



## Admissions Policy 2021-2022

The published admission number for Year 7 to 9 in September 2021 will be 270 in each year group. The published admission number for year 10 to 11 in September 2021 will be 260 in each year group and for Year 12 and Year 13 in September 2020 it will be 175 in each year group.

The admission number for applications to Year 12 from outside the school is 25. A meeting will be held to advise and clarify entrance requirements for particular courses; these are also given in the 6<sup>th</sup> Form prospectus. This meeting will not form part of the admissions process. Details of how to apply for a place in the Sixth Form can be found on the Academy's website.

Children for whom Arnold Hill is the named Academy in an Education, Health and Care plan will be admitted.

### Oversubscription Criteria

Arnold Hill is a very popular Academy and we cannot always accommodate all the children who apply. If the Academy is oversubscribed, the following criteria will be used to determine the allocation of places in the order set out below:

- A 'looked after child' or a child who has previously been looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
- For those outside of England a 'looked after child' or a child who has previously been looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
- Children who live in the catchment area on the closing date for applications. This also includes children who have siblings on roll at the academy.
- Children who attend the Arnold Hill Academy Family of Schools: Arnbrook Primary School, Arnold View Primary School, Arno Vale Junior School, Coppice Farm Primary School, Ernehale Junior School and Mapperley Plains Primary School and were on the roll of one of these schools at the time of the closing date of application.
- Children who are siblings of students already on roll at Arnold Hill Academy at the time of application and admission. A sibling is a child who lives at the same address and who is the brother/sister (children who share a common parent), step brother/step sister (children who are related through marriage). This also includes adopted or fostered children living at the same address. This also includes children who have siblings on roll at the academy and who reside outside of the catchment area.
- Children who live outside the catchment area but the parent is a member of staff and has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Other children who live outside the catchment area.

### Oversubscription within any Criterion

In the event of oversubscription within any criterion, preference will be given to the children who live nearest to the school. The distance measurement indicated has been calculated using Nottinghamshire County Council's computerised distance measuring software (direct distance). The distance measured will start from A Block reception to the child's permanent residence. In the event of two distances being equal lots will be drawn and independently verified.

### Admission to the 6<sup>th</sup> Form

Arnold Hill Academy Post-16 centre presently offers 'A' level and a range of vocational courses. Subsequently we propose the following admissions criteria:

- GCSEs at grades 9 - 5 (including GCSE English and GCSE Mathematics for A Level study)



- A minimum of grade 5 in a related GCSE for academic Level 3 courses (grade 6 and in some instances grade 7 is required by the Academy for some subjects)
- A minimum of grade 5 (or equivalent) in a relevant subject for courses not studied previously
- 5 GCSEs Grades 9-4 including English and Mathematics to study Vocational courses like BTECS
- A minimum grade Merit in a Level 2 vocational course related to the Level 3 vocational course of study

These requirements do not include English oral grades or GCSE half course grades.

### Oversubscription Criteria for the 6<sup>th</sup> Form

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

- A looked after child or a child who has previously been looked after.
- Proximity to the school will be used with those living nearer being given priority. The distance measured will start from A Block reception to the child's permanent residence.

### Additional Information

#### Waiting Lists

In the event of oversubscription, the Academy will operate a waiting list for years 7-11. A child's place on the list will be determined by the admission over-subscription criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The waiting list for Year 7 will be maintained until 31<sup>st</sup> December of the school year of admission. All other year groups, waiting lists will be held for a minimum of one term.

#### Co-ordinated Admission Scheme

All applications for places in the normal year of entry (Year 7) are made to the home local authority on the common application form. For entrance to the school in September the closing date of the co-ordinated admission scheme is 31<sup>st</sup> October in the preceding year. Places are offered on National Offer Day which is 1<sup>st</sup> March (or the next working day). The home Local authority is to where your child lives and the not the Local authority of the school.

#### Late Applications for Year 7

Late applications will be processed in line with Nottinghamshire County Council's published co-ordinated scheme. They will be considered, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. Supporting evidence may be required. The deadline for late applications will be in line with the Nottinghamshire County Council's published co-ordinated admissions scheme arrangements. The deadline for all year 7 applications is 31<sup>st</sup> October and applications outside of this deadline will be considered as late.

#### In Year Admissions

Admissions other than the normal year of entry which is from Year 6 into Year 7 will be processed by Arnold Hill Academy and applications should be made directly to the school, once the autumn term has started. The application form and details of how to apply are available by contacting the Admissions Team - [admissions@arnoldhillacademy.co.uk](mailto:admissions@arnoldhillacademy.co.uk) An application form for In-Year admissions will then be posted home.

Applications received in year will be dealt with in accordance with our published criteria. If a place is available in the appropriate year group, then that place will be offered. If no places are available, the child's name will be added to the waiting list and will remain there for a minimum of one term. The position on that waiting list is determined by the Arnold Hill Academy oversubscription criteria, not in the date order by which they are received.

Parents of pupils who have been unable to secure a place in any year group have the right to appeal.

#### Hard to Place Children



Arnold Hill Academy participates in Nottinghamshire County Council's Fair Access Protocol (School Admissions Code 3.9). Special consideration will be given to requests from the local area pupil placement panel for "hard to place children" under the Fair Access Panel.

### Independent Appeals

Parents who have been refused a place at the Academy have the right to appeal to an independent panel. Parents wishing to appeal should write to:

For Year 6 students:  
Admissions Administrator  
Arnold Hill Academy  
Gedling Road  
Arnold  
Nottingham  
NG5 6NZ

For Year 7-11 students:  
In-year Transfer Administrator  
Arnold Hill Academy  
Gedling Road  
Arnold  
Nottingham  
NG5 6NZ

within 20 school days of the Academy refusing a place. Any queries will be dealt with by the Academy.

### Catchment Area

You can check the catchment area for your home address by visiting:

<http://www.nottinghamshire.gov.uk/findmynearest>. A catchment map for Arnold Hill Academy is available by request to the school or can be viewed on the Academy's website.

### Withdrawing an Offer of a Place

Places may be withdrawn if:

- An offer of a place was made on the basis of inaccurate information being submitted
- A parent fails to respond to an offer of a place within 20 school days
- A parent accepts a place but fails to send their child within 20 school days (without a valid reason)

### Admission of Children outside of their year group

All applications made outside of the normal year of entry must be done in writing to the Nottinghamshire County Council Admissions Team. Decisions will be made on the circumstances of each case and in the best interests of the child. This will include taking into account the parent's views; information about the child's academic, social and emotional development; where relevant; their medical history and 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. Views of the head teacher will also be taken into account. When informing parents about the decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

### Multiple Births

Where one child of a multiple birth can be admitted the other child/children will also be admitted.

### Definitions

#### Looked after Children

*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/s.*

### **Parent**

*Parent includes all natural parents whether they are married or not or any person with parental Responsibility or who has care of a child or 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.*

### **Residence**

*This is defined as the child's permanent place of residence, which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence and other evidence from the court regarding parental responsibilities in these matters may be required.*