



# Admissions Arrangements 2024-2025



**Document control table**

<b><u>Document title:</u></b>	Admissions Arrangements 2024-2025		
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<b><u>Version number:</u></b>	Consultation Document		
<b><u>Date approved:</u></b>			
<b><u>Approved by:</u></b>	Finance and Resources		
<b><u>Date of review:</u></b>			
<b><u>Document History</u></b>			
<b><u>Version</u></b>	<b><u>Date</u></b>	<b><u>Author</u></b>	<b><u>Note of revisions</u></b>
1	6 December 2022	C d'Albuquerque	New Draft Admissions Arrangements
1.1	31 January 2023	C d'Albuquerque	Updates to arrangements in response to feedback from the consultation.
1.2	20 September 2023	C d'Albuquerque	Update to a typo relating to the number of places available for students with aptitude for expressive arts; that the waiting list will remain open until 31 May 2025; the removal of text relating to primary aged students. This update was made after consideration by the school's adjudicator.

## Contents

1	Admissions Policy.....	2
2	Admissions 11-16.....	2
2.1	Pupil Admission Number 11-16.....	2
2.2	Admission Over-subscription Criteria.....	2
2.3	Expressive Arts Aptitude Test.....	3
3	Sixth Form Admissions.....	3
4	Waiting List.....	4
5	Late Applications - normal admission rounds only.....	4
6	In Year Admissions.....	5
7	Admission of children outside their normal age group.....	5
8	Withdrawing an Offer of a Place.....	6
9	Appeals.....	6
10	Fair Access Protocol.....	6
11	Notes and Definition of Terms.....	7

# 1 Admissions Policy

The Elizabethan Academy is an 11-18 mixed comprehensive school. The Elizabethan Academy has strong links within The Elizabethan Linked Schools with whom we collaborate at all levels. Our admissions policy reflects commitment to this collaboration.

We are an inclusive school and welcome all applications. The Elizabethan Academy cannot guarantee school places but we will endeavour to provide places for all children, whether or not they have attended one of The Elizabethan Academy's Linked Schools, provided they can be accommodated within the admission limits.

Admissions to The Elizabethan Academy into year 7 are managed by Nottinghamshire County Council. To apply for a place at The Elizabethan Academy or for more information on Nottinghamshire County Council's school admissions procedures, available at:

<https://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>

All applications for year 7 admission should be made to the home local authority where the child lives for year 7.

## 2 Admissions 11-16

### 2.1 Pupil Admission Number 11-16

The published admission number for **Year 7 in September 2024 is 230.**

### 2.2 Admission Over-subscription Criteria

In accordance with the School Admissions Code 2021 children with an Education Health Care Plan (EHCP) that names The Elizabethan Academy will be automatically admitted.

If the school is oversubscribed, the following criteria will be used to determine the allocation of places. In the event of over subscription within any particular category, within each of the criteria, priority will be given to the child who lives closest to the school. Distance is measured from the child's home to the entrance of the school (reception) in a straight line (as the crow flies) calculated using 'Google Maps Distance Calculator'. For an explanation of how a child's home will be determined refer to the Notes section below.

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).'
2. Children of an employee of The Elizabethan Academy Trust on the closing date for applications preceding admission to secondary school and has been for two or more years or who has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children who achieve the minimum standards needed for admissions on the basis of aptitude for expressive or performing arts. In the event that more than 23 applicants achieve the minimum standard, the 23 places will be offered to the applicants with the highest scores in the assessment.

4. Children who attend one of The Elizabethan Academy's Linked Schools, who were on the roll at the time of application and who were still on roll on the closing date for applications. Within this category first priority will be given to those who will have a brother or sister attending The Elizabethan Academy at the time of admission. Where applications are received in respect of twins, triplets or children of other multiple births from The Elizabethan Academy Linked Schools we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate. Following this, priority within the criteria will be given to those who live closest to The Elizabethan Academy with distance measure in the same way as for criteria 6.
5. Children not attending The Elizabethan Academy Linked Schools who will have a sibling attending The Elizabethan Academy at the time of admission. Where applications are received in respect of twins, triplets or children of other multiple births we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.
6. Remaining places will be allocated to the child who lives closest to the school. Distance is measured from the child's home to the entrance of the school (reception) in a straight line (as the crow flies) calculated using 'Google Maps Distance Calculator'. For an explanation of how a child's home will be determined refer to the Notes section below. In the event of two distances being exactly equal resulting in the PAN being exceeded then random allocation by lot will be conducted by a body independent of The Elizabethan Academy.

### 2.3 Expressive Arts Aptitude Test

Parents who wish to seek a place for their child at the school based upon aptitude in the Expressive or Performance Arts (Art, Music, Drama, Dance) are asked to present their child for audition in the year preceding entry (Year 5) on one of the dates which will be published on the school's website.

Parents who wish their child to audition should request, complete and return an audition application form, which is available from the school, at least 14 days before the audition. Further information regarding the audition will then be provided. Please note, taking the audition is not considered an application in itself. Results of the audition will be provided before the end of September in the year of application (Year 6).

Places not filled in this way will be offered to other applicants.

## 3 Sixth Form Admissions

The admission number for year 12 entry into the sixth form for external pupils is 25 with the overall capacity of the centre 106.

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. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).'
2. Pupils transferring from other schools who meet the school's minimum entry requirements (25 places will be available for pupils transferring from other schools).

In the event of there being more applicants than places available, the deciding factors will be, in order of priority:

1. Whether there is a sibling on roll at The Elizabethan Academy at the time of entry to the sixth form. Where applications are received in respect of twins, triplets or children of other multiple births we will endeavour to offer the relevant number of places admitting above the planned admission number where appropriate.
2. Priority will be given to children who live nearest to the school as the crow flies (by straight line). Distance is measured from the applicant's home to the entrance of the school (reception) in a straight line (as the crow flies) calculated using 'Google Maps Distance Calculator'. In the event of two distances being exactly equal resulting in the PAN being exceeded then random allocation by lot will be conducted by a body independent of The Elizabethan Academy.

## 4 Waiting List

In the event of over subscription, the school will operate a waiting list. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received, each added child to the school's waiting list will require the list to be ranked again in line with the published oversubscription criteria. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list. The governors of the school will maintain waiting lists in partnership with Nottinghamshire County Council until 31 December 2024. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the school. Waiting lists will close on the 31 May 2025 and a new application would need to be made for the next academic year.

## 5 Late Applications - normal admission rounds only

Applications from parents/carers received after the closing date may be considered by Nottinghamshire County Council as on-time, with the agreement of the relevant admission authority (The Elizabethan Academy), in the following circumstances:

- relocation into the area of Nottinghamshire County Council from another local authority
- relocation within Nottinghamshire
- exceptional reasons for missing the closing date, e.g., family bereavement, hospitalisation or family trauma

Information outlining why the application was received late together with evidence of relocation must be provided.

Information outlining why the application was late, together with evidence of relocation, must be provided by:

- 30 November 2023 for children transferring from primary phase to secondary education and atypical schools.

Any applications received after 1 September 2024 will be processed as in-year applications.

For further information see <https://www.nottinghamshire.gov.uk/education/school-admissions>

## 6 In Year Admissions

In-year application refers to pupils who are new to the area, changing schools or without a school. An in-year application should be made directly to the school.

All applications made outside of the normal year of entry should be made directly to the school and will be administered according to the above criteria. If a place is available in the appropriate year group, then that will be offered. If no places are available the application will be refused, right of appeal offered and the child's name placed on the waiting list. The position on the waiting list is determined by the schools' over subscription criteria with the exception of criteria 3 and 4 (admissions through aptitude for expressive arts and mathematics). In the event of a place becoming available during the course of a year an offer of a place will be made from the waiting list.

In the event that a tie-break is necessary to determine which child is admitted due to over subscription within any particular category, within each of the criteria, the child living closest to the school, will be given priority for admission. Distance is measured from the child's home to the entrance of the school (reception) in a straight line (as the crow flies) calculated using 'Google Maps Distance Calculator'. For an explanation of how a child's home will be determined refer to the Notes section below.

Otherwise, all applications for year 7 places must be made through the home Local Authority admissions scheme.

Where mid-term applications are received from children for whom The Elizabethan Academy is the named school in an (EHCP) education health and care plan or from children 'looked after' by the local authority, the school will admit regardless of whether or not a place is available in that year group.

## 7 Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

If parents wish to make an application for their child to be educated outside the normal age group they should complete the 'Admission Outside of Normal Age Group' application form available on the academy website and return this to the academy office.

The Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. When applying for a place parents need to make it clear that they are seeking a place outside of the child's normal age group and they should clearly state why. Parents should supply any supporting information such as information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; and, whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

You will be informed in writing of the governors' decision on the year group the child should be admitted to with clear reasons for this decision. Parents have 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.

Where the academy agrees to a parent's request for their child to be admitted out of their 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 academy

will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of these determined admission arrangements only, including the application of oversubscription criteria where applicable. The academy will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

## 8 Withdrawing an Offer of a Place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would indicate fraudulent application, intentionally misleading applications, a false claim to residence leading to entry to one of the Linked Schools, and the failure of a parent to respond to an offer of a place within a reasonable amount of time. When a place is withdrawn, parents have the right of appeal.

## 9 Appeals

When an application for a school is refused, the parent has a right to appeal to an independent appeal panel. Parents are informed of this when they receive their outcome and to lodge an appeal, parents should contact Lincolnshire County Council. Further information is available at <https://www.lincolnshire.gov.uk/school-admissions/appeal-school-place>.

Repeat applications will not be considered for the same school in the same school year unless there has been a significant and material change in the circumstances of the application or those of the school.

A significant and material change in circumstances is something that alters the decision already made. A house move may not necessarily be considered a substantial change and will not give a further right of appeal.

## 10 Fair Access Protocol

Every school is obliged to take part in local fair access protocols. Fair access protocols exist for children who have no school place and who are at risk from missing education due to several factors. Fair access protocols work by a group of schools discussing who can best meet the needs of pupils who fall into this category. The fair access protocol procedure takes precedence over the waiting list.

Hard to place children who fall under the Derbyshire and Nottinghamshire Fair Access Protocol include:

- Children from the criminal justice system or Pupil Referral Units who need to be reinstated or reintegrated into mainstream education.
- Children who have been out of education for two months or more;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers;
- Children with special educational needs, disabilities, or medical conditions (but without an Educational Health Care Plan).

Nottinghamshire County Council maintains its own fair access protocol, available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)



# 11 Notes and Definition of Terms

## *Looked After and Previously Looked After*

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.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

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).

## *Home address*

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the academy will:

- allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. The academy will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- use the address at which the child will live when applying the oversubscription criteria, as long as some evidence of their intended address is provided by the parents. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
- not reserve blocks of places for these children.

## *Siblings*

The Governors define siblings as being those children who share at least one parent as defined in these terms. This includes step-siblings, legally adopted siblings, foster siblings or other children living permanently at the same address as the sibling.

### *Parent*

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

### *An adoption order*

This is an order under section 46 of the adoption and children act 2002. This includes children who were adopted under the adoption act 1976 (see section 12 of adoption orders) and children who were adopted under the adoption and children's act 2002 (see section 46 adoption orders). 'Child arrangement 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 now deemed to be a 'child arrangement 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).

### *UK service personnel and other crown servants*

Applications from families of UK service personnel and other crown servants will be processed in line with the governors' admissions criteria. The governors will accept an official MOD, FOC or GCHQ letter declaring a relocation date as proof of residence and the child or children will be offered a place if places are available or placed on the waiting list and be subject to move up and down the list as described above.

### *Measuring Distance 'As the Crow Flies'*

The Governors of the school will use the distance from the entrance of school (reception) to the child's home (see Home Address of Notes section) in a straight line (as the crow flies) calculated using 'Google Maps Distance Calculator'.

### *Linked Schools*

- Carr Hill Primary and Nursery School
- Everton Primary School
- Harworth CofE Academy
- Mathersey Primary School
- Misson Primary School
- North Wheatley Church of England Primary School
- Ranby CofE Primary School
- Ranskill Primary School
- St. Joseph's Catholic Primary School, a Voluntary Academy

- Sturton CofE Primary School
- Sutton-Cum-Lound CofE School
- The Primary School of St Mary and St Martin