



NOTTINGHAM ACADEMY

# **Admissions Policy**

**3 – 19**

**2021/22**

This policy was reviewed and approved by the Greenwood Academies  
Trust Board on 24 February 2020.

## **PROCEDURE FOR ADMITTING PUPILS TO THE NOTTINGHAM ACADEMY**

The Nottingham Academy provides for the needs of children within the 3 to 19 age range who live in Bakersfield, Sneinton and the surrounding areas.

Pupils will be admitted at the age of 3+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Nottingham Academy.

The Academy participates in the Local Authority coordinated scheme and timelines. All deadlines within that should be adhered to by applicants.

### **Admission number(s)**

1. The Nottingham Academy has the following Pupil Admission Numbers (PANs):
  - a) 150 for pupils in Year R (Reception)
  - b) 210 for pupils in Year 7 (up to 2022, 150 thereafter)
  - c) 20 for pupils in Year 12

### **Admission number for primary provision (age 5)**

2. The Nottingham Academy has a PAN of 150 places in the Reception Year.

All children are entitled to a full-time place in the September following their fourth birthday.

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

3. The PAN for primary places includes pupils at both of the two sites on which primary education is provided by the Nottingham Academy.

Placement on a particular Academy primary site is an internal decision of the Academy and is therefore not subject to appeal, although the Academy will consider individual circumstances. Placement will usually be by proximity to a particular site, pupils being given a place on the site closest to their home. However, each site has a maximum number it can take in any one year group and, if one site becomes full, all further placements for that year group will be to the other site, up to the point the overall PAN is reached.

### **Admission number for secondary provision (age 11)**

4. The Nottingham Academy has a PAN of 210 pupils in Year 7 (up to 2022). The Nottingham Academy will accordingly admit a maximum of 210 pupils in the relevant age group each year if sufficient applications are received. The PAN applies only to those being admitted from outside of the Academy. If fewer than 90 pupils intend to transfer from Year 6, the Academy will admit more pupils than the PAN up to the overall size (300) of the Year 7 group.
5. From September 2022, the PAN at Year 7 reduces to 150 pupils as a consequence of the increase in the PAN for Reception year to 150 pupils from September 2016.

## **Admission number for Sixth Form provision (age 16)**

6. The Nottingham Academy has a PAN of 20 eligible pupils in addition to those eligible pupils already in the Academy wishing to stay on in the Sixth Form.
7. The Nottingham Academy has capacity for 260 pupils in the Sixth Form. Of these places, 20 will be offered to external applicants to Year 12 (the 'admission number').

## **Process of Application**

8. Arrangements for applications for places at the Nottingham Academy will be made in accordance with the Nottingham City's coordinated admission arrangements; parents resident in Nottingham City can apply online at:

[www.nottinghamcity.gov.uk/schooladmissions](http://www.nottinghamcity.gov.uk/schooladmissions)

Parents resident in other areas must apply through their home Local Authority.

9. The Academy will use Nottingham LA's timetable for applications to the Nottingham Academy each year (exact dates within the months may vary from year to year).
  - a) In September – the Nottingham Academy will publish in its prospectus information about the arrangements for admission, including over- subscription criteria, for the following September.
  - b) September/October - the Nottingham Academy will provide opportunities for parents to visit the Academy.
  - c) By 31 October (secondary) / 15 January (primary) – Parents complete the common application form (CAF) and return it to the LA to administer.
  - d) 1 March (secondary) / 16 April (primary) – notification of offers made to parents.

## **Consideration of applications**

10. The Academy will consider all applications for places at the Nottingham Academy. Where fewer than the PAN for the relevant year groups are received, the Academy will offer places at the Nottingham Academy to all those who have applied.
11. Each Local Authority's coordinated scheme will allow for applications received late but with 'exceptional circumstances' to be considered as being 'on time' and 'late applications' will be considered in accordance with the relevant 'home' authorities' coordinated scheme.

## **Procedures where the Nottingham Academy is oversubscribed**

12. Where the number of applications for admission is greater than the PAN in any age group, applications will be considered against the criteria set out below.

## **Admission to Reception (statutory age 5) – oversubscription criteria**

13. The Nottingham Academy will first accept all pupils with a statutory right to a place at the Academy through an Education Health and Care Plan naming the Nottingham Academy.

After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

- a) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted\*.

- b) A child with a sibling\* on roll at the Academy at the time of application and admission.
- c) A child of a newly appointed teacher where there is a demonstrable skills shortage for the vacant post in question.
- d) Other children.

In the event of oversubscription in the above criteria, preference will be given to pupils who live closer to the Academy's relevant primary sites as the crow flies, using the shorter of the following two distances:

- the straight line distance\* from the Academy's main office on the Greenwood Road site to the front door of the child's home.
- the straight-line distance\* from the Academy's main office on the Sneinton Boulevard site to the front door of the child's home.

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

### **Admission to Year 7**

*Note:* pupils already on the roll of the Nottingham Academy need not apply for admission to Year 7, as they will automatically transfer from Year 6.

14. The Academy will first accept all pupils with a statutory right to a place at the Academy through an Education Health and Care Plan naming the Nottingham Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
- a) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted\*.
  - b) A child with a sibling\* on roll at the Academy at the time of application and admission.
  - c) A child of a newly appointed teacher where there is a demonstrable skills shortage for the vacant post in question.

Where there are more applications than places after application of the above criteria, distance from the Academy to home will be taken into account. Preference will be given to pupils who live closer to the Academy's site as the crow flies\*, using:

- the straight line distance from the Academy's main office on the Greenwood Road site to the front door of the child's home.

*\* See definitions*

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

### **Admission to Year 12 (Sixth Form) – oversubscription criteria**

15. The Academy will first accept all pupils with a statutory right to a place at the Academy through an Education Health and Care Plan naming the Nottingham Academy.

16. To be eligible to enter the sixth form both internal and external applicants will be expected to meet minimum academic entry criteria for the sixth form as a whole.

When the sixth form is under-subscribed all applicants meeting the minimum academic entry requirements will be admitted. They will also be expected to have met the published academic standard for their chosen subjects to be permitted to follow their preferred courses. If not suitably qualified for their preferred courses pupils will be offered alternatives (if available).

17. The Nottingham Academy will publish specific criteria in relation to minimum entrance requirements for the sixth form and for the range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers.

They will be published in the Academy's prospectus and website and in the Nottingham Composite Admissions booklet.

18. In the event of oversubscription for the 20 sixth form places available in addition to those allocated to existing students, and after the admission of children detailed in paragraph 15, the following criteria will be used, in order:

- a) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted\*.
- b) Children of newly appointed teachers where there is a demonstrable skills shortage for the vacant post in question.
- c) Other children.

In the event of oversubscription within the above criteria, preference will be given to students who live nearest the Academy's Post-16 site, as the crow flies\*.

*\* See definitions*

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

19. There will be a right of appeal to an independent appeals panel for internal students refused transfer and external applicants refused admission.

### **Admission of children outside their normal age group**

20. Parents may request that their child is admitted outside their normal age group, for example, summer born children\*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.
21. Any parent wanting their child to be admitted out of the normal age group should submit a request, in writing, to their Local Authority Admissions team as soon as is possible.
22. Any parent of a summer born child wanting their child to be admitted outside of the normal age group should make an application to the Academy in the first instance but also submit a request to their Local Authority for their child's normal age group at the usual time.
23. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by

the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

All such applications will be considered at the time they are submitted.

*\* The term 'summer born' is used to refer to children born from 1 April to 31 August.*

### **Operation of waiting lists**

24. As required by the Schools Admissions Code, the Nottingham Academy will maintain a waiting list until the end of the autumn term.
25. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for unsuccessful applicants to, Reception Year, Year 7 and Year 12. Waiting lists will also be maintained for other year groups (except Year 13) when these year groups are full. Waiting lists will be maintained by the Nottingham Academy and it will be open to any parent to ask for his or her child's name to be placed on a waiting list for the relevant year group following an unsuccessful application.
26. Children's positions on the waiting list will be determined solely in accordance with the criteria for admission set out in paragraphs 13, 14 and 15 above for the relevant age group. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. These lists will operate until the end of the school year but parents will be asked to confirm if they wish their child's name to remain on the list after 1 October each year.

### **Arrangements for in-year admissions**

27. The Nottingham Academy will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.
28. Subject to any provisions in the LA's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.
29. If more applications are received than there are places available, the over-subscription criteria in paragraphs 13, 14 and 15 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

### **Right of Appeal**

30. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal.
31. If refused admission you should contact the Academy, in writing, at the address below to lodge an appeal:

Nottingham Academy  
Greenwood Road  
Nottingham  
NG3 7EB

Please mark your envelope 'Admissions Appeals'.

## **UK Armed Forces**

32. For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Academy will:
- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
  - Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
  - The Governors will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

33. For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy will consider whether:
- An application from that address would normally succeed in an oversubscribed year
  - There is any child on the reserve list with higher priority under the oversubscription criteria
  - The prejudice from admitting an extra child would be excessive.
34. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

## **Fair Access**

35. The Nottingham Academy participates in the Nottingham City Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in this protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid- term applications; it does not operate when children transfer from primary school to secondary school.

## **Fraudulent or Misleading Applications**

36. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## **Definitions**

### **1. Definition of 'Looked After' children and previously 'Looked After' children.**

A 'looked after child' is a child who is:

- in the care of a local authority, or
- 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.

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 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.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).

### **2. Definition of siblings and the position of twins**

Siblings are defined as:

- children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, both will be considered together as one application. The Academy's admission number may be exceeded by one; the School Admissions Code makes an exception to the infant class limit in this situation.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

### **3. Definition of the distance to an intending pupil's home**

Distance as the crow flies will be determined using the Microsoft AutoRoute application, using direct (straight line) measurement from the entrance to the child's home to the principal entrance of the main administrative building of the relevant Academy site. Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it.