



## Admission Arrangements 2025/26

### The Nottingham Emmanuel School, a Church of England Academy

The Archway Learning Trust (hereby referred to as the Trust) working in liaison with The Diocese of Southwell & Nottingham, the Department for Education and Nottingham City Local Authority supports The Nottingham Emmanuel School as a Church of England Academy. The Nottingham Emmanuel School offers secondary education from age 11 – 18. The Academy is both distinctively Christian and inclusive. It is clear about its Christian ethos whilst welcoming children of other faiths or no faith.

#### How to Apply

Admission to The Nottingham Emmanuel School is carried out as part of the home authority co-ordinated admission arrangements. The deadline for applications for those children applying for a Year 7 place starting September 2025 is **31st October 2024**. In addition to completing the Local Authority Common Application Form (Online Preference Form), parents / carers should complete a supplementary form available from the academy office or from the academy website.

[www.emmanuel.nottingham.sch.uk/admissions](http://www.emmanuel.nottingham.sch.uk/admissions).

Failure to complete both may result in your application not being considered under all possible criteria.

Notification of school allocation will be made by the home local authority on National Offer Day. For September 2025 entry, the National Offer day is **Monday 3<sup>rd</sup> March 2025**. Parent/carers should receive the decision by the 5<sup>th</sup> or 6<sup>th</sup> March 2025.

Please refer to the following:

- a) Local Authority Booklet 'Going to school in Nottingham 2025/26 – Secondary Education' for full details of the admissions process. Also visit [www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk) for full details of the admission process and on line application
- b) Nottinghamshire County Council's 'Admission to schools: guide for parents for full details of the admissions processes. Also visit [www.nottinghamshire.gov.uk/school](http://www.nottinghamshire.gov.uk/school) admissions for full details of the admissions process and on line application.

For general advice on choosing a Church of England school you may also speak to the Nottingham and Southwell Diocese, Tel number: 01636-814331 or email [reception@southwell.anglican.org](mailto:reception@southwell.anglican.org)

For mid-year admissions, please contact the Academy or complete the mid-year application form available from [www.emmanuel.nottingham.sch.uk/admissions](http://www.emmanuel.nottingham.sch.uk/admissions)

#### Admission to schools outside the normal year group

The Nottingham Emmanuel School will consider requests for admission outside the normal year group and take account of the circumstances of each case. Requests must be made in writing as a supplement to the application to the Archway Learning Trust. All requests to educate a child outside their normal year group must include evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary. Parents must consider the impact of a child being educated with children of a different age.

## Admission Arrangements

### Planned Admission Number:

The Nottingham Emmanuel School has a planned admission number of **180 places in Year 7**.

### Consideration of applications:

The Trust will consider all applications for places. Where fewer applications are received than places available, the Trust will offer places to all those who have applied. Students, who have a statement of special educational need or Education, Health and Care plan, naming The Nottingham Emmanuel School, will be admitted first.

### Oversubscription criteria

(see notes on page 5 for definitions):

In the event of oversubscription for places, the oversubscription criteria described below will be applied to allocate places.

After the admission of students with a statutory right to a place at the Academy through a statement of special educational need or Education, Health Care plan, naming The Nottingham Emmanuel School in the statement or plan, the criteria will be applied in the order in which they are set out below.

Places allocated through category 1- 2 will reduce the number of reserved places within the remaining categories on a pro rata basis.

Where the number of places reserved in any category are not filled that number of places will be added to the number of places available under category 6.

### Category 1: Highest Priority

Looked after and previously looked after children;

### Category 2: Children of staff

Children of staff, specifically teaching or support staff, full or part-time on the payroll of the Archway Learning Trust working at The Nottingham Emmanuel School at the time of admission where:

- i. the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the school is made, and/or
- ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### Category 3: Foundation Places

- a) Up to **75** places will be offered to applicants who are involved in the work and worship of a Church of England Parish or another Christian Church that is a member of Churches Together in England or Evangelical Alliance. In the event of oversubscription within this category, the following criteria will apply:
  - i) 'at the heart of the church';
  - ii) 'attached to the church'; or
  - iii) 'known to church'.

**\*\* Please refer to notes below re measurement of attendance.**

- b) Up to **30** places will be offered to children attending **Church of England Primary Schools**. In the event of oversubscription within this category, the following criteria will apply in order of :
  - i) children attending either:
    - South Wilford Endowed CofE Primary School
    - Sneinton CofE Primary School
    - Bluecoat Primary CofE Academy
  - ii) children attending any other Voluntary Aided Church of England primary school;
  - iii) children attending any Voluntary Controlled Church of England primary school;

- c) Up to **15** places will be offered to children of the Christian Faith who live within the catchment area of, and attend, one of the three Meadows primary schools; Greenfields, Victoria and Welbeck. As these will be allocated in order, applicants will be required to state on a supplementary form whether, as worshippers, they are:

- i) 'at the heart of the church';
- ii) 'attached to the church'; or
- iii) 'known to church'.

**\*\* Please refer to notes below re measurement of attendance.**

#### **Category 4: Other Major World Faith Places**

Up to **15** places will be offered to applicants who are involved in, and committed to, the work and worship of one of the other world faiths other than Christianity, such as Buddhism, Hinduism, Islam, Judaism, Shintoism or Sikhism. In the event of oversubscription within this category, the following criteria will apply:

- i) 'at the heart of their place of worship;
- ii) 'attached to their place of worship; or
- iii) 'known to their place of worship'.

**\*\* Please refer to notes below re measurement of attendance.**

#### **Category 5: Local Places (without faith)**

Up to **45** places will be offered to children who live within the catchment area of, and attend, one of the three Meadows primary schools, Greenfields, Victoria and Welbeck. The number of places for each school will be distributed proportionately according to the number of children in Year 6 in September 2021.

#### **Category 6: Balance of places**

After the allocation of the reserved places in categories 3 – 5 any remaining places will then be allocated to applicants who live the shortest \*distance from their home to the main entrance of Nottingham Emmanuel School. In the event that such a measure is identical to the nearest metre for two or more children and there are insufficient places available for both or all of them, the remaining place/s will be awarded by random allocation using lots drawn by a person independent of the trust.

In the event of oversubscription within any category and sub category the following criteria will apply in this order:

- i) whether the child has a sibling who will be attending The Nottingham Emmanuel School at the time of the applicant's admission;
- ii) \*the nearness of the child's home to the main entrance of The Nottingham Emmanuel School, Gresham Park Road, West Bridgford, Nottingham, NG2 7YF.
- iii) In the event that such a measure is identical to the nearest metre for two or more children and there are insufficient places available for both or all of them, the remaining place/s will be awarded by random allocation using lots drawn by a person independent of the trust.

#### **Admission Arrangements for Post 16 (Age 16)**

*(see notes on page 5 for definitions):*

- a) The Nottingham Emmanuel School operates a sixth form provision for students aged 16-19 entry to sixth form courses on a full time basis. Up to two hundred and fifty (250) 16-19 students may be admitted into the post 16 provision from the school plus up to a further one hundred (100) places allocated to students from other schools and centres. All must satisfy the minimum entrance requirements for the respective course(s).
- b) If the one hundred (100) places for other schools and centres are oversubscribed, places will be offered to students of the Christian Faith or Other Major World Faiths using the faith oversubscription criteria as published above.

If these places are oversubscribed the places will be allocated using the following order of priority:

- Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order
- Children with a sibling at the school at the date of admission
- Children whose home address is closest to the school.

All enquiries and applications should be addressed to the Head of Sixth Form,  
[P16@emmanuel.nottingham.sch.uk](mailto:P16@emmanuel.nottingham.sch.uk)

## **In-Year Admissions**

Applications for in-year admissions should be made directly to the Trust. If a place is available and there is no waiting list then a place will be offered to the applicant. If more applications are received than there are places available then applications will be ranked in accordance with the over subscription criteria for the relevant provision. Parents and carers whose application is turned down are entitled to appeal to an independent appeal panel.

## **Waiting list**

In accordance with the Secondary Co-ordinated Admissions Scheme the Nottingham LA will maintain a waiting list for all City secondary schools and academies where the number of applications received during the normal admissions round for those schools and academies has exceeded the number of places available places in Year 7. This waiting list will operate on the offer day and will be maintained up to 30<sup>th</sup> August 2025 after which it will cease to operate, thereafter the waiting list will be maintained by the Trust until the end of the autumn term 2025. Names of children will automatically be placed on the waiting list for a place where they have been refused a place and where it is ranked above that secondary school or Academy at which a place has been offered. For in-year applications, where the Academy receives more applications than there are places available, the Trust will maintain a waiting list until the end of the term of which the application was received. Where places become vacant in any year they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **Arrangements for appeals panels**

Where a parent/carer has been refused a place for their child at The Nottingham Emmanuel School, they will have the right of appeal to an appeal panel. The appeal panel will be independent of the Trust. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the School Admission Appeal Code and is binding on all parties. Appeals should be made to the Clerk to Independent Appeals Panel, c/o The Archway Learning Trust, Gresham Park Road, West Bridgford, Nottingham, NG2 7YF within 20 school days of the refusal.

Notwithstanding these arrangements, the Secretary of State may direct the school to admit a named student to the Academy on application from any Local Authority. Before doing so the Secretary of State will consult the school.

## **Late Applications:**

The Local Authority and the Trust may be willing to accept applications which are received late but before 5:00pm on 28<sup>th</sup> November 2024, for good reason, for example:

- a family returning from abroad;
- a lone parent/carer who has been ill for some time;
- a family moving into Nottingham City from another area; or
- other exceptional circumstances.

Each case will be treated on its merits. All other late applications that are received after the Nottingham City Council deadline date will be dealt with after the national offer day.

## **Fair access protocol:**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. The Archway Learning Trust and operates within the Nottingham City Council Fair Access Protocols.

## **Applications for twins and multiple birth pupils:**

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

**Fraudulent Information**

If an offer or allocation of a place is made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place at any time.

## Notes:

**1. Children in Public Care** – A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangements or special guardianship order\*\*. 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, as amended by section 12 of the Children and Families Act 2014).

\*\* An adoption order is an order 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). A ‘residence/child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).

An adoption order is an order 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).

**2. Church of England or another Christian Church** that is a member of Churches Together in England or of the Evangelical Alliance – more information on which can be found at their respective websites at:

[www.churches-together.org.uk](http://www.churches-together.org.uk)

[www.eauk.org](http://www.eauk.org)

**3.** The term **sibling** includes a child living in the same household under the care of the same parent(s) or guardians(s) and children not normally resident in the same household but sharing a genetic or adoptive parent.

**4. Children of staff** includes stepchildren that are living in the same household. Stepchildren are defined as children whose biological parent / legal guardian marries a person who isn’t the child’s biological parent.

**5. Faith places** - All applicants seeking places under category 3a, 3c or 4 should give the name and address of your parish priest, minister or equivalent religious leader who will be contacted to confirm the level of your child's/your commitment to your church or religious group. The reference will need the signature of two officers/leaders of the Church/Religious Group. The Trust will send a reference to the named referee only once. Parents should inform the named referee to expect a reference and ensure the referee receives, completes and returns the form to the Academy within the mentioned timeline in order to be considered under the above criteria.

i) An applicant or child ‘**at the heart of the church / place of worship**’ would be a regular worshipper. This means one who worships usually at least twice a month. To accommodate difficult patterns of work and family relationships, account will be taken of week-day worship. **\*\* Please refer to notes below re measurement of attendance**

ii) An applicant or child ‘**attached to the church / place of worship**’ may be a regular, but not frequent worshipper, for example one who usually attends a monthly family or church parade service or equivalent or is regularly involved in a weekday church / faith activity including an element of worship. **\*\* Please refer to notes below re measurement of attendance**

iii) An applicant or child ‘**known to the church / place of worship**’ may not be a frequent, but probably an occasional worshipper, someone who is known through a family connection, or one or more of whose family is involved in some church / faith activity, such as a uniformed or other church organisation. **\*\* Please refer to notes below re measurement of attendance**

## **Measurement of Attendance**

**\*\* In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship”**