scheme and will be dealt with in accordance with the home Local Authority's coordinated scheme. Late applications will be considered as specified in the coordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for application 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. More information on the Local Authority coordinated scheme can be found at: https://www.nottinghamshire.gov.uk/education/school-admissions/hub

When the Academy 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 four weeks, the Academy 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 up to the PAN for Year 7 intake, the Academy is oversubscribed, all unsuccessful applications will automatically be placed on the waiting list which will be administrated by the governors of the Academy for the duration of the co-ordinated admission scheme. If parents wish to appeal the decision they should within 20 days of receiving the outcome. The waiting list will be held until the 31st of December that year. After this date, waiting list applications will be transferred to in-year Year 7 applications. The waiting list will then close at the end of the academic year, and a new application must then be made for the next academic year. Applications are taken from 6 weeks prior to the desired start date and reviewed upon our return in September.

For both intake and in-year applications each added child will be ranked in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received, or when their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Independent Appeals

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that an application was unsuccessful to prepare and lodge your written appeal. Please address this to the Admissions Officer and submit to the Academy.

Admission to the Sixth Form including those admitted for the first time

Students will be accepted on to post 16 courses if they achieve the minimum academic entry requirements which will be published in the Sixth Form prospectus each September.

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied to children who do not presently attend the academy in the order set out below to decide which children to admit;

1. Children who are looked after and previously looked after children, including children who were previously in state care outside of England.
2. Children, who, at the closing date for applications, live in the catchment area and have a brother or sister attending the Academy.
3. Other children who, at the closing date for applications, live in the catchment area.
4. Children, who, at the closing date for applications who live outside the catchment area and who, at the time of admission, will have a brother or sister the Academy.
5. Other children who live outside of the catchment area.

Any applicant refused entry can appeal against the decision.

Our PAN for the number of external students that can be admitted into Year 12 is 30.

Coordinated admission scheme

All applications for places in the normal year of entry are made to the home Local Authority on the common application. For entrance to the Academy in September the closing date of the coordinated admission scheme is 31 October preceding the admission to secondary school. Places are allocated on National Offer Day: 1 March or the next working day.

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 within a reasonable amount of time.

South Nottinghamshire Academy

Admission of children outside the normal age group
If your child has been previously educated outside of their normal age group, it will be your responsibility to request admission out of the normal age group again when the child transfers to junior or secondary school. This request should be submitted in writing to the school admissions team at the point where the transfer round opens for your child's normal age group.

It is also possible for parents to 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. The Academy will decide whether to admit the child outside of the normal age group. South Nottinghamshire Academy will decide based on the circumstances of each case and for the best interests of the child concerned.

They will consider:

- Views of the parents
- Information about the child's academic, social and emotional development
- Medical history and views of medical professionals
- If the child has previously been educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
  • Views of the Headteacher

If agreed, the child's application will be processed as part of the main admissions round unless the request is too late for this to be possible. It will be considered on the basis of the determined admission arrangements only, including the application of the over subscription criteria where applicable. The application must not be given lower priority because the child is being admitted outside of their normal age range.
Parents will be notified of the decision in writing, including the year group into which the child will be admitted and the reasons for that decision.

Parents have a statutory right to appeal against a 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 Academy, but it is not in the preferred age group.

Link Primary Schools

- Radcliffe on Trent Junior School
- Cotgrave Candleby Lane School
- Cotgrave Church of England Primary School

Fair Access Protocol
The academy, as all admissions authorities are obliged to, participates in the Nottinghamshire Fair Access Protocol detailed on NCC's website https://www.nottinghamshire.gov.uk/education/schooladmissions/changing-school.

DEFINITIONS:

Residence

This is defined as the child's ordinary 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. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken as the place of residence. 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 residence and other evidence from the court regarding parental responsibilities in these matters may be required.

Looked after Children (LAC), previously looked after (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC)

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 a school. 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. 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).

Sibling

The governors define a sibling as a child who shares the same biological parents. This includes brother, sister, half-brother or half-sister or legally adopted child living at the same address as the child.

Where applications are received in respect of twins, triplets or children of other multiple births, the Governing Body will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent will be asked which child(ren) should take up the place(s). The parent will still have a right of appeal against a refusal of a place.

Applications for children with siblings at the Academy will be ranked according to this criterion at the closing date for applications (usually the end of October).

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.

Catchment area

Please see the map for South Nottinghamshire Academy's catchment area. Alternatively, you can use the 'School Search' function on the Local Authority's website



(https://www.nottinghamshire.gov.uk/education/schooladmissions/school-catchment-areas) to find the catchment area for your postal address.

Tie Breaker

In the event that two students live exactly the same distance from the Academy, a random allocation will be used as a tie breaker. This will be supervised by someone independent of the academy.