



Tuxford Academy
Excellence through Teamwork

Post 16 Admissions Policy

For 2018/2019

Policy updated: Nov 2017

Policy to be reviewed: Nov 2018

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Admission numbers

The Published Admission Number for Year 12 is 230 places.

If fewer than 190 of the Academy's own year 11 pupils transfer into year 12, additional external pupils (above the admission number of 40) can be admitted until year 12 meets its capacity of 230.

This policy applies to students applying from other schools. Applications from students already at Tuxford Academy are considered through the 'Continuing Education at Tuxford Academy Post-16 Centre' Policy.

Academic Requirements

Admission to the Post16 Centre is subject to meeting certain academic requirements, in order that students can be confident that the courses offered are appropriate to their needs.

For entry onto an A Level course, a minimum of:

- Grade B equivalent or above at GCSE in a subject recognised by the Faculty that offers the course at A Level.
- Preferably grades B or above in at least five other subjects, including English and maths.

For entry onto a Level 3 BTEC course, a minimum of:

- Grade C at GCSE or equivalent, or a Pass at Level 2 BTEC, in a subject recognised by the faculty that offers the course at Level 3 BTEC.
- Entry to some BTEC courses may require a Grade C at GCSE in English and/or maths.

Oversubscription Criteria

When the Academy's Post 16 Centre is undersubscribed, all applicants who conform to its minimum academic requirements will be admitted.

When there are more applications than places available, after the admission of pupils with Statements of Special Educational Need or Education, Health and Care Plan (EHCP) where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below:

(1) Looked after children

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 at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002.

Child Arrangements Orders are defined in s.8 of the Children Act 1989, as amended by s.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).

- (2) Children who live in the catchment area* and who, at the time of admission, will have a sibling** attending the school
- (3) Other children who live in the catchment area
- (4) Children who live outside the catchment area and who, at the time of admission, will have a sibling** attending Tuxford Academy
- (5) Other children who live outside the catchment area

*A map of the catchment area is available on request, or through the academy's website: www.tuxford-ac.org.uk

**For school admissions the academy will consider the following as sibling:

A brother or sister who share the same parents

A half-brother or half-sister or legally adopted child living at the same address as the child

A child looked after by a local authority placed in a foster family with other school age children

Stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

'At the time of admission' for the above purpose means on roll at the school at the time of admission.

Review Procedures

The contents of this policy are reviewed every year. If any changes are to be made, these will be consulted upon, determined and published in the same way as other admissions arrangements.

Proof of Residence

In the event of applying the over-subscription criteria, a document to confirm proof of address may be required in the form of one of the following:

- (1) Solicitor's, estate agent's or landlord's letter confirming completion of a house move, signed tenancy agreement or rent book
- (2) Utility bill, driving licence or evidence of council tax payment schedule.
- (3) Child benefit book, child tax credit record or doctor's record

In Year Admissions

The Academy participates in Nottinghamshire County Council's in-year scheme. For full details, please refer to the County Council's website:

www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/

In-year admissions to any year group will be dealt with according to our oversubscription criteria. However, special consideration may be given to students who are unable to access their current education provider regardless of whether they have moved to the catchment area or not.

Appealing an Unsuccessful Application

If a student has been refused a place, the parents have the right to appeal against the decision. An appeal must be lodged within 20 school days of receipt of the letter. Advice on how to lodge an appeal will be included in the letter advising that a place has been refused and more details on the appeals process can be found on the County Council's website:

www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision

Waiting Lists

The Post 16 Centre does not operate a waiting list.

Withdrawal of an offer

The offer of a place will be withdrawn if it has been obtained through a fraudulent or intentionally misleading application.

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.

Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to the academy via Nottinghamshire County Council's school admissions team as early as possible. Decisions will be 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 and whether they have previously been educated out of their normal age group. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the 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 a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the 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 school but it is not in their preferred age group.

Signed..... Chair of Governors

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