

DJANOGLY CITY ACADEMY NOTTINGHAM

ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO DJANOGLY CITY ACADEMY NOTTINGHAM 2017/2018

- 1) This document sets out the admission arrangements for Djanogly City Academy Nottingham. The document forms Annex 2 to the Funding Agreement between Djanogly City Academy Nottingham and the Secretary of State for Children, Schools and Families. Any changes to the arrangements set out in this document, with the exception of setting a published admission number higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State.
- 2) For the purposes of this Annex, references in admission law and in the statutory Admissions and Admission Appeals Codes to admission authorities shall be deemed to be references to the Governing Body of Djanogly City Academy Nottingham. The Academy will take part in the Admissions Forum set up by the City of Nottingham LA and have regard to its advice.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

- 3) The admission arrangements for Djanogly City Academy Nottingham for the year 2017/2018 and, subject to any changes approved by the Secretary of State, for subsequent years are:
 - a) the City Academy will have an agreed admission number of 150 pupils. The City Academy will accordingly admit at least 150 pupils in the relevant age group each year if sufficient applications are received;
 - b) pupils who have a statement of special educational need or Education, Health and Care Plan, where the City Academy is named in the child's statement or plan, will be admitted. In this event, the number of places that remain available for allocation will be reduced;
 - c) the City Academy may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, the City Academy will consult those listed at clauses 27 – 28 below. Pupils will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

- 4) The Djanogly City Academy Nottingham will take part in the Nottingham City coordinated admissions scheme, the timetable for which will be published annually by the Local Authority. This publication will include details relating to the administration of late applications.

Consideration of applications

- 5) The City Academy will consider all applications for places. Where fewer than 150 applications are received, the City Academy will offer places to all those who have applied.

- 6) Notwithstanding clause 5 above, the City Academy may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years from the last exclusion. One of the exclusions must have occurred after 1 September 2015. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. Academies may also refuse admission to pupils (other than in the normal year of entry) in the specific and limited circumstances described in paragraph 3.12 of the School Admissions Code. In all the circumstances described in this paragraph, however, the Secretary of State may direct the City Academy to admit such a pupil and that direction shall be binding on the City Academy.

Procedures where the City Academy is oversubscribed

- 7) Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out below:
- a) Places will first be allocated to a 'looked after child' 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 14 of the Children and Families Act 2014. 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).
 - b) pupils with statements of Special Educational Needs or Education, Health and Care Plans where the City Academy is named on the statement will be admitted regardless of whether the school is full or not (see Para 3(b) above);
 - c) other SEN/social need provisions - backed up with professional advice on why the school is necessary;
 - d) priority will next be given to pupils attending Bentinck, Berridge, Carrington, Claremont, Djanogly Northgate Academy, Forest Fields, Haydn, Scotholme and Seely Primary Schools. If there are fewer applications from parents of children attending these schools (if space remains once children falling within categories 7(a) to 7(c) above are admitted) all such applicants will be offered a place.

e) in the event of over-subscription in any of the above criteria, places will be allocated on the basis of the following criteria which will be applied in the order set out below:

- i) any siblings* of students currently attending Djanogly City Academy Nottingham (this does not include siblings currently in their final year at the Academy i.e. Year 13 or Year 14, unless it is known that the sibling in Year 13 will definitely carry on to complete their studies in Year 14 at the Academy).
- ii) distance from home to the main entrance of the GREGORY BOULEVARD site measured as the crow flies. This criterion will also be applied to any remaining applicants if the Academy is not filled by children falling within criteria 7(a) to 7(f)(i);

*For admission purposes the Academy considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents
- a half-brother or sister, where two children share one common parent
- a step brother or 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.

Where applications are received in respect of twins, triplets or children of other multiple births, which would ordinarily split siblings because of the application of oversubscription criteria, the Academy will offer places to all of them, admitting above the planned admission number where necessary.

8) Notwithstanding the provisions of clauses 7(a)-7(f) above, the Secretary of State may direct the City Academy to admit a named pupil to the City Academy on application from a Local Authority. The Secretary of State shall in such circumstances consult the City Academy before making such a direction and have regard to its comments.

ADMISSION OF PUPILS OUTSIDE NORMAL AGE GROUP

9) Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. The school anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances. However should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group but you should also submit a request for admission out of the normal age group at the same time and follow the procedure set out by your home local authority.

10) A decision will then be made on which age group the child should be admitted into taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

11) The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

12) Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

Operation of waiting lists

- 13) Where in any year Djanogly City Academy Nottingham receives more applications for places than there are places available, a waiting list will operate. This will be administered by the Local Authority according to the Secondary Co-ordinated Admissions scheme (until 29 August 2017 for Year 7 intake for the academic year 2017/2018). Thereafter, waiting lists for all year groups will be maintained by the City Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application and appeal for the school.
- 14) Children's position on the waiting list will be determined solely in accordance with the criteria set out in clauses 7a-f of this Annex. Where places become vacant they will be allocated to children on the waiting list which will be ranked in the same order as detailed in clause 7 above, and will be maintained by the Academy to the end of each academic year. At the end of the academic year, those on the waiting list will be contacted to determine if they wish to re-apply for the following academic year and if applicable, the child will be put on the waiting list for that admission year.

Arrangements for appeals panels

- 15) If a request for a place at the City Academy is refused, the applicant will be told why and can appeal to an Independent Appeals Committee.
- 16) Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy and will be composed of three members who will include:
- At least one person who has no personal experience of the Djanogly City Academy Nottingham defined as a 'lay member';
 - At least one person with experience in education.
- 17) The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools.
- 18) Parents will normally have 20 school days after notification of a place not being offered at the City Academy to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal.
- 19) Parents wishing to appeal against an admission decision by the City Academy should send a completed appeal form to the Clerk to the Appeal Panel at the address given on the appeal form. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing.

- 20) Parents will be given 14 days notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing the Academy will provide the parent with a written statement detailing the reasons why it has not been possible to allow the child to attend the Academy. The Appeal panel will have the discretion to refuse to admit late evidence.
- 21) The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking in excess of one day the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The parents will also be informed of the outcome in writing within 14 days of the date of the hearing. In the case of unsuccessful appeals the Appeal Panel will give the parents their reasons for not upholding the appeal.

Arrangements for admission to Post-16 provision

- 22) It is the intention of the City Academy that all City Academy students who wish to continue their education Post-16 should be able to do so, and it is expected that existing City Academy students will fill the majority of the available Post-16 places.
- 23) The Post-16 Admissions Number, which will determine the number of places available for students from other schools, is 50. The Academy may well be in a position to offer more than 50 places to students from other schools should, as in previous years, the number of students transferring from Year 11 to Year 12 from within the Academy be less than 220. The overall capacity of the Academy for Year 12 students is 270.
- 24) Where there are more applicants for Post-16 places than the Post-16 Admissions Number, then places will be prioritised based on the criteria set out in paragraph 7(a), pupils with statements of special educational needs; 7(b), children in care; 7(c), children with other SEN/social needs; and 7(f)(i), children with siblings and (ii) those living closest to the Sherwood Rise site).
- 25) The City Academy may refuse admissions to Post-16 education where a student's previous record indicates that he/she is unlikely to be successful in completing a course of Post-16 study, on the basis of performance at age 16. The Academy will, however, endeavour, within its finite resources, to provide appropriate level courses for all who wish to stay on.
- 26) There will be a right of appeal to the Appeals Panel for unsuccessful applicants.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the City Academy.

- 27) Pupils will be admitted if suitable places are available when applications are received by the Academy.
- 28) Where a year group in the Academy is at the level of the Published Admission Number applicable to that age group the Academy will operate a waiting list (see paragraph 10 for details of how this is maintained), which will be open to any parent to ask for his or her child's name to be placed on the waiting list either initially or following an unsuccessful application and appeal for the school.
- 29) Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 7(a) – 7(f) of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the Admissions Policy of the Djanogly City Academy Nottingham.
- 30) There will be a right of appeal to the Appeals Panel for unsuccessful applicants.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

- 31) The City Academy shall consult at least every 7 years on its proposed admission arrangements. The City Academy will take part in the local admission forum for the Nottingham area.
- 32) The City Academy must consult for a minimum of 6 weeks between 1 October and 31 January:
- a) Parents of children between the ages of two and eighteen;
 - b) Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
 - c) All other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
 - d) Nottingham City LA in whose area it is located and neighbouring LAs from which pupils are likely to attend the City Academy;
 - e) any other admission authorities for primary, special and secondary schools located within the relevant area for consultation set by the Nottingham City LA.

Determination and publication of admission arrangements

- 33) Following consultation, the City Academy must consider comments made by those consulted. The City Academy shall then determine its admission arrangements by 28 February of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

- 34) The City Academy will publish its admission arrangements each year once these have been determined, by:
- a) copies being sent to primary, special and secondary schools in Nottingham City LA;
 - b) copies being sent to the offices of Nottingham City LA

- c) copies being sent to the offices of Nottinghamshire LA;
 - d) copies being made available without charge on request from the Academy;
 - e) copies being sent to public libraries in the area of Nottingham City LA for the purposes of being made available at such libraries for reference by parents and other persons.
- 35) The City Academy may - if Nottingham City LA agrees - be considered to have discharged this requirement by arranging with the LA for the LA to publish this information on its behalf. The City Academy shall provide the LA with information for the composite prospectus.
- 36) The published arrangements will set out:
- a) the name and address of the school and contact details;
 - b) a summary of the admissions policy, including oversubscription criteria;
 - c) numbers of places and applications for those places in the previous year;
 - d) arrangements for hearing appeals (these must be consistent with the provisions of the statutory School Admission Appeals Code as it applies to Foundation and Voluntary Aided schools).

Representations about admission arrangements

- 37) Where other admissions authorities in the relevant area make representations to Djanogly City Academy Nottingham about its admission arrangements, the City Academy will consider such representations. Where the City Academy and other admission authorities cannot reach agreement locally, any admission authority in the Nottingham City area may make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the City Academy. Where he/she judges it appropriate, the Secretary of State may direct the City Academy to amend its admission arrangements.
- 38) Other admission authorities in the Nottingham City area have the right to ask the City Academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may ask the Secretary of State to direct the City Academy to increase its proposed published admissions number. The Secretary of State will consult the City Academy and will then determine the published admission number.
- 39) The Secretary of State may direct changes to the City Academy's proposed admission arrangements where this is necessary to provide for those arrangements to be consistent with the provisions of admission law and the Statutory Admissions and Admission Appeals Codes as they relate to maintained schools.

Proposed changes to admission arrangements by City Academy after arrangements have been published

- 40) Once the admission arrangements have been determined and published, the City Academy should propose changes only if there is a major change of circumstances. In such cases, the City Academy must consult those consulted under clauses 27 and 28 above and must then apply to the Secretary of State setting out:
- a) the proposed changes;
 - b) reasons for wishing to make such changes;
 - c) any comments or objections from those entitled to object.

Need to secure Secretary of State's approval for changes to admission arrangements

- 41) The Secretary of State will usually consider applications from the City Academy to change its admission arrangements only when the City Academy has consulted on the proposed changes as outlined at 27-29 above.
- 42) Where the City Academy has consulted on proposed changes and there have been no objections from other admissions authorities the City Academy must still secure the agreement of the Secretary of State before any such changes can be implemented. The City Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him/her any comments or objections from other admission authorities/other persons.
- 43) The Secretary of State can approve, modify or reject proposals from a City Academy to change its admission arrangements.
- 44) Records of applications and admissions shall be kept by the City Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

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