

Admissions Arrangements 2018-2019 Annex 2

**THE ADMISSION OF PUPILS TO NOTTINGHAM UNIVERSITY SAMWORTH ACADEMY**

- 1 This document sets out the admission arrangements for Nottingham University Samworth Academy. These arrangements are without prejudice to the provisions of Annex 3 to this agreement. The document forms an Annex to the Funding Agreement between Nottingham University Samworth Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
- 2 The Academy will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice (“The School Admissions Code” and “The School Admission and Appeals Code”) as they apply at any given time to maintained schools. Reference in the codes to ‘admission authorities’ shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by Nottingham City Local Authority (LA) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Nottingham City LA.
- 3 Notwithstanding these arrangements, the Secretary of State may direct Nottingham University Samworth Academy to admit a named pupil to Nottingham University Samworth Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

**Admission arrangements approved by Secretary of State**

- 4 The admission arrangements for Nottingham University Samworth Academy for the year 2018/2019 and, subject to any changes approved by the Secretary of State, for subsequent years are:
  - a) Nottingham University Samworth Academy has an agreed admission number of **150 pupils**. Nottingham University Samworth Academy will accordingly admit at least 150 pupils in the relevant age group each year if sufficient applications are received;
  - b) Nottingham University Samworth Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Nottingham University Samworth Academy will consult those listed at paragraphs 18-19 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

**Process of application**

- 5 Applications for places at the Academy will be made in accordance with Nottingham City LA’s co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the Nottingham City LA. Nottingham University Samworth Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Nottingham City Admissions Forum:
  - a) September – Nottingham University Samworth Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2017 for admission in September 2018). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. Nottingham University Samworth Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
  - b) September / October – Nottingham University Samworth Academy will provide opportunities for

parents to visit the Academy;

- c) October – CAF to be completed and returned to the LA to administer
- d) LA sends applications to Academy
- e) Academy sends list of pupils to be offered places to LA
- f) February – LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- g) 1st March offers made to parents.

### **Consideration of applications**

- 6 Nottingham University Samworth Academy will consider all applications for places. Where fewer than 150 applications are received, Nottingham University Samworth Academy will offer places to all those who have applied.

### **Consideration of late applications**

- 7 Nottingham University Samworth Academy will consider late applications for places. Applications received late but before 5.00 pm on 5<sup>th</sup> January 2018 for good reason will be accepted and notified on the **National Offer Day (1<sup>st</sup> March)**. All other late applications, including those received later than 5.00 pm on 5<sup>th</sup> January 2018, will be dealt with after the National Offer Day.

### **Procedures where Nottingham University Samworth Academy is oversubscribed**

- 8 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the Academy's admissions criteria. After the admission of pupils with statements of Special Educational Needs or Educational, Health and Care Plan, where Nottingham University Samworth Academy is named on the statement or plan, the criteria will be applied in the order in which they are set out below:
  - a) Places will first be allocated to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. 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 '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 as amended by section 14 of the Children and Families Act 2014. 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).
  - b) Children with a severe or profound hearing loss who would benefit from the deaf friendly provision available at the Academy (supporting documents from a social worker, doctor, or other relevant professional will be required in this instance);
  - c) Children with a social or other medical need who would demonstrably benefit from the provision available at the Academy (supporting documents from a social worker, doctor, or other relevant professional will be required in this instance);
  - d) Children residing in the catchment area served by the Academy (see map attached) with sibling(s) living at the same term-time address who currently attend the school in year 10 or below and will continue to do so on the date of admission;

**Note 3:** The term 'sibling' is to include children living in the same household under the care of the same genetic parent(s) or carer(s).

**Note 4:** Where applications are received in respect of twins, triplets or children of other multiple births, the Academy will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent / carer will be asked which child(ren) should take up the place(s). The parent / carer will still have a right of appeal against a refusal of a place.

**Note 5:** In the event that a child lives with different parents at different times or their definitive term-time address is queried, the Governors reserve the right to request proof of address (i.e. child benefit papers) for any child.

**Note 6:** 'Term-time address' is defined as the address at which a child lives for at least 50% of the school week, Monday to Friday.

- e) children who attended Firbeck Academy at the closing date for applications, and reside in the catchment area;
- f) other children residing in the catchment area served by the Academy;

**Note 7:** For each of (a) to (f) above, if there are more applicants than places available under any criteria, places for that criteria will be allocated by random allocation (for example, by bingo ball or a randomised electronic ballot), the process of which will be overseen and adjudicated by someone independent of the Academy.

- g) children who attended Firbeck Academy at the closing date for applications, but reside outside the defined catchment area.
- h) children living outside the catchment area, with sibling(s) living at the same term-time address who currently attend the school in year 10 or below and will continue to do so on the date of admission;
- i) other children living outside the catchment area.

**Note 8:** For each of (g) and (i) above, if there are more applicants than places available under any criteria, places for that criteria will be allocated on the basis of proximity to the Academy. Proximity will be determined by using straight line measurement from the mid-point of the Academy's main entrance doors (52° 57' 51.6° N, 1° 14' 5.3° W) to the middle of the front door of the child's home. Where necessary, if two or more addresses are measured at the same distance, lots will be drawn to order these.

## Operation of waiting lists

- 9 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year Nottingham University Samworth Academy receives more applications for places than there are places available, a waiting list will operate until the end of the Autumn Term 2018. This will be maintained by Nottingham University Samworth Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- 10 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 8 (a)-(i) of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**Note 11:** In the event that the Academy is over-subscribed and a waiting list is in operation, the Governors reserve the right to withdraw any place which has not been accepted after a period of one calendar month from the date of an offer being made to parents / carers. After the first 14 days of the offer being made, a reminder letter will be sent to ascertain whether the offer is accepted or declined.

Subsequent reasonable attempts will be made to contact parents / carers, but if no response is received within the timescale the Academy may withdraw the offered place, and Nottingham City Admissions office will be instructed to re-offer the place to a child on the waiting list.

### **Arrangements for Appeals Panels**

- 11 Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Nottingham University Samworth Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission and Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the School Admission and Appeals Code and it is binding on all parties. The Academy should prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

Appeals should be sent to the Nottingham University Samworth Academy Independent Appeals Panel, c/o the Principal's office, within 20 school days from the date of the refusal letter.

### **Arrangements for admission to Post 16 provision**

- 12 Nottingham University Samworth Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment for all students wishing to study courses in Years 12 & 13. If places for Year 12 are oversubscribed, applications will be evaluated using the methods outlined above in section 8, and a waiting list operated as in sections 9 and 10. Admission numbers will be subject to section 16 below.

**Note 11:** The Academy has capacity for 100 pupils in each year 12 and 13. External admissions are initially limited to a maximum of 20 per year, but if the number of pupils transferring from year 11 to year 12 from within the academy is less than our overall capacity we may be in a position to admit more than 20 external candidates up to our overall capacity per year group.

- 13 There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants – see paragraph 11.

### **Arrangements for admitting pupils to other year groups, including replacing any pupils who have left Nottingham University Samworth Academy**

- 14 Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child - unless paragraphs 3.8 and 3.12 of the School Admissions Code are applicable. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal – see paragraph 11.

### **Requests for Admissions outside the normal age groups**

- 15 Parents / Carers can make a request for admission outside of the normal age groups

### **Fair Access**

- 16 Nottingham University Samworth Academy participates in the Nottingham City Fair Access Protocol. Consideration will be given to requests from the Fair Access panel for 'hard to place' students

### **Arrangements for admission of pupils as Nottingham University Samworth Academy builds to its full capacity**

- 17 Nottingham University Samworth Academy opened on 1 September 2009 with a Published Admission Number relating solely to pupils in Year 7. Pupils in subsequent year groups will have been

transferred automatically from the predecessor school, William Sharp School, which closed on 31 August 2009.

- 18 During the period from 1 September 2009 to the admission of Year 7 in September 2013 there was not a Published Admission Number against which to consider applications for admission to all Year groups each year in the Academy. From September 2013 there will be a Published Admission Number for each year group – 150 pupils in each of Years 7 to year 11 inclusive, and 100 pupils in each of Years 12 and 13.
- 19 Admission to any Year group will be based upon the size of teaching groups already existing in Nottingham University Samworth Academy and the efficient use of resources.
- 20 There will be a right of appeal to the Independent Appeal Panel for unsuccessful applicants – see paragraph 11.

## **II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

- 21 Nottingham University Samworth Academy shall consult each year on changes to its proposed admission arrangements.
- 22 Nottingham University Samworth Academy will consult by 1st March:
- a) parents of children between the ages of two and eighteen who are resident in Nottingham City;
  - b) other persons in Nottingham City who in the opinion of the admission authority have an interest in the proposed admissions;
  - c) all other admission authorities within Nottingham City; and
  - d) the local authority for Nottingham City.

### **Determination and publication of admission arrangements**

- 23 Following consultation, Nottingham University Samworth Academy will consider comments made by those consulted. Nottingham University Samworth Academy will then determine its admission arrangements by 15<sup>th</sup> April of the relevant year and notify those consulted what has been determined.

### **Publication of admission arrangements**

- 24 Nottingham University Samworth Academy will publish its admission arrangements each year once these have been determined, by:
- a) copies being sent to the offices of Nottingham City LA;
  - b) copies being made available without charge on request from the Academy.
- 25 The published arrangements will set out:
- a) the name and address of the Academy and contact details;
  - b) a summary of the admissions policy, including oversubscription criteria;
  - c) a statement of any religious affiliation;
  - d) numbers of places and applications for those places in the previous year; and
  - e) arrangements for hearing appeals.

## **Representations about admission arrangements**

- 26 Where any of those bodies that were consulted, or that should have been consulted, make representations to Nottingham University Samworth Academy about its admission arrangements, Nottingham University Samworth Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult Nottingham University Samworth Academy. Where he judges it appropriate, the Secretary of State may direct Nottingham University Samworth Academy to amend its admission arrangements.
- 27 Those consulted have the right to ask Nottingham University Samworth Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct Nottingham University Samworth Academy to increase its proposed Published Admissions Number. The Secretary of State will consult Nottingham University Samworth Academy and will then determine the Published Admission Number.
- 28 In addition to the provisions at paragraphs 23 and 24 above, the Secretary of State may direct changes to Nottingham University Samworth Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

## **Proposed changes to admission arrangements by Nottingham University Samworth Academy after arrangements have been published**

- 29 Once the admission arrangements have been determined for a particular year and published, Nottingham University Samworth Academy will propose changes only if there is a major change of circumstances. In such cases, Nottingham University Samworth Academy must notify those consulted under paragraph 18 – 19 above of the proposed variation and must then apply to the Secretary of State setting out:
- a) the proposed changes;
  - b) reasons for wishing to make such changes;
  - c) any comments or objections from those entitled to object.
- 30 Nottingham University Samworth Academy is required by its funding agreements to comply with the Department for Education's "School Admissions Code", the "School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012" and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is demonstrable need.
- 31 Records of applications and admissions shall be kept by Nottingham University Samworth Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

CATCHMENT MAP FOR NOTTINGHAM UNIVERSITY SAMWORTH ACADEMY

