



**NOTTINGHAM**  
**FREE SCHOOL**

**ADMISSION ARRANGEMENTS**  
**2019 - 2020**



## **ADMISSION ARRANGEMENTS 2018 - 2019**

Nottingham Free School (NFS) is a member of the Nova Education Trust (formerly Torch Academy Gateway Trust). Nottingham Free School serves the geographical areas of Carrington, Sherwood, Mapperley, Mapperley Park and Woodthorpe. The catchment area is defined on the NFS Catchment Map, which is available on our website.

The Trust, which is its own admission authority, has a responsibility to ensure that this admissions policy complies with the School Admissions Code and School Admissions Appeal Code, and is implemented objectively and fairly. The Trust delegates this responsibility to the Nottingham Free School Local Governing Body.

Applications for year 7 should be made to the home Local Authority. Year 7 admissions to the Nottingham Free School will be co-ordinated by the Nottingham City Local Authority, through the coordinated admissions scheme. Admissions into other year groups will be processed by the school and applications should be made direct to the school. If the school is full we will operate a waiting list until the end of the summer term in the year of entry and applications will be ranked against the criteria in the order set out below.

Inaccurate or false information on the form could result in the offered school place being withdrawn.

Nottingham Free School does not process applications based on aptitude or ability, a specialism or on any other criterion.

The published admissions number (PAN) for Year 7 in September 2019 is 90. Year 7, Year 8, Year 9, Year 10, Year 11 and Year 12 are the only points of entry for the academic year 2019/20.

Until the school is oversubscribed we will admit all students whose parents name the school as a preference. If more applications are received than places available, applications will be ranked against the following over-subscription criteria for the school.

### **Admission Oversubscription Criteria for Year 7**

The school will admit a child with a Statement of Special Educational Need or Education Health and Care Plan if the Statement or Plan names the Nottingham Free School, before any of the following criteria are applied:-

1. Looked after children or a child who was previously looked after (see definitions below).
2. Children of staff, specifically teaching or support staff, full or part-time, on the payroll of the Torch Academy Trust working at Nottingham Free School at the time of admission, where;
  - a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. Children who live in the catchment area and who at the time of admission will have a sibling (see definition below) attending the school.
4. Other children who live in the catchment area.
5. Children who live outside the catchment area and who, at the time of admission, will have a sibling (see definition below) attending the school.
6. Children who are eligible for the pupil premium.
7. Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school that could cater for the child's particular needs, based on evidence presented at the time of application.
8. All other children.

### **Tie –Breaker**

In the event of oversubscription preference will be given to children who live nearest the school. The distance from home to school is measured as a straight line from a single fixed point in the centre of the home address (the “seed-point”) to the main pedestrian school entrance. Accessibility of private or public transport will not be considered. All distances will be measured by the Nottinghamshire City Council Admissions Team. In the event that distances in the tie-breaker are the same, random allocation will be used. Names will be randomly drawn out of a hat, and the process will be overseen by a person independent of the school and Trust.

Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Independent Appeals**

Places in Year 7 at Nottingham Free School for September 2019 will be allocated on the National Offer day of 1 March 2019

Parents of students who have been refused a place in any year group have the right to an independent appeals panel if they are not happy with the outcome of their application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal against this decision can appeal online or in writing. Information on how to appeal can be found on our website [www.nottinghamfreeschool.co.uk/information/admissions](http://www.nottinghamfreeschool.co.uk/information/admissions) or via:- <http://www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision/> or by calling 0300 500 80 80.

Independent appeals panel hearings will be organised by the Nottinghamshire County Council and the appeals will be conducted in accordance with the Schools Admissions Appeals Code.

### **Key Terms and Definitions**

#### **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 the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights, i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be 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.

Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between

parents, will not be taken into consideration. The Governors' Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

### **Looked After Child**

The definition of 'looked after children' has been broadened by the School Admissions Code 2012 and includes children looked after by the local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, 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. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under section 46 of the Adoption and Children Act 2002. A 'residence 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).

### **Parents**

For school admissions the governors will consider the following as parents:-

- the mother of the child.
- an adoptive parent.
- the father of the child where he was married to the mother either when the child was born or at a later date.
- the father of the child if he was registered as the father on the birth certificate.
- any other person who has acquired 'parental responsibility' through the courts.

### **Siblings**

For school admissions the governors will consider the following as sibling:-

- a brother or sister who shares the same parents.
- a half-brother or half-sister or legally adopted child living at the same address to the child.
- a child looked after by a local authority placed in a foster family with other school age children.
- step-children or children who are not related but live as a family unit, where parents both live at the same address as the child.

### **Twins and Multiple Births**

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

### **Further Information**

#### **Waiting list**

The school will operate a waiting list until the end of the summer term in the year of entry and applications will be ranked against the oversubscription criteria in the order set out above. If the school is over-subscribed, parents may request that their child be placed on the waiting list.

#### **In-year admissions**

Admissions in year will be processed by the school and applications should be made direct to the school. Applications received mid-term will be dealt with in accordance with the criteria. If a place is available in the appropriate year group, then that will be offered. If no places are available, the child's name will be added to the waiting list. The position of the waiting list determined by the Nottingham Free School's over subscription criteria. Application forms and details about how to apply are available by contacting the school by emailing [contact@nottinghamfreeschool.co.uk](mailto:contact@nottinghamfreeschool.co.uk) or telephoning 0115 8964949. Parents of students who have been refused a place in any year group have the right to an independent appeals panel – see 'Independent Appeals' section above.

### **Fair Access**

Nottingham Free School participates in the Nottingham City Fair Access protocol. Consideration will be given to requests from the fair access panel for 'hard to place' students.

### **Admissions out of chronological age**

Requests for admission outside of chronological age can be made. This will be discussed by the governing body and may be agreed in exceptional circumstances.

### **Late applications**

Nottingham City Council and the governing body may be willing to accept applications which are received late but before 5pm on 30 November 2018 for good reason for example:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving into Nottingham from another area
- other exceptional circumstances

Each case will be treated on its merits.

Any preferences received by Nottingham City Council before 5pm on 30 November 2018, with good reason for being late and, where appropriate, with the agreement of the governing body will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications received by Nottingham City Council after 5pm on 30 November 2018 will be dealt with after the national offer day.

Other local authorities might have different policies when dealing with late applications. We would advise that you contact your home local authority to find out what their policy is.