



Admissions Policy 2022 - 2023

Office use

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Associated documents:			
Department for Education School Admissions Code		https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf	
Links to:			
Nottinghamshire County Council Admissions		https://www.nottinghamshire.gov.uk/education/school-admissions/hub	

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1. Introduction

The Diverse Academies trustee board is the admissions authority for the academy. Parents/carers of children who wish to apply for a place are very welcome to visit the academy.

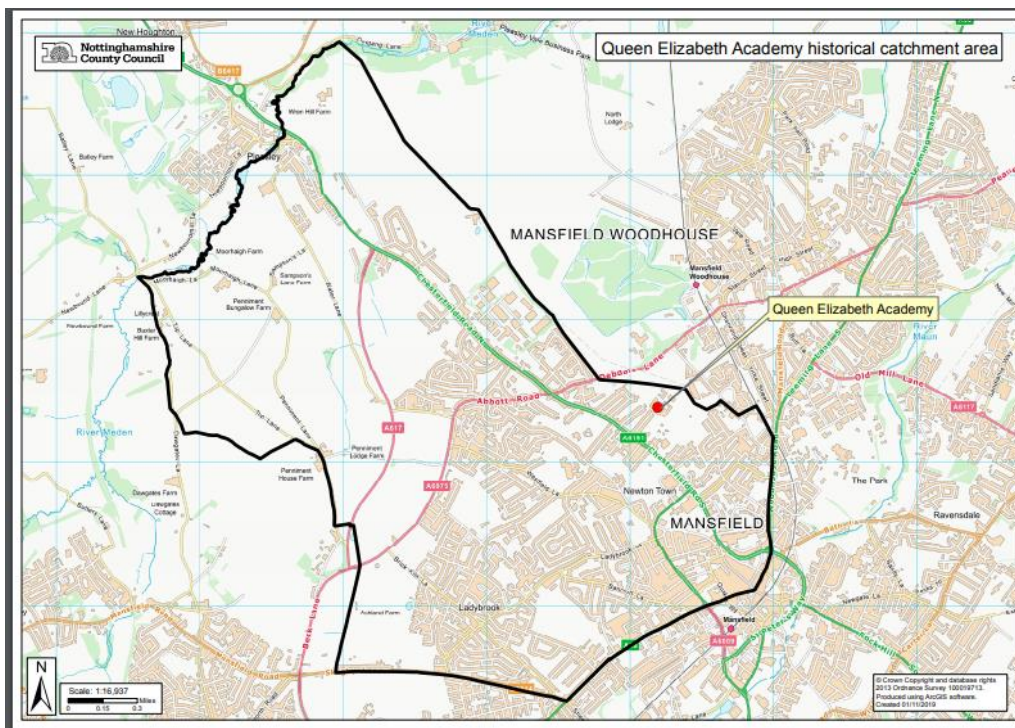
The governors and trustees assume that all parents/carers are willing for their children to join in all activities within the Christian ethos of the academy (whilst acknowledging parents/carers legal rights to withdraw their child from certain activities).

Our vision is inspired by Luke 10:29- we give our all to all in appreciation to God who gave his all in Jesus, offering learning without boundaries and care without limits so that all our students can experience life in all its fullness.

Below are the primary schools that are linked with the Academy, although attending a linked school will not necessarily guarantee a place at the Academy:

- Wainwright Primary Academy
- The Flying High Academy
- Intake Farm Primary School
- Crescent Primary School
- Familo Primary School

A copy of the catchment map can be found on the academy's website (or below):



Published Admissions Number

All schools and academies are required to have a published admission number. This is the number of pupils each school can admit. The School Admissions Code 2014 defines the relevant age group, as the age group at which pupils are or will normally be admitted to the school eg. Year 7 and Year 12.

The Published Admissions Number (PAN) for the academy is **180**.

2. Application Process for Admission into Year 7

2.1 **Queen Elizabeth's Academy** participates in **Nottinghamshire County Council's Co-ordinated Admissions Scheme** and all deadlines within that scheme should be adhered to by applicants.

All other admissions applications are known as **'in-year'** applications and follow a slightly different application process referred to in section 4.

2.2 For applications for transfer from primary school to secondary school parents should apply using the **Local Authority Application Form**, to be returned online to their home Local Authority, before the closing date. For Nottinghamshire residents this form can be found on the Nottinghamshire County Council website at www.nottinghamshire.gov.uk/learning/schools/admissions

2.3 Supplementary Information Form (SIF)

Applicants who wish church commitment to be taken into consideration as part of their application should also complete a Supplementary Information Form, which is available direct from the academy. The Supplementary Information Form must be completed **in addition** to the Local Authority's application form and returned to the academy.

2.4 Ranking Applications

The Local Governing Body (LGB) at the academy is responsible for applying the admissions oversubscription criteria (see section 3) to all applications and ranking them in priority order. Applicants will then be sent a decision by the home Local Authority on the offer day.

2.5 National offer day

This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area. For secondary pupils, offers are sent out by the home local authority on **1 March 2022** or the next working day.

These dates are relevant to all on-time applications in the primary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

2.6 **Late Applications (those received after the closing date).**

Late applications are considered after all on time applications have been processed and will be processed in-line with the Nottinghamshire County Council Co-ordinated Admissions Scheme. Full details of which are available at www.nottinghamshire.gov.uk/schooladmissions

2.7 **Waiting List.**

Parents whose children are not offered a place will be placed on a waiting list which is maintained in partnership with Nottinghamshire County Council until the end of the academic year. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. The waiting list is re-ranked every time there is a new application. If any applications are received that have a higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available. If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time.

2.8 **Right of Appeal**

Under the terms of the School Admissions Appeals Code 2012, if you apply for and are refused a place at the **Queen Elizabeth's Academy** you have the right to appeal.

If you decide that you wish to proceed with an appeal, the deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal and send it to the clerk of appeals at Rotheras, 2 Kayes Walk, Stoney Street, The Lace Market, Nottingham, NG1 1PZ email: t.redgate@rotheras.co.uk and to the school.

Appeals at **Queen Elizabeth's Academy** will be heard by an Independent Appeals Panel in accordance with the School Admissions Code 2014, The School Admissions Appeals Code 2012 and Part 3 of the School Standards and Framework Act 1998.

2.9 **Withdrawing an offer of a place.**

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

2.10 **Fraudulent information.**

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with a higher priority for the place at the school, the offer of a place may be withdrawn.

Where the allocation has been withdrawn, the application will be reconsidered and the usual statutory right of appeal will be made available if a place is subsequently refused.

The academy will check the home address on any applications where there are doubts about the information provided.

2.11 Repeat Applications.

Repeat applications to the academy will not be considered in the same school year unless there has been a significant and material change in the circumstances of the application or those of the academy. A significant and material change in circumstances is something that alters the decision already made.

2.12 Admission of children outside the normal age group.

Parents may 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 or is a summer born child. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools and from primary to secondary schools. Children should only be educated out of the normal age group in very limited circumstances.

Parents should submit a request in writing to the academy as early as possible. The academy will consider all requests and will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When parents are told of the decision about the year group to which the child should be admitted, they will also be given reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to an intake age group. The home local authority must process the application as part of the main admissions round.

3 In-Year Admissions Applications

3.1 The academy participates in Nottinghamshire County Council's In-Year Co-ordinated Scheme.

Details of the application process for 'in year' admissions is on the Nottinghamshire County Council website www.nottinghamshire.gov.uk/schooladmissions and applications should be made directly to them. Parents can apply online, by telephone or by completing a paper application form. For transfer or application outside the normal admissions round the waiting list lasts until the end of the current academic year. It is maintained in strict 'admission criteria' order, irrespective of the date of application and is re-ranked every time there is a new application.

- 3.2 **Queen Elizabeth's Academy** also participate in **Nottinghamshire County Council's Fair Access Protocol**, which includes the admission of vulnerable children in collaboration with the Local Authority. For full details please visit www.nottinghamshire.gov.uk/learning/schools/admissions

4. Admissions Arrangements for Admission to Year 7

- 4.1 If there are fewer applications than places available then all applicants will be allocated a place. If the academy receives more applications than it has places for, then the following oversubscription criteria will be applied after places have been allocated to any pupils who have an **Education, Health and Care Plan (EHCP)** which names the school.

4.2 Special Circumstances

Children whose particular medical need, mobility support needs, special educational needs or social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional at the time of the application will be considered by the academy. The information must demonstrate that **Queen Elizabeth's Academy** is the only school/academy which can cater for the child's particular needs.

Any application under 'special circumstances' will be considered on its merits and the allocation of any such place will be determined by the academy's admissions panel. **Cases agreed under 'special circumstances' will take precedence over oversubscription criteria 3.**

4.3 Oversubscription Criteria

The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place.

1. Looked After Children and previously Looked After Children.
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area but who are attending a link feeder primary school on 31 October preceding admission to secondary school and who will have a brother or sister at the Academy at the time of admission.
5. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the Academy.
6. Up to 25 places to children of Christian families as set out in paragraph below**
7. Children who live outside the catchment area but who are attending a feeder primary school on 31 October preceding admission to secondary school.

8. Children who attend another school within the Diverse Academies Trust, i.e. Wainwright Primary Academy; Hillocks Primary Academy etc
9. Children of staff in either or both of the following circumstances:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post where there is a demonstrable skill shortage
10. Other children who live outside the catchment area.

Christian Families

Up to 25 places will be offered to applicants who can demonstrate that:

- the child or parent is 'at the heart of the Church'. That is someone who is a regular, committed worshipper, someone who has worshipped at least twice a month, for 24 months prior to the date of application (including week-day worship).** please refer to paragraph on measurement of attendance.
- the child or parent is 'attached to the Church'. That is someone who is a regular, but not a frequent worshipper, someone who has worshipped at least once a month, for 24 months prior to the date of application (including week-day worship).** please refer to paragraph on measurement of attendance.

Measurement of Attendance

** In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship

4.4 **Distance Measurement**

In the event of oversubscription, within all but the first criterion, preference will given to children who live nearest to the academy as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Nottinghamshire County Council's computerised distance measuring software.

4.5 **Tie Breaker**

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation will be used to allocate places supervised by someone independent of the academy.

5. Admissions Arrangements for Admission to Sixth Form

Queen Elizabeth's Academy operates a sixth form for a total of 150 students. 125 places overall will be available in Year 12 (the Year 12 capacity).

The published admission number for Year 12 is 5. This is the minimum number of places which will be offered on an annual basis to eligible external applicants. If fewer than 120 of the Academy's own Year 11 students transfer into Year 12, additional external students will be admitted until Year 12 meets its capacity of 125.

To determine eligibility for admission, the Academy will publish specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. (Queen Elizabeth's Academy will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment). These criteria will be the same for internal and external transfers and will be published in its prospectus and on its website.

Students failing to meet the grades for their preferred course option will be offered alternative courses if available. Students already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry.

If Year 12 is oversubscribed then, after the admission of students with Special Educational Needs where Queen Elizabeth's Academy is named on the EHCP, the criteria will be applied in the order in which they are set out below.

Admissions into the sixth form will be allocated to those who have applied by the closing date taking regard to the following factors set out in order of priority

- Students transferring from within Queen Elizabeth's Academy who meet the Academy's minimum entry requirements; such students are guaranteed a place irrespective of numbers.

Admission oversubscription criteria – sixth form

In the event of there being more students than places for external students, the following oversubscription criteria will apply:-

- I. Students who are Looked After Children or previously Looked After Children.
- II. Students who have been in state care outside of England before being adopted.
- III. Students with a medical need as outlined above.
- IV. Students with a sibling attending the Academy at the point of admission.
- V. Other students.

Tie-breakers

In the event of there being more students than places for external students, preference will be given to students who live nearest to the Academy. Distances are measured from the student's home address to the Academy using Google Maps set to walking and the shortest distance available.

6. Definitions

6.1 Looked after and previously looked after children.

The School Admissions Code 2014 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 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. 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).

For children who have been in state care outside of England and who ceased to be in state care as a result of being adopted, the following definitions applies:

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A residence order and 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).

6.2 Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the **home address** will be considered to be the residence where the child spends at least three nights of the school week each week. Informal arrangements between parents will not be taken into consideration and addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. In cases where residency is split 50/50, the Academy will request parent confirmation of which address is to be used. The Academy has the right to request proof that a child's place of residence is permanent and that a child lived at the address at the time of application and the academy will withdraw an offer of a place if evidence provided is deemed fraudulent.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area will accept a Unit postal address or quartering area address for a service child will be accepted.

6.3 **Parent**

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by the academy, it may be necessary for parents to obtain further legal advice. The academy will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, the academy will establish where the child lives for the majority of the time.

6.4 **Sibling (brother or sister)**

- Brothers and/or sisters who share the same parent(s).
- A half-brother, half-sister or legally adopted child living at the same address
- A child looked after by the local authority placed in a foster family with other school aged children
- A stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

6.5 **Christian Families**

Places will be offered to applicants who can demonstrate that:

1. the child or parent is **'at the heart of the Church'**. That is someone who is a regular, committed worshipper, **someone who has worshipped at least twice a month, for 24 months immediately prior to the date of application** (including week-day worship). ** please refer to paragraph below on measurement of attendance.
2. the child or parent is **'attached to the Church'**. That is someone who is a regular, but not a frequent worshipper, **someone who has worshipped at least once a month, for 24 months immediately prior to the date of application** (including week-day worship). ** please refer to paragraph below on measurement of attendance.

Measurement of Attendance

** In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship

In the event of oversubscription within this category, those who have demonstrated they meet point 1 above will be given priority over those who meet point 2. By 'Church' the Academy means a Church of England Parish Church or a Church that is a member of Churches Together in England. Member Churches can be viewed at www.cte.org.uk.

Applicants who wish church commitment to be taken into consideration as part of their application **must** complete a Supplementary Information Form (as explained in section 2.3 above).