



**Tuxford Academy**  
Excellence through Teamwork

# Admissions Years 7-11

For 2020/21

Policy Updated February 2019  
and due regard given to the Equalities Act

## Tuxford Academy Admissions

### Admission numbers

The Published Admission Number (PAN) for Tuxford Academy is 248.

### Post 16 Admissions

Admissions to Tuxford Academy's Post 16 Centre are subject to a separate policy: Post 16 Admissions. This is available on request, or can be viewed on the academy's website:

[www.tuxford-ac.org.uk](http://www.tuxford-ac.org.uk)

### Applications for admission to Year 7

All applications for the 2020 cohort are managed through the National Co-ordinated Scheme and Tuxford Academy participates in Nottinghamshire's Fair Access Protocol. Parents or carers should apply through the Common Application Form either online or by mail through their 'home' local authority. The closing date for applications for places in the 2020 cohort is 31<sup>st</sup> October, 2019. Applications received after this date will be regarded as late and processed after the first round of applications has been considered, from 1<sup>st</sup> March 2020. For more information regarding the application process, please visit Nottinghamshire County Council's website:

[www.nottinghamshire.gov.uk/learning/schools/admissions/](http://www.nottinghamshire.gov.uk/learning/schools/admissions/)

### Oversubscription Criteria

When the school is undersubscribed all applicants will be admitted.

When the Academy is oversubscribed, after the admission of students who have a statement 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, in priority order:

- (1) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order.<sup>1</sup>

<sup>1</sup> 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 appear to the admissions panel to have been in state care outside of England and ceased to be in that state care as a result of being adopted.<sup>2</sup>
  - <sup>2</sup> 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.
- (3) Children who live in the catchment area\* and who, at the time of admission, will have a sibling attending Tuxford Academy.
- (4) Other children who live in the catchment area.
- (5) Children of staff who have been employed at Tuxford Academy for at least two years and/or are recruited to fill a demonstrable skill shortage.
- (6) Children who live outside the catchment area but who are attending a Tuxford Family linked primary phase school on the closing date for applications and who will have a sibling at Tuxford Academy at the time of admission.
- (7) Children who live outside the catchment area and who, at the time of admission\*, will have a sibling\*\* attending Tuxford Academy.
- (8) Children who live outside the catchment area but who are attending a Tuxford Family linked primary phase school on the closing date for applications.
- (9) 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](http://www.tuxford-ac.org.uk)

In the event of over-subscription within each of the criteria, priority will be given to children who live nearest to the school 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 the local authority's computerised distance measuring software. In the event of two applications that cannot be separated by distance, both will be allocated.

Three documents to confirm proof of address may be required in the form of:

1. Solicitor'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

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

\*\*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.

### **Linked Primary Phase Schools within the Tuxford Family of Schools:**

Dunham-on-Trent C of E Primary (Voluntary Controlled)  
East Markham Primary  
Elkesley Primary and Nursery  
Gamston C of E Primary (Voluntary Aided)  
John Blow Primary, Collingham  
Kneesall C of E Primary (Voluntary Controlled)  
Muskham Primary  
North Clifton Primary  
North Wheatley C of E Primary School (Voluntary Controlled)  
Norwell C of E Primary (Voluntary Controlled)  
Queen Eleanor Primary, Harby  
Rampton Primary  
St Matthew's C of E Primary (Voluntary Controlled), Normanton-on-Trent  
Sturton C of E Primary (Voluntary Aided)  
Sutton on Trent Primary  
Tuxford Primary and Early Years Centre

### **Appeals**

If a student has been refused a place, the parents/carers have the right to appeal against the decision. 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. 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](http://www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision)

### **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](http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool). In-year applications for admission to any year group are considered by the Governors' Admissions Panel, and dealt with according to the oversubscription criteria contained within this policy.

### **Waiting lists**

Tuxford Academy does not operate a waiting list for any other year group except Year 7. In Year 7 the academy will operate a waiting list when it receives more applications for places than there are places available. It will operate until the end of the first term of the academic year of admission.

Names will automatically be placed on the waiting list following an unsuccessful application unless we hear from parents to the contrary.

Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Priority will not be given to children based on the date the application was received or the date their name was added to the list. Looked after Children, previously looked after children and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

### **Withdrawal of Offered Places**

An offer of a place at the academy may be withdrawn if the parent/carer has not responded by the deadline for acceptance as outlined in the original offer. A reminder letter will be sent to anyone who has not responded by this date. If the academy has still not received confirmation that the place is required by the extended deadline outlined in the reminder letter, it will be assumed that a place is not required and the offer will be withdrawn.

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

In both of the circumstances outlined above, the applicant has no right of appeal against the withdrawal of an offer and must re-apply for the application to be considered afresh. A right of appeal is then offered if an offer is refused.

### **Children of UK service personnel (UK Armed Forces)**

Places for children of service personnel with a confirmed posting to the academy's catchment area will be considered against the oversubscription criteria, providing the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

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

Parents/carers may seek a place for their child outside of the normal age group, for example, (1) if the child is identified as more able and, following appropriate professional assessment, is suitable for entry into a cohort above their chronological age group, or (2) has experienced ill health or other circumstances leading to significant gaps in their education and it would therefore be appropriate for them to enter a cohort below their chronological age group.

Parents/carers should submit a request in writing to the academy via their home 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 in the school but it is not their preferred age group.

Signed.....Chair of Governors      Date.....