



**THE BULWELL  
ACADEMY**  
*Creative  
Education  
Trust*

# Admissions Policy

2018-2019



## **THE ADMISSION OF PUPILS TO THE BULWELL ACADEMY**

1. This document sets out the admission arrangements for The Bulwell Academy. The document forms an Annex to the Funding Agreement between The Bulwell Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of The Academy. In particular, The Academy will take part in the Admissions Forum set up by Nottingham LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Nottingham LA.
3. Notwithstanding these arrangements, the Secretary of State may direct The Bulwell Academy to admit a named pupil who is the subject of a School Attendance Order to The Bulwell Academy.
4. The admission arrangements for The Bulwell Academy for the year 2018/2019 and, for subsequent years are:
  - a) The Bulwell Academy has an agreed admission number for year 7 of 185 pupils. The Bulwell Academy will accordingly admit at least 185 pupils into year 7 if sufficient applications are received;
  - b) The Bulwell 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 Bulwell Academy will consult those listed at paragraphs 18-19 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.
  - c) For other year groups the PAN will be as follows:

Year 8	185
Year 9	192
Year 10	185
Year 11	165

### **Process of application**

5. Applications for places in year 7 at the Academy will be made in accordance with LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Nottingham LA. The Bulwell Academy will use the timetable which will be published annually by the Local Authority.

### **Consideration of applications**

6. The Bulwell Academy will consider all applications for places. Where fewer than 185 applications are received, The Bulwell Academy will offer places to all those who have applied.
7. Late applications will be administered in accordance with the relevant “home” authorities’ co-ordinated scheme.

### **Procedures where The Bulwell Academy is oversubscribed**

8. Pupils who have an Education, Health and Care Plan of where The Bulwell Academy is named in the plan will be admitted. In this event, the number of places that are available for allocation will be reduced. Where the number of applications for admission is greater than the published admissions number, applicants will be admitted in the following order:
  - a) **Looked After children and previously looked after children as defined in the Nottingham City Council’s admissions statement**
  - b) **Children with exceptional medical , mobility or social grounds which can only be met at The Academy <sup>1</sup>**
  - c) **Children who live within the catchment area whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister on roll at The Academy.**
  - d) **Children who live within the catchment area whose parents have requested a place at the school.**
  - e) **Children who live outside the catchment area whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the Academy.**
  - f) **Children who live outside the catchment area whose parents have requested a place at the school**

**\*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 care arrangements Order.**

**In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line (by a computerised geographical information system) from home to school (i.e. as the crow flies).**

---

<sup>1</sup> Applications must be supported by a statement in writing from a doctor, social worker or other relevant professional and each case will be considered by the Academy on its merits.

### **Operation of waiting lists**

9. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. For Year 7, the academy will operate a waiting list until the end of the Autumn Term. Where in any other year, included for Year 7 after the end of the Autumn Term, The Bulwell Academy receives more applications for places than there are places available, a waiting list will operate until a month after the refusal date. This will be maintained by The Bulwell 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.
10. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 8a - f of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Arrangements for appeals panels**

11.
  - a) If a request for a place at The Bulwell Academy is refused, the applicant will be told why and can appeal to an Independent Appeals Committee.
  - b) 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 Bulwell Academy defined as a 'lay member';
    - At least one person with experience in education.
  - c) The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools.
  - d) Parents will normally have 20 school days after notification of a place not being offered at The Bulwell Academy to lodge an appeal. The notification will indicate the reasons for refusal of a place and the right of appeal.
  - e) Parents wishing to appeal against an admission decision by The Bulwell 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.
  - f) 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.

- g) 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**

12. The Academy expects that its post sixteen students will comprise students transferring from Year 11.
13. The Bulwell Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment.
14. Where there are more applicants for Post-16 places than the Post-16 Admissions Number, then places will be prioritised with the highest priority being "looked after children" and for all other applicants based on the distance from home to the academy site.

### **Arrangements for admitting pupils to other year groups, including replacing any pupils who have left The Bulwell Academy**

15. Applications should be made direct to the Academy on the academy's application form; the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.
16. The academy will participate in the Local authorities "fair access protocol" in accordance with paragraph 3.11 of the School Admissions Code.
17. Parents may seek a place for their child outside of their age group in accordance with paragraph 2.17 of the School Admissions Code.

## **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

18. The Bulwell Academy shall consult each year on its proposed admission arrangements.
19. The Bulwell Academy will consult by 1 March:
  - a) Nottingham LA;
  - b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
  - c) Any other governing body for primary and secondary schools (as far as not falling within paragraph (b)) located within the relevant area for consultation.

### **Determination and publication of admission arrangements**

20. Following consultation, the Bulwell Academy will consider comments made by those consulted. The Bulwell Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

### **Publication of admission arrangements**

21. The Bulwell Academy will publish its admission arrangements each year once these have been determined, by:
- a) Copies being sent to primary and secondary schools in Nottingham LA;
  - b) Copies being sent to the offices of Nottingham City LA;
  - c) Copies being made available without charge on request from the Academy;
  - d) 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.
22. The published arrangements will set out:
- a) The name and address of the Academy and contact details;**
  - b) A summary of the admissions policy, including oversubscription criteria;**
  - c) A statement of any religious affiliation;**
  - d) Numbers of places and applications for those places in the previous year; and**
  - e) Arrangements for hearing appeals.**

### **Representations about admission arrangements**

23. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Bulwell Academy about its admission arrangements, The Bulwell Academy will consider such representations before determining the admission arrangements. Where The Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult The Bulwell Academy. Where he judges it appropriate, the Secretary of State may direct The Bulwell Academy to amend its admission arrangements.
24. Those consulted have the right to ask The Bulwell Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct The Bulwell Academy to increase its proposed Published Admissions Number. The Secretary of State will consult The Bulwell Academy and will then determine the Published Admission Number.
25. In addition to the provisions at paragraphs 23 and 24 above, the Secretary of State may direct changes to The Bulwell Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

**Proposed changes to admission arrangements by The Bulwell Academy after arrangements have been published**

26. Once the admission arrangements have been determined for a particular year and published, The Bulwell Academy will propose changes only if there is a major change of circumstances. In such cases, The Bulwell Academy must notify those consulted under paragraph 21 above of the proposed variation 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.