



## Admissions Policy 2019/2020

Minor amendments have been made to this policy on 4<sup>th</sup> October 2018 to ensure this policy meets the mandatory requirements of the School Admissions Code 2014.

### General Principles

The Samworth Church Academy is a Specialist Business and Enterprise Academy providing for the needs of young people within the 11 – 18 age range who live in Mansfield and the surrounding area as defined below. We will consider all application for places. In circumstances where there is greater demand than the published admission number the over subscription criteria will be applied.

Pupils will be admitted at the age of 11+ without reference to ability or aptitude using the criteria outlined below.

The Academy participates in Nottinghamshire County Council's coordinated scheme and all deadlines within that should be adhered to by applicants. The Academy also participates in Nottinghamshire County Council Fair Access Protocol.

### Admission Arrangements

Applications for intake into Year 7 are coordinated by Nottinghamshire County Council and applications must be made to the young person's home local authority. Admission applications to all other year groups must be made to Nottinghamshire County Council irrespective of where the young person lives.

For entrance to the Academy in September 2019, the closing date of the co-ordinated admission scheme is 31st October 2018. Places are allocated on 1st March 2019. A copy of the coordinated admissions' scheme is available from Nottinghamshire County Council.

The Published Admission Number (PAN) for entry into Year 7 is 180.

### Definitions and details

#### **Sibling**

By sibling we mean a child living in the same household under the care of the same parent(s) or guardian(s) and children not normally resident in the same household but sharing a genetic or adoptive parent. For the avoidance of doubt, we do not include 'cousins' within our definition of sibling.

#### **Home Address**

Proof of residence will be required by the governors. The offer of a place may be withdrawn if fraudulently obtained. Where a child lives part of the week with one parent and part with another member of the family the **home address** will be considered to be the residence where the child spends at least three nights of the school week each week. The Academy has the right to request provenance of address.

#### **Looked After Children and previously Looked After Children**

A new School Admissions Code came into force on 19 December 2014. The mandatory requirements of this code are to:

- give priority to all previously looked after children (Schools Admissions Code 1.7):
- make clear the process for admission out of the normal age group.



The highest priority is given to looked after or previously looked after children.

The definition of looked after and previously looked after children has been amended as follows:

- 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 child arrangements' 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).

## **Ethos**

The ethos of the Academy is based on Christian values. We regard good behaviour, loyalty and respect for others, endeavour, team work and commitment as important attributes and expect our students to pursue excellence in all they do in order to be the very best that they can be.

## **Procedures where The Samworth Church Academy is oversubscribed**

Where the number of applicants for admission is greater than the published admission number, applications will be considered against criteria. After the admission of pupils with Statements of Special Educational Need or Education Health Care Plans (EHCP) where The Samworth Church Academy is named on the Statement or EHCP the criteria will be applied in the order in which they are set out below:-

1. Looked After Children and previously Looked After Children.
2. Children with a sibling who currently attends the Academy and will continue to do so on the date of admission.
3. Children with a medical need as set out below.
4. Up to 25 places to children of Christian families as set out below.
5. Children who attend the following linked primary schools:
  - Abbey Primary School
  - Asquith Primary School
  - Berry Hill Primary School
  - Oak Tree Primary School
  - St Peter's C of E Primary School



- Wynndale Primary School

6. Other children.

### Medical Need (item 3 above)

Exceptional medical circumstances supported by written medical evidence may override the above. Any such applications must be received by the closing date in the coordinated scheme and will be considered by the Academy Admissions Panel. The evidence should come from at least one registered health professional and should set out the particular reasons why The Samworth Church Academy is the most suitable school.

In the event of an application from a multiple birth family (e.g. triplets) our policy will be to treat this as a single application.

### Christian Families (item 4 above)

Up to 25 places will be offered to applicants who worship at any of the named Church of England parish Churches or another Christian Church that is a member of Churches Together in England within the named parishes. In the event of oversubscription within this category, the following criteria will apply:

- i) whether the child or the child's parents/guardians worship at one of the named Church of England parishes;
- ii) whether the child or the child's parents/guardians worship at another Christian Church (that is a member of Churches Together in England) within one of the named parishes;

The named parishes are:-

Mansfield St Marks

Mansfield St Peters

Mansfield St Lawrence

Mansfield Oak Tree Lane

Forest Town

To view the named parishes please use the link provided to access the interactive Church of England parish map <http://arcg.is/1RaS4CS> or you can access this information via the Church of England link <https://www.churchofengland.org/more/policy-and-thinking/research-and-statistics>.

You can find a current list of the member Churches on the Churches Together in England website [https://www.cte.org.uk/Groups/234690/Home/About/Membership\\_of\\_CTE/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](https://www.cte.org.uk/Groups/234690/Home/About/Membership_of_CTE/Member_Churches_of/Member_Churches_of.aspx)

Evidence of i) and ii) above should be provided in writing by a recognised leader of the Church/parish and should include evidence of regular worship. Regular worship is defined as normally attending at least one service per month for the last 24 months. This should be recorded on the supplementary form provided. 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 by 31<sup>st</sup> October 2018.

### Tie-breaker(s)

In the event of oversubscription priority will be determined by the proximity of the child's home to The Samworth Church Academy. Preference will be given to children who live nearest to the Academy as the crow flies. Distances are measured from the entrance to the child's home to the main entrance of



the Academy using the County Council's computerised distance measuring software. In the event of two distances being equal, lots will be drawn and independently verified.

## Waiting Lists

Under the coordinated scheme for entry into Year 7 Nottinghamshire County Council will maintain a waiting list until the end of the Autumn Term. The Academy will continue to maintain a waiting list for subsequent terms. All applicants that are refused, are automatically placed on the waiting list. The Academy will also maintain waiting lists for all 'full' year groups following applications being received and the right of appeal being given. When a new application is received, the waiting list will be re-ranked accordingly in line with our oversubscription criteria.

## In Year Admissions

Details of the application process are available from the Academy and from the Local Authority. The Academy will consider all applications and notify the Local Authority of any decisions. If your application is refused, parents have a statutory right to appeal (see below).

## Appeals

If a place is not offered at the Academy there is a right to appeal to an independent panel and papers will be sent out to all parents who wish to appeal. Papers need to be returned to the Clerk to the Appeal Panel at the Academy within 20 school days of the outcome of their application. Applicants should try to adhere to the closing date on the appeal application form where possible.

All appeals should be heard by the same panel and will be heard before July 6<sup>th</sup> or the first working day afterwards when the 6<sup>th</sup> falls on a weekend.

## Admission of Pupils Outside Normal Age Group

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. It is possible to request a place in advance of the normal year of admission as well as to defer admission.

The Academy anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances. However, should a parent wish to seek a place for their child outside of their normal age group they should still make an application for a place for their child's normal age group but they should also submit a request for admission out of the normal age group at the same time and follow the procedure set out by their home local authority.

A decision will then be made by the Academy on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the Academy.

The Academy is not required to honour a decision made by another admission authority on admission out of the normal age group.

Your statutory right to appeal against the refusal of a place at the Academy for which you have applied is unaffected. However, the right to appeal does not apply if you are offered a place at the Academy but it is not in your preferred age group.

## Sixth Form Admissions



The Samworth Academy operates a sixth form for a total of 250 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 priority attainment. [The Samworth Church 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 The Samworth Church 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

1. Students transferring from within The Samworth Church 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 deciding factors will be in order of priority:-

- I. Students who are Looked After Children or previously Looked After Children;
- II. Whether there is a brother or sister on the roll of The Samworth Church Academy at the time of entry to the Sixth Form

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.



## Supplementary Admissions Information Form – Year 7

Please complete and sign the form below and return it to The Samworth Church Academy.

This form is for Christian families applying for one of the 25 places available to applicants who worship at any of the named Church of England parish Churches or another Christian Church that is a member of Churches Together in England within the named parishes. This form must be completed **in addition** to the Local Authority's application form and returned to the Academy by 31<sup>st</sup> October 2018.

### PART ONE - To be completed by parent or carer

Surname of child: _____		Date of birth _____	
Christian / Forename(s) of child _____			
Parent or Carer's Full Name: _____			
Contact Information:			
Home address: _____			
_____		Postcode _____	
Tel No's: Home _____		Work _____	
Mobile _____		Email Address _____	
I have completed this supplementary form in good faith and am aware that the offer of a place may be revoked if any misrepresentation comes to light.			
Signature: _____		Date _____	



PART TWO - To be completed by a recognised leader of the Church/Parish

Up to 25 places will be offered to applicants who worship at any of the named Church of England parish Churches or another Christian Church that is a member of Churches Together in England within the named parishes. In the event of oversubscription within this category, the following criteria will apply:

- i) whether the child or the child's parents/guardians worship at one of the named Church of England parishes;
- ii) whether the child or the child's parents/guardians worship at another Christian Church (that is a member of Churches Together in England) within one of the named parishes;

The named parishes are:-

Mansfield St Marks  
Mansfield St Peters  
Mansfield St Lawrence  
Mansfield Oak Tree Lane  
Forest Town

Evidence of i) and ii) above should be provided in writing by a recognised leader of the Church/parish and should include evidence of regular worship. Regular worship is defined as normally attending at least one service per month for the last 24 months.

Please provide evidence below of regular worship.

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Church/Parish: \_\_\_\_\_

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Church Position/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Contact details:

Tel: \_\_\_\_\_ Email: \_\_\_\_\_