



**Tuxford Academy**  
Excellence through Teamwork

# Post 16 Admissions Policy

**For 2020/2021**

**Policy updated: February 2019**

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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 the course offered is assessed as the appropriate pathway for the individual student, 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 6 equivalent or above at GCSE in a subject recognised by the Faculty that offers the course at A Level.
- Preferably grades 5 or above in at least five other subjects, including English and maths.

For entry onto a Level 3 Applied General course, a minimum of:

- Grade 4 at GCSE or equivalent, or a Pass at Level 2 Applied General, in a subject recognised by the faculty that offers the course at Level 3 Applied General.
- Entry to some Applied General courses may require a Grade 4 at GCSE in English and/or maths.
- Entry to some Applied General courses may require Grade 5 at 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 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 the school
- (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 and who, at the time of admission, will have a sibling\*\* attending Tuxford Academy
- (7) 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.

\*\*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**

In-year admissions to any year group will be dealt with according to the criteria described above. 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/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)

### **Waiting Lists**

The Tuxford Post 16 Centre does not operate a waiting list.

### **Withdrawal of an offer**

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.

Signed..... Chair of Governors

Date.....