



# Admissions Policy 2020/2021

## 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 as defined below. We will consider all applications for places, however, there is no guarantee of a place at the Academy for any pupil. 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 co-ordinated 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 co-ordinated 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 2020, the closing date of the co-ordinated admission scheme is 31st October 2019. For applications received on time places are allocated on 2<sup>nd</sup> March 2020. Applications received after the closing date will be processed as in line with Nottinghamshire County Council's co-ordinated admissions scheme. A copy of the co-ordinated admissions scheme is available from Nottinghamshire County Council.

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

## 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 who have been in state care outside of England before being adopted.
3. Children with a sibling who currently attends the Academy and will continue to do so on the date of admission.
4. Children with a medical need as set out below.
5. Up to 25 places to children of Christian families as set out below.
6. 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

7. Other children.

### Tie-breakers

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.

### 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. In the event of an application from a multiple birth family (e.g. triplets) our policy will be to admit all siblings if one sibling is given a place.

#### **Home Address**

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. 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 provenance of address and will withdraw an offer of a place if evidence provided is deemed fraudulent.

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

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).

The second highest priority is given to 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 conditions and definitions apply:

- 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.

### Medical Need

Exceptional medical circumstances supported by written medical evidence will be Any such applications must be received by the closing date in the co-ordinated 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.

### Christian Families

Up to 25 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 prior to the date of application** (including week-day worship).
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 prior to the date of application** (including week-day 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.

### Churches Together in England:

Member Churches can be viewed at [www.cte.org.uk](http://www.cte.org.uk).

### 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 by 31<sup>st</sup> October 2019.

### Waiting Lists

Under the co-ordinated scheme for entry into Year 7 the Academy in partnership with 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 given a right of appeal and are 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

The Samworth Church Academy is enrolled in the Nottinghamshire County Council's co-ordinated admissions scheme. Details of the application process for in year admissions are available from the

Nottinghamshire County Council website and applications should be made directly to them. The Academy will consider all applications and notify the Local Authority of any decisions. If an application is refused, parents have a statutory right to appeal (see below).

### **Appeals**

Under the terms of the School Admissions Appeals Code 2012, if you apply for and are refused a place at the Samworth Church 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.

Admission Appeals at SNMAT academies are managed by Nottinghamshire County Council Appeals Team, who provide an independent appeals process. If you decide that you wish to proceed with an appeal, you should within 20 school days of the date of the refusal letter complete the online form on Nottinghamshire County Council's website:-

<https://www.nottinghamshire.gov.uk/education/school-admissions/appeal-a-school-admission-decision>

For parents/carers who are unable to use the online form, a printed form can be requested from NCC's customer contact centre – 0300 500 80 80.

Appeals at SNMAT academies 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.

### **Admission of Pupils Outside Normal Age Group**

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented or has experienced ill health. This is not limited to applications for those starting school for the first time but includes children moving from primary to secondary school. It is possible to request a place in advance of the normal year of admission as well as to defer admission.

The Samworth Church 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 and whether they have previously been educated out of their normal age group.

When parents are told 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 (for example, year 7), the Academy will process the application as part of the main admissions round.

### **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 prior 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

- 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 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.



## Supplementary Admissions Information Form – 2020/21

This form is for applicants who wish church commitment to be taken into consideration as part of their application. The Supplementary Information Form must be completed in addition to the Local Authority's application form. Please ensure both parts are completed and signed and return it to The Samworth Church Academy.

### 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 \_\_\_\_\_

Telephone: 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 withdrawn, if any information is found to be fraudulent or potentially misleading.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Please see next page for part 2*



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

Please confirm if the child or parent/carer named on the form is:

i) **'At the heart of the Church'** – a regular, committed worshipper who has worshipped at least twice a month for 24 months prior to the date of application. Please include week-day worship.

Child

Parent

Yes  No

Yes  No

ii) **'Attached to the Church'** – a regular, but not frequent worshipper who has worshipped at least once a month for 24 months prior to the date of application. Please include week-day worship.

**Child**

**Parent**

Yes  No

Yes  No

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

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

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

Contact details:

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