



**THE WELLS ACADEMY**

# **Admissions Policy**

**11 – 16**

**2024/25**

This policy was reviewed and approved by the Greenwood Academies Trust Board on 3 February 2023.

## **PROCEDURE FOR ADMITTING PUPILS TO THE WELLS ACADEMY**

The Wells Academy provides for the needs of children within the 11 to 16 age range who live in Mapperley, St Ann's and the surrounding areas.

Pupils will be admitted at the age of 11+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any voluntary contribution.

The Greenwood Academies Trust is the Admissions Authority for The Wells Academy.

The Academy participates in the Local Authority coordinated scheme and timelines. All deadlines within that should be adhered to by applicants.

### **Admission number(s)**

1. The Wells Academy has the following Pupil Admission Numbers (PANs):
  - a) 180 for pupils in Year 7

### **Admission number for secondary provision (age 11)**

2. The Wells Academy has a PAN of 180 pupils in Year 7. The Wells Academy will accordingly admit a maximum of 180 pupils in the relevant age group each year if sufficient applications are received.

### **Process of Application**

3. Arrangements for applications for places at The Wells Academy will be made in accordance with the Nottingham City's coordinated admission arrangements; parents resident in Nottingham City can apply online at:

[www.nottinghamcity.gov.uk/schooladmissions](http://www.nottinghamcity.gov.uk/schooladmissions)

Parents resident in other areas must apply through their home Local Authority.

4. The Academy will use Nottingham LA's timetable for applications to The Wells Academy each year (exact dates within the months may vary from year to year).
  - a) In September – The Wells Academy will publish information about the arrangements for admission, including over- subscription criteria, for the following September.
  - b) September/October - The Wells Academy will provide opportunities for parents to visit the Academy.
  - c) By 31 October (secondary) / 15 January (primary) – Parents complete the common application form (CAF) and return it to the LA to administer.
  - d) 1 March (secondary) / 16 April (primary) – notification of offers made to parents.

### **Consideration of applications**

5. The Academy will consider all applications for places at The Wells Academy. Where fewer than the PAN for the relevant year groups are received, the Academy will offer places to all those who have applied.

6. Each local authority's coordinated scheme will allow for applications received late but with 'exceptional circumstances' to be considered as being 'on time' and 'late applications' will be considered in accordance with the relevant 'home' authorities' coordinated scheme.

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

7. Where the number of applications for admission is greater than the PAN in any age group, applications will be considered against the criteria set out below.

### **Admission to Year 7**

8. The Academy will first accept all pupils with a statutory right to a place at the Academy through an Education Health and Care Plan naming The Wells Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
  - a) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted\*.
  - b) A child with a sibling\* on roll at the Academy at the time of application and admission.
  - c) A child of a newly appointed teacher where there is a demonstrable skills shortage for the vacant post in question.

Where there are more applications than places after application of the above criteria, distance from the Academy to home will be taken into account. Preference will be given to pupils who live closer to the Academy's site as the crow flies\*, using the straight-line distance from the Academy's main office on Ransom Road to the front door of the child's home.

*\* See definitions*

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

9. There will be a right of appeal to an independent appeals panel for internal students refused transfer and external applicants refused admission.

### **Admission of children outside their normal age group**

10. Parents may request that their child is admitted outside their normal age group, for example, summer born children\*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.
11. Any parent wanting their child to be admitted out of the normal age group should submit a request, in writing, to their Local Authority Admissions team and the Academy as soon as is possible.

Any parent of a summer born child wanting their child to be admitted outside of the normal age group should make an application the Academy in the first instance but also submit a request to the Local Authority for their child's normal age group at the usual time in case a request is not agreed.

12. When such a request is made, the Academy will make a decision on the basis of the

circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

All such applications will be considered at the time they are submitted.

\* *The term 'summer born' is used to refer to children born from 1 April to 31 August.*

### **Operation of waiting lists**

13. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for unsuccessful applicants to Year 7. Waiting lists will also be maintained for other year groups when these year groups are full. Waiting lists will be maintained by Academy and will be open to any parent to ask for his or her child's name to be placed on a waiting list for the relevant year group following an unsuccessful application. This should be done by email/in writing to the Principal.
14. Children's positions on the waiting list will be determined solely in accordance with the criteria for admission set out in paragraph 8. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. These lists will operate until the end of the school year but parents will be asked to confirm if they wish their child's name to remain on the list after 1 October each year.

### **Arrangements for in-year admissions**

15. The Wells Academy will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.
16. Subject to any provisions in the LA's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.
17. If more applications are received than there are places available, the over-subscription criteria in paragraph 8. Parents whose application is refused shall be entitled to appeal.

### **Right of Appeal**

18. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty-five (25) school days of the date of refusal.
19. If refused admission you should contact the Academy, in writing, at the address below to lodge an appeal:

The Wells Academy  
Ransom Drive  
Nottingham  
NG3 5LR

Please mark your envelope 'Admissions Appeals'.

## **UK Armed Forces**

20. For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Academy will:
- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
  - Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
  - The Academy will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

21. For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy will consider whether:
- An application from that address would normally succeed in an oversubscribed year
  - There is any child on the reserve list with higher priority under the oversubscription criteria
  - The prejudice from admitting an extra child would be excessive.
22. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

## **Fair Access**

23. The Wells Academy participates in the Nottingham City Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in this protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

## **Fraudulent or Misleading Applications**

24. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## **Definitions**

### **1. Definition of 'Looked After' children and previously 'Looked After' children.**

A 'looked after child' is a child who is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

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 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.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 (or special guardians).

### **2. Definition of siblings and the position of twins**

Siblings are defined as:

- children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, both will be considered together as one application. The Academy's admission number may be exceeded by one.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children.

### **3. Definition of the distance to an intending pupil's home**

Distance as the crow flies will be determined using the Microsoft AutoRoute application, using direct (straight line) measurement from the entrance to the child's home to the principal entrance of the main administrative building of the relevant Academy site.

Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it.