



Academy Policy

Admissions Policy

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LGB Cluster ratification		Date: Autumn 2021
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1. Introduction

- 1.1 The school policy for Admission for the academic year 2022/2023 has been written to reflect Nottingham City Local Authority guidance. This policy is reviewed on a yearly basis by Ambleside Academy and the Raleigh Education Trust.
- 1.2 This policy aims to:
- a) Explain how to apply for a place at the Academy
 - b) Set out the Academy's arrangements for allocating places to the pupils who apply
 - c) Explain how to appeal against a decision not to offer your child a place
- 1.3 This policy is based on the following advice from the Department for Education (DfE):
- a) School Admissions Code
 - b) School Admission Appeals Code
- 1.4 All references to 'Academy' in this document refer to Ambleside Academy.

2. How to apply

- 2.1 All applications for places should be made to the applicant's home local authority. Parents/carers resident in Nottingham City are strongly encouraged to apply through the City Council's website using the online admissions system. Alternatively, if parents/carers resident in Nottingham City wish to apply using a paper application form (School Common Application Form) this is available from and should be returned to the School Admissions Team, Access and Inclusion, LH Box 14, Loxley House, Station Street, Nottingham, NG2 3NG.
- 2.2 Although the Governing Body has responsibility for deciding on admissions, under law the local authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

3. Applications for places in Reception Year in 2022/2023

- 3.1 For entrance to the academy in September 2022, application packs will be distributed by the local authority to parents/carers resident in Nottingham City by post, or via city nursery schools, by the end of November 2021. The closing date for applications under the co-ordinated admission scheme is 15 January 2022. Offers of places will be made on the national offer date of 16 April 2022 (or next working day after this date). In respect of applications for the 2022 autumn term, for parents/carer who apply for a place online an email will be sent on the 16 April 2022. If a paper application was submitted via the Common Application Form, decisions will be posted on the 16 April 2022 and should be received by parent/carers on the 18 or 20 April 2022.
- 3.2 Parents/carers should confirm to the local authority whether they wish to accept the place offered within 14 days of receipt of the offer. Failure to do so will result in the place being withdrawn.

4. Late applications for Reception Year in 2022/2023

- 4.1 Nottingham City Council and the Governing Body of the academy may be willing to accept applications which are received late, i.e. after the closing date of 15 January 2022, but before 5.00 p.m. on 10 February 2022 for good reason for example:
- a) a family returning from abroad
 - b) a lone parent who has been ill for some time
 - c) a family moving into Nottingham from another area
 - d) other exceptional circumstances
- 4.2 Each case will be treated on its merits.
- 4.3 Any preferences received by Nottingham City Council up to 10 February 2022, with good reason for being late, and where appropriate, with the agreement of the Governing Body of the academy will be included in the first cycle of allocations and will be notified on the national offer day.
- 4.4 All other late applications for places at the academy received by Nottingham City Council after 10 February 2022 will be dealt with after the offer day.
- 4.5 Other local authorities might have different policies when dealing with late applications. Applicants are advised to contact their home local authority to find out what their policy is.

5. Applications outside the normal year of entry

- 5.1 Parents and carers can apply for places during the school year, following the normal application process. If the respective year group total is below the published admission number for that year group, the child will be offered a place - unless paragraphs 2.15 and 3.8 of the School Admissions Code are applicable.
- 5.2 If the respective year group total is full, the child will only be offered a place if there are very exceptional circumstances, and if the governors decide that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.
- 5.3 Parents will have **14 days** to accept the offer of a school place otherwise it may be withdrawn and offered to another pupil on the waiting list.
- 5.4 If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within 20 school days of the date of the decision letter.
- 5.5 Local Authorities are required to have 'Fair Access Protocols' in order to make sure that unplaced children, especially the most vulnerable, who live in the home local authority area, are offered a place at a suitable school as quickly as possible. This can include admitting children, above the published admission number, to schools that are already full.
- 5.6 In respect of the need to make admission out of the normal age group, requests for admission outside of chronological age will be considered and can be made.

- 5.7 Pupils who have a 'Statement of Special Educational Need' 'or Education, Health and Care Plan,' where the academy is named in the child's statement or plan, may be admitted. This will reduce the number of places available for other pupils.

6. Allocation of places

- 6.1 Ambleside Academy has an agreed admission number of 90 pupils for entry in each year group.
- 6.1.1 Places will first be allocated to a 'looked after child' or a child who was previously looked after, but immediately became subject to an adoption, child arrangement, or special guardianship order. A looked after child is a child 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.
- 6.1.2 Places will then be allocated to pupils, who at the closing date for applications, live within the catchment area of the academy, and who at the time of admission, have a brother or sister attending the academy who will still be on roll at the proposed date of admission.
- 6.1.3 Places will then be allocated to children of staff, specifically teaching or support staff, on the payroll of Ambleside Academy at the time of admission, where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 6.1.4 Places will then be allocated to other pupils, who at the closing date for applications, live within the catchment area of the academy.
- 6.1.5 Places will then be allocated to pupils who live outside the catchment area of the academy, and who at the time of admission, have a sibling attending the academy.
- 6.1.6 Places will then be allocated to other pupils who live outside the catchment area of the academy.
- 6.2 In the case of two or more applications that cannot be separated by the criteria outlined above, the Academy will use the distance between the Academy and a child's home to decide between applicants. Priority will be given to children who live closest to the Academy. Distance will be measured in a straight line from the child's home address to the Academy's front gates on Minver Crescent. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.
- 6.3 The above criteria (6.1.2-6.1.6) may be overridden by Fair Access protocol.

7. Withdrawing an offer of a place

- 7.1 Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent, or intentionally misleading applications (e.g. a false claim to residence in the catchment area of the academy).
- 7.2 Failure to accept a place offered at the academy within the 14 days previously specified may also lead to the withdrawal of that offer.

8. Waiting list

- 8.1 If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the criteria listed in this policy (see Allocation of Places).
- 8.2 Because the academy receives applications for admission throughout the year, the waiting lists are continually being re-ordered. A child's position on the list may rise or fall over time. Length of time on the waiting list will not be a factor in offering a place.
- 8.3 Children who are the subject of a direction by a Local Authority to admit, or who are allocated a place at the academy in accordance with the In-Year Fair Access Protocol, will take precedence over children on a waiting list.

9. Appeals

- 9.1 If your child's application for a place at the Academy is unsuccessful, you will be informed by the local authority why admission was refused, and given information about the appeals process. Appeals can be submitted via e-form, using the link this link https://myaccount.nottinghamcity.gov.uk/service/School_Admissions_Appeal

10. Definitions of terms

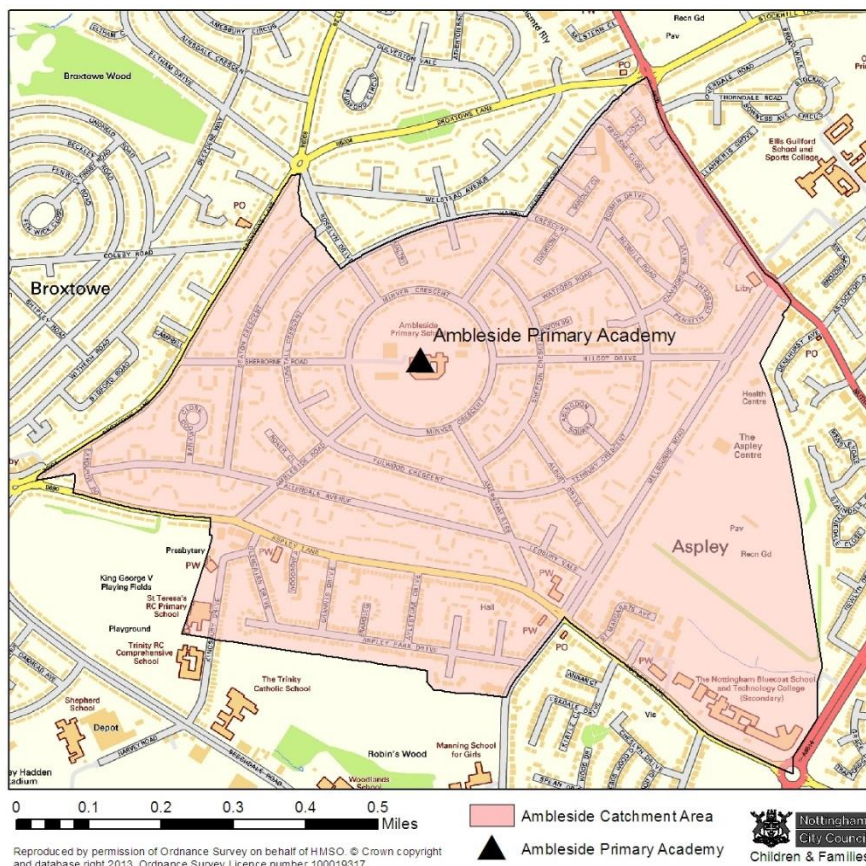
- 10.1 Residence
 - 10.1.1 A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week. If more than one person has parental responsibility for the child, and those people live in separate homes, the academy will consider the child's home address to be the property at which they live for most of the week (this includes weekends as well as weekdays).
 - 10.1.2 If the child lives at two separate homes for an equal length of time, the child's permanent place of residence will be taken as the address shown on the child benefit award notice.
- 10.2 Brothers or sisters – sibling connection

10.2.1 For admission purposes the academy considers the following as siblings:

- a) a brother or sister who share the same parents;
- b) a half brother or half sister, where two children share one common parent;
- c) a step brother or step sister, where two children are related by a parent's marriage or civil partnership.
- d) adopted or fostered children living in the same household under the terms of a child arrangement or special guardianship order.

10.2.2 Where applications are received in respect of twins, triplets or children of other multiple births, the academy will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

11. Ambleside Academy Catchment Area 2022/2023

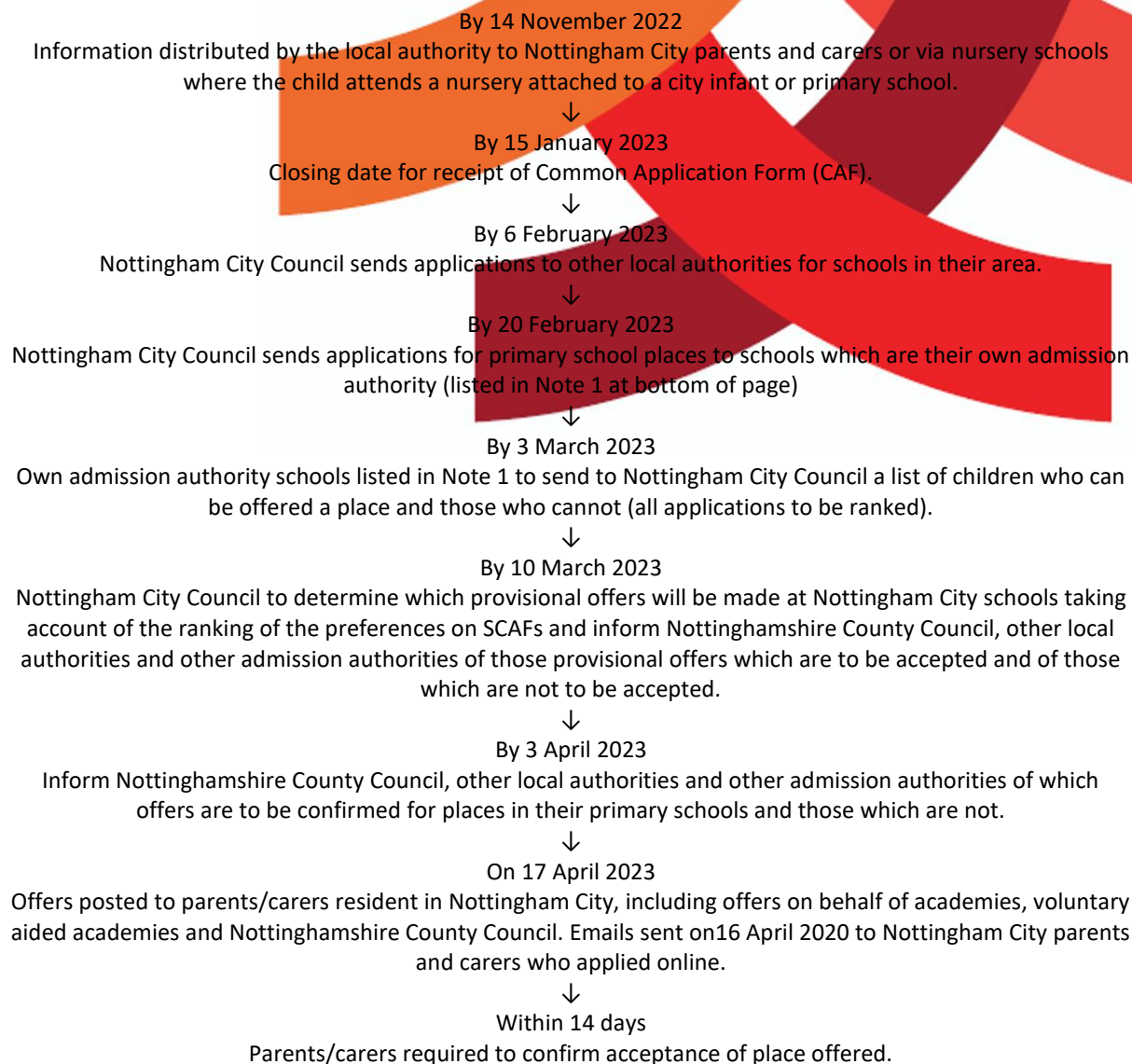


12. Raleigh Education Trust Equality Statement

- 12.1 Parents and carers are welcome to ask for further information about any policy matter. Copies of our policies are displayed on the Academy website www.ambleside.raleightrust.org and be requested via the Academy Office. The Academy will try to arrange for the translation or summary of a document when this is requested by a parent or carer whose first language is not English.

Appendix 1

TIMETABLE FOR CO-ORDINATED ADMISSION ARRANGEMENTS 2023/24 (ADMISSION TO INFANT, PRIMARY AND JUNIOR SCHOOLS)



Note 1 – own admission authority primary schools/academies in Nottingham City:

Ambleside Academy, Blessed Robert Widmerpool Catholic, Blue Bell Hill, Bluecoat Primary, Brocklewood, Bulwell St Mary's CE, Burford, Djanogly Northgate, Djanogly Sherwood, Djanogly Strelley, Edale Rise, Edna G Olds, Firbeck, Glapton, Glenbrook, Highbank, Hogarth, Huntingdon, Jubilee L.E.A.D., Milford, Nottingham Academy, Old Basford, Our Lady and St. Edward Catholic, Our Lady of Perpetual Succour Catholic, Portland Spencer, Radford, Robert Shaw, Rosslyn Park, Scotholme, Sneinton St. Stephen's CofE, Southwark, South Wilford Endowed CofE, Springfield, St Ann's Well, St. Augustine's Catholic, St. Margaret Clitherow Catholic, St. Mary's Catholic, St. Patrick's Catholic, St. Teresa's Catholic, Stanstead, Sycamore, Victoria, Warren, Whitegate, Whitmoor, William Booth and Windmill L.E.A.D.