



**THE NOTTINGHAM  
EMMANUEL SCHOOL**  
A Church of England Academy

POLICY:

**ADMISSIONS POLICY 2019/20**

DATE APPROVED:

**28 November 2017**

DATE OF REVIEW:

**Spring Term 2019**

COMMITTEE RESPONSIBLE:

**LOCAL GOVERNING BODY**

SIGNED:

**Principal**  
D Hobbs

SIGNED:

**Chair of Governors**  
H Shewell-Cooper

**THE NOTTINGHAM EMMANUEL SCHOOL**  
**A CHURCH OF ENGLAND ACADEMY**  
**ADMISSIONS POLICY FOR 2019/2020**

**SECTION A: INTRODUCTORY STATEMENTS**

The Diocese of Southwell and Nottingham supports The Nottingham Emmanuel School as a Church of England Academy. It primarily serves families who wish their children to receive secondary schooling within a Christian framework in which Religious Education, Acts of Worship and the spiritual life of the school is in accordance with the principles and practices of the Church of England. The School's overall catchment area is established as a 10-mile radius from St Mary's Church, High Pavement, Nottingham.

**The School is both distinctively Christian and inclusive as borne out in practice through its strong Christian ethos, values and mission. Our admissions policy encourages applications from members of the Church of England (or another Church that is a member of Churches Together in England or of the Evangelical Alliance), and members of Other Major World Faiths. Additionally we also welcome applications from parents and carers, regardless of faith or background who would like their children to be educated in a Christian environment.**

The school has a published admission number for Year 7 in September 2019 of 180 students. All applicants will be allocated a place unless the school receives more applications than there are places available. All children with an Educational Health and Care Plan (EHCP) or a Statement of Special Educational Needs who names the school will be admitted.

In drawing the oversubscription criteria the Governing Body has used the following principles:

- The responsibility to serve the appropriate Church of England or Christian population as part of the Diocesan provision;
- A desire to keep families together;
- A desire to ensure continuity of education;
- A responsibility to the wider community;
- A desire to serve the general population including those of other major world faiths or none.

**SECTION B: ARRANGEMENTS FOR ADMISSION INTO YEAR 7**

Please see Section C on how to apply and refer to:

- a) Local Authority Booklet 'Going to school in Nottingham 2018/2019 – Secondary Education' for full details of the admissions process. Also visit [www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk) for full details of the admission process and on line application
- b) Nottinghamshire County Council's 'Admission to schools: guide for parents for full details of the admissions processes. Also visit [Nottinghamshire.gov.uk/schooladmissions](http://Nottinghamshire.gov.uk/schooladmissions) for full details of the admissions process and on line application.

For general advice on choosing a Church of England school you may also speak to the Nottingham and Southwell Diocese, Tel number: 01636-814331 or Email [reception@southwell.anglican.org](mailto:reception@southwell.anglican.org)

## **SECTION C: DOCUMENTS REQUIRED**

### **Common Application Form**

For applications for transfer from primary school to secondary school parents should apply on the home local authority's common application form. Year 7 applications are co-ordinated by the LA.

### **The Supplementary Form**

In addition all applicants wishing to apply under faith criteria should complete the Supplementary Form as attached. The information on this form will enable Governors to place applicants in the correct category. Supplementary Forms can be downloaded from the school's website, or parents can contact the school to request a copy. The Supplementary form should be returned **to the school** by the same closing date as the Application Form.

The closing date for applications for year 7 places is 31 October 2018 and the national offer date is 1 March 2019.

## **SECTION D: ALL APPLICATIONS – HOW PLACES ARE ALLOCATED**

Once all on time applications are received by the Local Authority details of all applications are passed to the Governing Body. Using the information on the Common Application Form and the Supplementary Form, the Governing Body draws up a ranked list using the oversubscription criteria listed below. The Authority then allocates places on behalf of each Governing Body up to the admissions number. When a place can be offered at more than one of the schools listed on your application, the home authority will offer a place at the highest preferred school where a place is available.

### **LATE APPLICATIONS FOR ADMISSION INTO YEAR 7**

The Governors may be willing to accept applications which are received late, but before the date set by the Local Authority (5pm on 30 November 2018) for a good reason, for example:

- A family returning from abroad;
- A lone parent/carer who has been ill for some time;
- A family moving into the local area from another area; or
- Other exceptional circumstances

Each case will be treated on its merits.

Any preferences received by Nottingham City Council up to the date set by the local authority, with good reason for being late, and where appropriate, with the agreement of the Governing Body will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for secondary school places received by Nottingham City Council after the specified date (31 October 2018) will be dealt with after the offer day. Other local authorities might have different policies when dealing with late applications and we would advise that you contact your home local authority to find out what their policy is.

### **IN YEAR APPLICATIONS**

Details of the application process are available from the school and from the Local Authority. Applications are made to the Achievement and Pastoral Manager – Timetabling and Admissions at The Nottingham Emmanuel School. Once an application has been made, it will be passed to the Local Governing Body for consideration. A Supplementary Form should also be completed.

If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. If there is oversubscription, the school will maintain a waiting list for 'in year' applications. See Section F below.

If your application is refused, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within 20 school days after the date of your refusal letter.

### **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents may seek a place for their child outside of their normal age group and decisions will be made on the basis of 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, their medical history and the views of a medical professional: 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. The views of the Principal will also be taken into account. Applications are made to the Director of Student Services at the school. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out the reasons for their decision.

## **SECTION E: CRITERIA**

In the event of oversubscription for places, the oversubscription criteria described below will be applied to allocate places. Looked after children or previously looked after children\* (\*children who were looked after, but ceased to be so because they were adopted or became subject to child arrangements orders or special guardianship orders) will be given first priority.

The Appendix to this policy contains relevant definitions.

### **CATEGORY 1 : FOUNDATION PLACES**

**(a) After allocating places to Church of England children in care, up to 75 places will be offered to children who attend, or whose parent(s) attend a Church of England or another Christian Church.** As these will be allocated in order, applicants will be required to state on a supplementary form whether, as worshippers, they are:

- i) 'at the heart of the church';
- ii) 'attached to the church'; or
- iii) 'known to the church'.

Governors will seek written confirmation of that statement from the family's religious leader.

If these places are oversubscribed the places will be allocated using the following order of priority:

- children with a sibling at the school at the date of admission.
- children whose home address is closest to the school.
- children drawn by random allocation.

**(b) After allocating places to other children in care, up to 30 places will be offered to children attending CHURCH OF ENGLAND PRIMARY SCHOOLS.** If these places are oversubscribed the Governors will use the following criteria to allocate places, which are listed in order of priority:

- i) children attending either South Wilford Endowed C of E Primary School or Sneinton C of E Primary School;
- ii) children attending any other Voluntary Aided Church of England primary school;
- iii) children attending any Voluntary Controlled Church of England primary school.

If these places are oversubscribed the places will be allocated using the following order of priority:

- children with a sibling at the school at the date of admission.
- children whose home address is closest to the school.
- children drawn by random allocation.

**(c) Up to 15 places will be offered to children of the CHRISTIAN FAITH** who live within the catchment area of, and attend, one of the three Meadows primary schools, Greenfields, Victoria and Welbeck. As these will be allocated in order, applicants will be required to state on a supplementary form whether, as worshippers, they are:

- i) 'at the heart of the church';
- ii) 'attached to the church'; or
- iii) 'known to the church'.

Governors will seek written confirmation of that statement from the family's religious leader.

If these places are oversubscribed the places will be allocated using the following order of priority:

- children with a sibling at the school at the date of admission.
- children whose home address is closest to the school.
- children drawn by random allocation.

### **CATEGORY 2 : OTHER MAJOR WORLD FAITH PLACES**

**Up to 15 places will be offered to children from OTHER MAJOR WORLD FAITHS** such as Buddhism, Hinduism, Islam, Judaism, Shintoism or Sikhism. As these will be allocated in order, applicants will be required to state on a supplementary form whether they and/or the child are:

- i) 'at the heart of their place of worship';
- ii) 'attached to their place of worship'; or
- iii) 'known to their place of worship'.

Governors will seek written confirmation of that statement from the family's religious leader.

If these places are oversubscribed the places will be allocated using the following order of priority:

- children with a sibling at the school at the date of admission.
- children whose home address is closest to the school.
- children drawn by random allocation.

### **CATEGORY 3 : LOCAL PLACES (without faith)**

**Up to 45 places will be offered to children who live within the catchment area of, and attend, one of the three Meadows primary schools, Greenfields, Victoria and Welbeck.** The number of places for each school will be distributed proportionately according to the number of children in Year 6 in September 2018.

If these places are oversubscribed the places will be allocated using the following order of priority:

- children with a sibling at the school at the date of admission.
- children whose home address is closest to the school.
- children drawn by random allocation.

## **CATEGORY 4 : BALANCE OF PLACES**

- a) **In the first instance, any remaining places will be offered to children remaining under Category 1(a).**
- b) **Any further remaining places will be offered to other children living within the overall catchment area as set out in Section A above.**

If these places are oversubscribed the places will be allocated using the following order of priority:

- children with a sibling at the school at the date of admission.
- children whose home address is closest to the school.
- children drawn by random allocation.

- c) **Any further remaining places will be offered to other children living outside the overall catchment area as set out in Section A above.**

If these places are oversubscribed the places will be allocated using the following order of priority:

- children with a sibling at the school at the date of admission.
- children whose home address is closest to the school.
- children drawn by random allocation.

## **SECTION F: WAITING LISTS**

If all places are filled for any year group, the Governors also operate a waiting list. If parents wish their child to be placed on a waiting list, they should notify the school in writing. The child's name will remain on the waiting list until the end of the academic year or until the parents request the school to remove the child's name from the list. When places become available mid year they are allocated from the waiting list according to the oversubscription criteria.

**Additional information:** *In accordance with the Secondary Co-ordinated Admissions scheme, the Nottingham LA will maintain a waiting list for all City secondary schools and academies where the number of applications received during the normal admissions round for those schools and academies has exceeded the number of available places in Year 7. This waiting list will operate on the offer day and will be maintained by the LA up to 30 August 2019 after which it will cease to operate; thereafter the relevant admission authorities will operate their own waiting list in accordance with their own arrangements and the co-ordinated in-year admissions scheme. If late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who may have been on the list for some time.*

## **SECTION G: APPEALS**

If the Governors refuse an application for a place at the school, the applicant has a right of appeal, to an independent appeal panel. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the on School Admission Appeals Code and is binding on all parties.

Appeals should be made to the Clerk to the Local Governing Body, The Nottingham Emmanuel School, Gresham Park Road, West Bridgford, Nottingham, NG2 7YJ within 20 school days

after the date of your refusal letter. Please see the appendix for further detailed information on the Appeal Hearings.

Notwithstanding these arrangements, the Secretary of State may direct the school to admit a named student to the school on application from any Local Authority. Before doing so the Secretary of State will consult the school.

## **SECTION H: FAIR ACCESS PROTOCOLS**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. The Nottingham Emmanuel School operates within the Nottingham City Council Fair Access Protocols.

## **SECTION I: APPLICATIONS FOR TWINS AND MULTIPLE BIRTH PUPILS**

In cases where there is one remaining place available and the next child on the waiting list is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the published admission number will be exceeded.

## **SECTION J: FRAUDULENT INFORMATION**

If an offer or allocation of a place is made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place at any time.

## **ADMISSIONS INTO POST 16 EDUCATION**

- a) The Nottingham Emmanuel School operates a sixth form provision for students aged 16-19. Entry to sixth form courses may be on a full or part time basis. Up to two hundred and fifty (250) 16-19 students may be admitted into the post 16 provision from the school plus up to a further one hundred (100) places allocated to students from other schools and centres. All must satisfy the minimum entrance requirements for the respective course(s).
- b) If the one hundred (100) places for other schools and centres are oversubscribed, places will be offered to students of the Christian Faith or Other Major World Faiths using the faith oversubscription criteria as published above.

If these places are oversubscribed the places will be allocated using the following order of priority:

- Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order
- Children with a sibling at the school at the date of admission
- Children whose home address is closest to the school.

All enquiries and applications should be addressed to the Head of Sixth Form, [ltickle@emmanuel.nottingham.sch.uk](mailto:ltickle@emmanuel.nottingham.sch.uk)

A separate sixth form prospectus is available.

## APPENDIX of DEFINITIONS

### Note 1 CHRISTIAN FAITH

Church of England or another Christian Church that is a member of Churches Together in England or of the Evangelical Alliance – more information on which can be found at their respective websites at:

[www.churches-together.org.uk](http://www.churches-together.org.uk)

[www.eauk.org](http://www.eauk.org)

### Note 2 CHILDREN IN CARE

Children in care refers to a child who is looked after or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under 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 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).'

### Note 3 CHRISTIAN FAITH and \*OTHER MAJOR WORLD FAITHS

Applicants for a faith priority place are asked to identify themselves as being at the heart of the church: attached to the church; or known to the church; The period in question should be the past two years. Applicants new to the area should provide evidence from a previous church or other place of worship. The worshipper could be the child for whom application is made or one or both parents.

- An applicant or child '**at the heart of the church**' would be a regular worshipper. This means one who worships usually at least twice a month. To accommodate difficult patterns of work and family relationships, account will be taken of week-day worship.
- An applicant or child '**attached to the church**' may be a regular, but not frequent worshipper, for example one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
- An applicant or child '**known to the church**' may not be a frequent, but probably an occasional worshipper, someone who is known through a family connection, or one or more of whose family is involved in some church activity, such as a uniformed or other church organisation.

\*In relation to Other Major World Faiths, for 'church' in the above definitions read 'place of worship'

### Note 4 SIBLING DEFINITION

- A brother or sister who share the same parent;
- A half brother or half sister, where two children share one common parent;
- A step brother or step sister, where two children are related by a parent's marriage;
- Adopted or fostered children living in the same household under the terms of a child arrangements order.



**Note 5 DISTANCE DEFINITION**

The Governors measure the distance as a straight line from the main gate of the school to the centre of the applicant's home address.

**Note 6 RANDOM ALLOCATION TIE-BREAKER**

Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the School).