

# Admissions Arrangements 2027/28



## The Sherwood Church Academy

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### 1. Introduction

**The Sherwood Church Academy** is part of the Diocese of Southwell & Nottingham Multi Academy Trust, who are the admissions authority for the academy.

The Trust is committed to securing excellence in its academies by supporting them as they develop an ethos and learning environment based on Christian values and principles. It works with its academies to enable them to offer high quality education to pupils of all faiths and none. Parents/carers of children who wish to apply for a place are very welcome to visit the academy.

The Trust assumes that all parents/carers are willing for their children to join in all activities within the Christian ethos of the academy (whilst acknowledging parents/carers legal rights to withdraw their child from certain activities).

Our vision is to create a distinctively Christian and values driven environment that provides the best start to the 70 or more great years our students should enjoy when they leave our school. Our students should have the opportunity to live life in all its fullness and be good citizens wherever they may be.

Below are the primary schools that are linked with the Academy, although attending a linked school will not necessarily guarantee a place at the Academy:

- Abbey Primary School
- Asquith Primary School
- Berry Hill Primary School
- Oak Tree Primary School
- St Peter's C of E Primary School
- Wynndale Primary School

**The Sherwood Church Academy** has a defined catchment area, details of which can be found on the Nottinghamshire County Council's website

[School Details | Nottingham County Council \(nottinghamshire.gov.uk\)](https://www.nottinghamshire.gov.uk/schools-and-nursery/school-details)

and on the academy's website. Catchment areas do not prevent parents who live outside the catchment from making an application.

### **Published Admissions Number**

All schools and academies are required to have a published admission number. This is the number of pupils each school can admit. The School Admissions Code 2021 defines the relevant age group, as the age group at which pupils are or will normally be admitted to the school eg. Year 7 and Year 12.

The Published Admissions Number (PAN) for the academy is **180**.

## **2. Application Process for Admission into Year 7**

- 2.1 Academies in the Diocese of Southwell & Nottingham Multi Academy Trust participate in **Nottinghamshire County Council's Co-ordinated Admissions Scheme** and all deadlines within that scheme should be adhered to by applicants.

All other admissions applications are known as '**in-year**' applications and follow a slightly different application process referred to in section 3.

- 2.2 For applications for transfer from primary school to secondary school parents should apply using the **Local Authority Application Form**, to be returned online to their home Local Authority, before the closing date. For Nottinghamshire residents this form can be found on the Nottinghamshire County Council Website below.

[www.nottinghamshire.gov.uk/learning/schools/admissions](https://www.nottinghamshire.gov.uk/learning/schools/admissions).

Applications can also be made by completing a paper application form or by telephone on 0300 500 80 80.

### **2.3 Supplementary Information Form (SIF)**

Applicants who wish church commitment to be taken into consideration as part of their application should also complete a Supplementary Information Form, which is available direct from the academy. The Supplementary Information Form must be completed **in addition** to the Local Authority's application form and returned to the academy.

### **2.4 Ranking Applications**

In line with the Trust's 'Scheme of Delegation' the Local Governing Body (LGB) at the academy is responsible for applying the admissions oversubscription criteria (see section 4) to all applications and ranking them in priority order. Applicants will then be sent a decision by the home Local Authority on the offer day.

2.5 **National offer day**

This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area. For secondary pupils, offers are sent out by the home local authority on **1 March 2027** or the next working day.

These dates are relevant to all on-time applications in the primary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

2.6 **Late Applications (those received after the closing date).**

Late applications are considered after all on time applications have been processed and will be processed in-line with the Nottinghamshire County Council Co-ordinated Admissions Scheme. Full details of which are available at

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

2.7 **Waiting List.**

Parents whose children are not offered a place will be placed on a waiting list which is maintained in partnership with Nottinghamshire County Council until the end of the academic year. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. The waiting list is re-ranked every time there is a new application. If any applications are received that have a higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available. If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time.

2.8 **Right of Appeal**

Under the terms of the School Admissions Appeals Code 2022, if you apply for and are refused a place at the Sherwood Church Academy you have the right to appeal.

Admission Appeals at SNMAT academies are managed by Nottinghamshire County Council Appeals Team, who provide an independent appeals process. If you decide that you wish to proceed with an appeal, you should within 20 school days of the date of the refusal letter complete the online form on Nottinghamshire County Council's website:-

<https://www.nottinghamshire.gov.uk/education/school-admissions/appeal-a-school-admission-decision>

For parents/carers who are unable to use the online form, a printed form can be requested from NCC's customer contact centre – 0300 500 80 80.

Appeals at SNMAT academies will be heard by an Independent Appeals Panel in accordance with the School Admissions Code 2021, The School Admissions Appeals Code 2022 and Part 3 of the School Standards and Framework Act 1998.

**2.9 Withdrawing an offer of a place.**

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

**2.10 Fraudulent information.**

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with a higher priority for the place at the school, the offer of a place may be withdrawn.

Where the allocation has been withdrawn, the application will be reconsidered and the usual statutory right of appeal will be made available if a place is subsequently refused.

The academy will check the home address (see section 6.2) on any applications where there are doubts about the information provided.

**2.11 Repeat Applications.**

Repeat applications to the academy will not be considered in the same school year unless there has been a significant and material change in the circumstances of the application or those of the academy. A significant and material change in circumstances is something that alters the decision already made.

**2.12 Admission of children outside the normal age group.**

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented, has experienced ill health or is a summer born child. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools and from primary to secondary schools. Children should only be educated out of the normal age group in very limited circumstances.

Parents should submit a request in writing to the academy as early as possible. The school will consider all requests and will make decisions based on the 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, the child's 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.

When parents are told the decision about the year group to which the child should be admitted, they will also be given reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to an intake age group, the home local authority must process the application as part of the main admissions round. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### 3 In-Year Admissions Applications

- 3.1 The academy participates in **Nottinghamshire County Council's In-Year Co-ordinated Scheme**.

Details of the application process for 'in year' admissions is on the Nottinghamshire County Council website [www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions) and applications should be made directly to them. Parents can apply online, by telephone or by completing a paper application form. For transfer or application outside the normal admissions round the waiting list lasts until the end of the current academic year. It is maintained in strict 'admission criteria' order, irrespective of the date of application and is re-ranked every time there is a new application.

- 3.2 SNMAT Academies also participate in **Nottinghamshire County Council's Fair Access Protocol**, which includes the admission of vulnerable children in collaboration with the Local Authority. For full details please visit:  
[www.nottinghamshire.gov.uk/learning/schools/admissions](http://www.nottinghamshire.gov.uk/learning/schools/admissions)

### 4. Admissions Arrangements for Admission to Year 7

- 4.1 If there are fewer applications than places available then all applicants will be allocated a place. If the academy receives more applications than it has places for, then the following oversubscription criteria will be applied after places have been allocated to any pupils who have an **Education, Health and Care Plan (EHCP)** which names the school.

#### 4.2 Special Circumstances

Children whose particular medical need, mobility support needs, special educational needs or social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional at the time of the application will be considered by the academy. The information must demonstrate that **The Sherwood Church Academy** is the only school/academy which can cater for the child's particular needs.

Any application under 'special circumstances' will be considered on its merits and the allocation of any such place will be determined by the academy's admissions panel.

#### 4.3 Oversubscription Criteria

The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place.

1. Children looked after by a local authority and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with a medical need or for whom there are special circumstances supported by written evidence from a doctor, social worker or other relevant professional.

3. Up to 25 places to children of Christian families as set in paragraph 6.5 below \*\* please refer to paragraph below on measurement of attendance.
4. Children living in catchment, attending a linked primary school at the closing date for application (named in section 1) and with a sibling at the Academy at the point of admission.
5. Children living in catchment, who attend one of the named linked primary schools (named in section 1) at the closing date for application.
6. Other children living in catchment,
7. Children living out of catchment, attending a linked primary school at the closing date for application (named in section 1) and with a sibling at the Academy at the point of admission.
8. Children living out of catchment, who attend one of the named linked primary schools (named in section 1) at the closing date for application.
9. Children who have a sibling at the Academy at the point of admission.
10. Other children living out of catchment.

### **Measurement of Attendance**

\*\* In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

#### **4.4 Distance Measurement**

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the academy as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Nottinghamshire County Council's computerised distance measuring software.

#### **4.5 Tie Breaker**

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation will be used to allocate places supervised by someone independent of the academy.

## **5. Admissions Arrangements for Admission to Sixth Form**

The Sherwood Church Academy operates a sixth form for a total of 250 students. 125 places overall will be available in Year 12 (the Year 12 capacity).

The published admission number for Year 12 is 5. This is the minimum number of places which will be offered on an annual basis to eligible external applicants. If fewer than 120 of the Academy's own Year 11 students transfer into Year 12, additional external students will be admitted until Year 12 meets its capacity of 125.

To determine eligibility for admission, the Academy will publish specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. (The Sherwood Church Academy will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior

attainment). These criteria will be the same for internal and external transfers and will be published in its prospectus and on its website.

Students failing to meet the grades for their preferred course option will be offered alternative courses if available. Students already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry.

If Year 12 is oversubscribed then, after the admission of students with Special Educational Needs where The Sherwood Church Academy is named on the EHCP, the criteria will be applied in the order in which they are set out below.

Admissions into the sixth form will be allocated to those who have applied by the closing date taking regard to the following factors set out in order of priority

- Students transferring from within The Sherwood Church Academy who meet the Academy's minimum entry requirements; such students are guaranteed a place irrespective of numbers.

#### **Admission oversubscription criteria – sixth form**

In the event of there being more students than places for external students, the following oversubscription criteria will apply:-

- I. Students who are Looked After Children or previously Looked After Children (see definition below). Students who have been in state care outside of England before being adopted (see definitions below)
- II. Students with a medical need as outlined above.
- III. Students with a sibling attending the Academy at the point of admission.
- IV. Other students.

#### **Tie-breakers**

In the event of there being more students than places for external students, preference will be given to students who live nearest to the Academy. Distances are measured from the student's home address to the Academy using Google Maps set to walking and the shortest distance available.

## **6. Definitions**

### **6.1 Looked after and previously looked after children.**

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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 residence 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 (or special guardians).

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A residence order and 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. 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).

1.7 of the 2021 School Admissions Code provides a definition of IAPLAC and the new DfE guidance for admission of IAPLAC offers the following:-

"To be eligible for IAPLAC priority, the child must appear (to the admission authority) to have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) and ceased to be in state care as a result of being adopted."

## 6.2 Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Informal arrangements between parents will not be taken into consideration and addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. In cases where residency is split 50/50, the Academy will request parent confirmation of which address is to be used. The Academy has the right to request proof that a child's place of residence is permanent and that a child lived at the address at the time of application and the academy will withdraw an offer of a place if evidence provided is deemed fraudulent.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the address at which the child will live when applying the oversubscription criteria will be used, as long as the parent provides some evidence of their intended address. A Unit or quartering address is used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

Overseas nationals entering the UK, who wish to apply for a state-funded school place, are advised to check that they have a right of abode (<https://www.gov.uk/right-of-abode>) or that the conditions of their immigration status otherwise permit access to a state-funded school.

### 6.3 Parent

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by the academy, it may be necessary for parents to obtain further legal advice. The academy will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, the academy will establish where the child lives for the majority of the time.

### 6.4 Sibling (brother or sister)

- Brothers and/or sisters who share the same parent(s).
- A half-brother, half-sister or legally adopted child living at the same address.
- A child looked after by the local authority placed in a foster family with other school aged children.
- A stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

### 6.5 Christian Families

Up to 25 places will be offered to applicants who can demonstrate that:

1. the child or parent is '**at the heart of the Church**'. That is someone who is a regular, committed worshipper, **someone who has worshipped at least twice a month, for 24 months prior to the date of application** (including week-day worship) \*\* please refer to paragraph below on measurement of attendance.
2. the child or parent is '**attached to the Church**'. That is someone who is a regular, but not a frequent worshipper, **someone who has worshipped at least once a month, for 24 months prior to the date of application** (including week-day worship) \*\* please refer to paragraph below on measurement of attendance.

#### Measurement of Attendance

\*\* In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

In the event of oversubscription within this category, those who have demonstrated they meet point 1 above will be given priority over those who meet point 2. By 'Church' the Academy means a Church of England Parish Church or a Church that is a member of Churches Together in England. Member Churches can be viewed at [www.cte.org.uk](http://www.cte.org.uk).

Applicants who wish church commitment to be taken into consideration as part of their application should complete a Supplementary Information Form (as explained in section 2.3 above).