

# Admissions policy for 2025 - 2026

Approved by: **XXX** Date: **XX**

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## 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked-after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order
- 

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group

- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Admission number**

The school has an agreed admission number of 150 pupils for entry in Year 7 and for Years 12 and 13 a total admissions number of 100.

### **6.2 Oversubscription criteria**

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. 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 90 including those 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. 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 (see the definition in Section 22(1) of the Children Act 1989).
2. Children with a severe or profound hearing loss who would benefit from the deaf friendly provision available at the Academy (supporting documents from a social worker, doctor, or other relevant professional will be required in this instance);
3. Children with a social or other medical need who would demonstrably benefit from the provision available at the Academy (supporting documents from a social worker, doctor, or other relevant professional will be required in this instance);
4. Children whose parent is an employee of Nottingham University Samworth Academy and has been employed for two or more years at the time at which the application for submission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children residing in the catchment area served by the Academy (see annex 1 and 2 below which details our catchment) with sibling(s) living at the same term-time address who currently attend the school in year 10 or below and will continue to do so on the date of admission;

**Note 1:** The term 'sibling' is to include children living in the same household under the care of the same genetic parent(s) or carer(s).

**Note 2:** Where applications are received in respect of twins, triplets or children of other multiple births, the Academy will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent / carer will be asked which child(ren) should take up the place(s). The parent / carer will still have a right of appeal against a refusal of a place.

**Note 3:** In the event that a child lives with different parents at different times or their definitive term-time address is queried, the Governors reserve the right to request proof of address (i.e. child benefit papers) for any child.

**Note 4:** 'Term-time address' is defined as the address at which a child lives for at least 50% of the school week, Monday to Friday.

Children who attended Firbeck Academy at the closing date for applications, and reside in the catchment area;

6. Children who attended Firbeck Academy at the closing date for applications, and reside in the catchment area;

7. Other children residing in the catchment area served by the Academy;

**Note 5:** For each of 1 to 7 above, if there are more applicants than places available under any criteria, places for that criteria will be allocated by random allocation (for example, by bingo ball or a randomised electronic ballot), the process of which will be overseen and adjudicated by someone independent of the Academy.

8. Children who attended Firbeck Academy at the closing date for applications, but reside outside the defined catchment area.

9. Children living outside the catchment area, with sibling(s) who currently attend the school in year 10 or below and will continue to do so on the date of admission

10. other children living outside the catchment area.

**Note 6:** For each of points 5 to 10 above, if there are more applicants than places available under any criteria, places for that criteria will be allocated on the basis of proximity to the Academy. Proximity will be determined by using straight line measurement from the mid-point of the Academy's main entrance doors (52° 57' 51.6° N, 1° 14' 5.3° W) to the middle of the front door of the child's home. Where necessary, if two or more addresses are measured at the same distance, lots will be drawn to order these.

### **6.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.

Where the distance between 2 or more children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified. This process will involve drawing random envelopes with the child's name inside.

#### **6.4 Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

If the school is not full, we may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

#### **6.5 Refusal owing to over subscription**

Where we have reached our pupil admission number, relating to the applicant's requested year of entry, we will refuse the admission. Such refusal will be on the grounds that the admission of extra pupils would prejudice the provision of efficient education.

#### **6.6 Fair Access Protocol**

We participate in Nottingham City Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

### **7. In-year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your application will be refused and your child subsequently added to the waiting list, for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made to the local authority. The local authority will contact parents regarding the outcome of their in-year application in writing within 15 school days.

### **8. Appeals**

If your child's application for a place NUSA is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you should do so online using the local authority's portal, available by [clicking here](#).

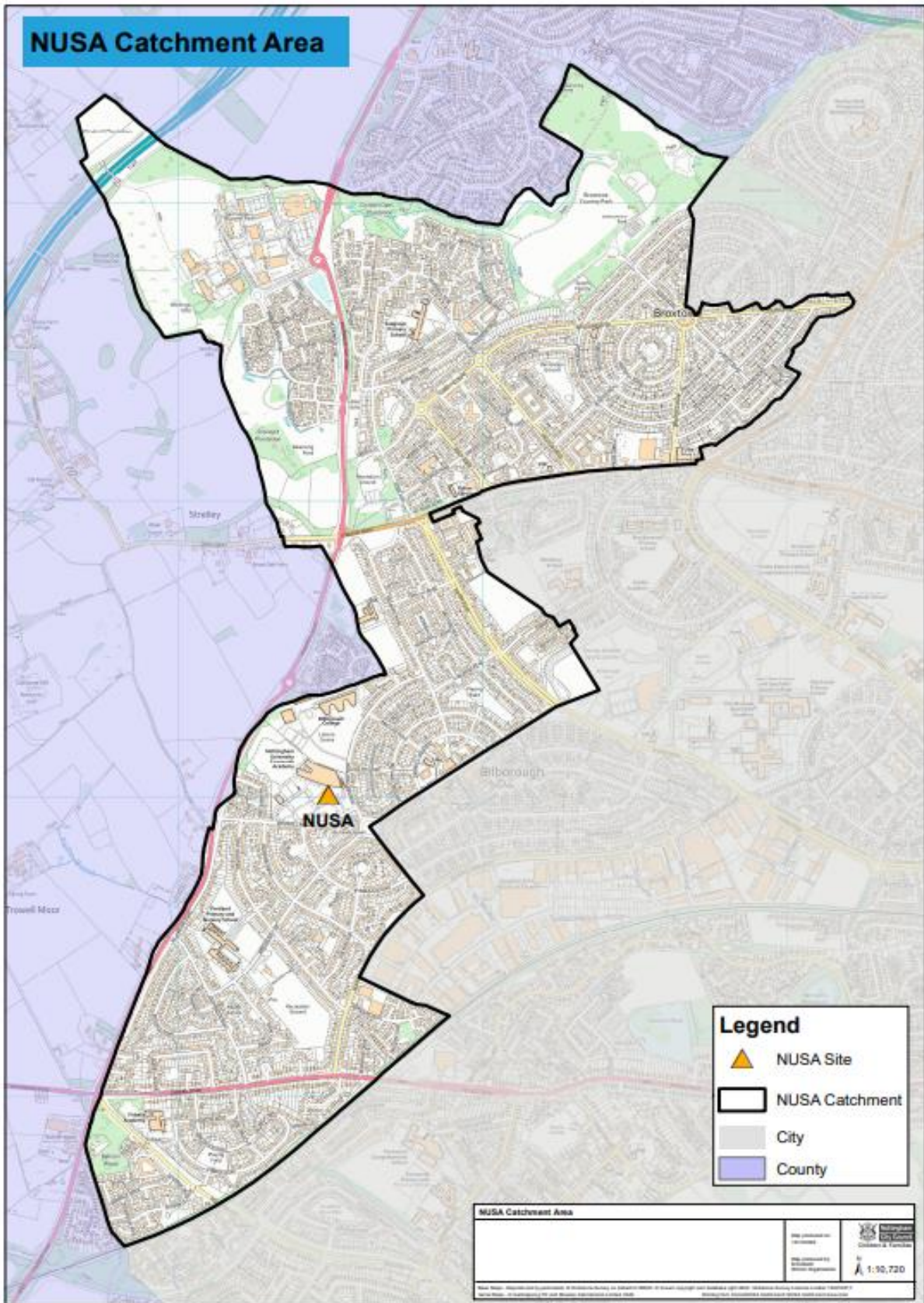
You can find details of the school's appeals timetable by [clicking here](#).

### **9. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

**Annex 1 CATCHMENT MAP FOR NOTTINGHAM UNIVERSITY SAMWORTH ACADEMY**





**Annex 2 Table of road names within Catchment**  
**FOR NOTTINGHAM UNIVERSITY SAMWORTH ACADEMY**

| STREET            | House Name/Number Included                    |
|-------------------|---|
| ALVINA GARDENS    | All   |
| ALWYN ROAD        | All   |
| ARNCLIFFE CLOSE   | All   |
| ASKEBY DRIVE      | All   |
| ASTWOOD CLOSE     | All   |
| BALMORAL CRESCENT | All   |
| BARTLOW ROAD      | All   |
| BARWELL DRIVE     | All   |
| BEARDSALL MEWS    | All   |
| BEAUMONT SQUARE   | All   |
| BECKLEY ROAD      | Evens 2-44 and 150-184, Odds 1-29 and 131-151 |
| BELDOVER DRIVE    | All   |
| BELMORE GARDENS   | All   |
| BEVERLEY CLOSE    | All   |
| BIDFORD ROAD      | All   |
| BILBOROUGH ROAD   | Evens all                                     |
| BIRCHOVER ROAD    | All   |
| BIRCHWOOD ROAD    | All   |
| BLIDWORTH CLOSE   | All   |
| BOSDEN CLOSE      | All   |
| BOSWELL STREET    | All   |
| BRACEBRIDGE DRIVE | All   |
| BRADDOCK ROW      | All   |
| BRADFIELD ROAD    | All   |
| BRAMERTON ROAD    | All   |
| BRAMHALL ROAD     | All   |
| BRAMLEY GREEN     | All   |
| BRAMLEY ROAD      | All   |
| BRIDGE GREEN WALK | All   |
| BRINDLEY ROAD     | All   |
| BURNSIDE ROAD     | Odds All                                      |
| BURNWOOD DRIVE    | All   |
| BYLEY ROAD        | All   |

|                    |  |
|--------------------|--|
| CAINCROSS ROAD     | All  |
| CALVELEY ROAD      | All  |
| CALVERTON DRIVE    | All  |
| CANVER CLOSE       | All  |
| CANWICK CLOSE      | All  |
| CATERHAM CLOSE     | All  |
| CHATTERLEY PARKWAY | All  |
| CHEADLE CLOSE      | All  |
| CHETWIN ROAD       | All  |
| CHIDLOW ROAD       | All  |
| CHINGFORD ROAD     | Evens 42-76, Odds 37-71                    |
| CLIPSTONE CLOSE    | All  |
| COCKINGTON ROAD    | All  |
| COLCHESTER ROAD    | All  |
| COLEBY ROAD        | All  |
| COLLEGE WAY        | Billborough College and Sports Centre only |
| COSSETHAY DRIVE    | All  |
| COTGRAVE CLOSE     | All  |
| COTSWOLD ROAD      | All  |
| CRANWELL ROAD      | All  |
| CROWLEY CLOSE      | All  |
| CUXTON CLOSE       | All  |
| DALES WAY          | All  |
| DARNHALL CRESCENT  | All  |
| DENHOLME ROAD      | All  |
| DENTDALE DRIVE     | All  |
| DENTON GREEN       | Evens 2-8 and 14-16, Odds 1-5 and 15       |
| EARLS CLOSE        | All  |
| EDGE WAY           | All  |
| ERITH CLOSE        | All  |
| FAIRBURN CLOSE     | All  |
| FAIRNLEY ROAD      | All  |
| FARNDALE DRIVE     | All  |
| FIELD HOUSE CLOSE  | All  |
| FIRBECK ROAD       | All  |
| FLAMSTEED ROAD     | All  |
| FRINTON ROAD       | All  |

|                      |   |
|----------------------|---|
| GAYTON CLOSE         | All   |
| GLAISDALE DRIVE WEST | Evens 154-272, Odds 155-201                   |
| GOLDHAM ROAD         | All   |
| GREAVES CLOSE        | All   |
| GREEN ACRE           | All   |
| GREYMEDE AVENUE      | All   |
| GREYSTOKE DRIVE      | All   |
| HALIFAX COURT        | All   |
| HANSLOPE CRESCENT    | All   |
| HELSTON DRIVE        | All   |
| HIGHCROFT DRIVE      | All   |
| HILLBECK CRESCENT    | All   |
| HINSLEY COURT        | All   |
| HONEYSUCKLE CLOSE    | All   |
| HONITON ROAD         | All   |
| HORNCHURCH ROAD      | All   |
| HOUGHTON DRIVE       | All   |
| HOYLAKE CRESCENT     | All   |
| HUCKNALL CLOSE       | All   |
| HUXLEY CLOSE         | All   |
| INGLEBY CLOSE        | All   |
| JASMINE CLOSE (NG8)  | All   |
| KILDONAN CLOSE       | All   |
| KIMBER CLOSE         | All   |
| KIRKDALE CLOSE       | All   |
| LANCASTER WAY        | All   |
| LAVENDER CLOSE       | All   |
| LAWRENCE DRIVE       | All   |
| LILAC CLOSE          | All   |
| LINBY DRIVE          | All   |
| LINDBRIDGE ROAD      | Odds All                                      |
| LINDFIELD ROAD       | Evens 2-62 and 194-252, Odds 1-51 and 177-221 |
| LINSDALE CLOSE       | All   |
| LITTLEWOOD GARDENS   | All   |
| LYNNCROFT STREET     | All   |
| MAGNOLIA CLOSE       | All   |
| MARLDON CLOSE        | All   |

|                      |                  |
|----------------------|------------------|
| MAYLAND CLOSE        | All              |
| MELBURY ROAD         | All              |
| MELFORD ROAD         | All              |
| MELLORS WAY          | All              |
| MONMOUTH CLOSE       | All              |
| MOOR ROAD            | All              |
| MOORGREEN DRIVE      | All              |
| MORDEN CLOSE         | All              |
| MORRIS ROAD          | All              |
| NETHERMERE LANE      | All              |
| NEWSTEAD WAY         | All              |
| ORCHARD PLACE        | All              |
| PARK CRESCENT        | All              |
| PEACOCK GARDENS      | All              |
| PLANTATION ROAD      | All              |
| PRESTWICK CLOSE      | All              |
| PRINCESS BOULEVARD   | All              |
| REARSBY CLOSE        | All              |
| REDRUTH CLOSE        | All              |
| ROSEDALE DRIVE       | All              |
| ROSEMARY CLOSE       | All              |
| RURAL LANE           | All              |
| RUSHY CLOSE          | All              |
| SANDRINGHAM CRESCENT | All              |
| SAXTON AVENUE        | All              |
| SEAGRAVE ROAD        | All              |
| SELSBY CLOSE         | All              |
| SHACKLETON CLOSE     | All              |
| SHANWELL CLOSE       | All              |
| SHIPLEY ROAD         | All              |
| SILVERHILL CLOSE     | All              |
| ST AGNES CLOSE       | All              |
| ST LEVEN CLOSE       | All              |
| ST MARTINS ROAD      | THE OLD VICARAGE |
| ST MICHAELS AVENUE   | All              |
| STAGSDEN CRESCENT    | All              |
| STEPNEY COURT        | All              |

|                     |   |
|---------------------|---|
| STOTFIELD ROAD      | All   |
| STRELLEY ROAD       | Evens All, Odds 171-197 Inc The Mount, Orchard Cottages, St Martins House |
| SUNDERLAND GROVE    | All   |
| TANGMERE CRESCENT   | All   |
| TEESBROOK DRIVE     | All   |
| THAXTED CLOSE       | All   |
| TREMAYNE ROAD       | All   |
| TROWELL AVENUE      | All   |
| TROWELL ROAD        | Evens 140-344, Odds 139-285 Inc Trowell Gardens                           |
| UNDERWOOD MEWS      | All   |
| VERDEN WAY          | All   |
| WARSOP CLOSE        | All   |
| WELLESLEY CRESCENT  | All   |
| WESTERHAM CLOSE     | All   |
| WESTLEIGH ROAD      | All   |
| WESTWICK ROAD       | All   |
| WHEAT CLOSE         | All   |
| WHEELDALE CLOSE     | All   |
| WHITBY CLOSE        | All   |
| WHITE LODGE GARDENS | All   |
| WHITWELL CLOSE      | All   |
| WHITWELL ROAD       | All   |
| WIGMAN ROAD         | Evens 200-348, Odds 211-321   |
| WITHERN ROAD        | All   |
| WOLLATON PADDOCKS   | All   |
| WOLLATON VALE       | Odds 315-319 (Including old Spices Indian restaurant location)            |
| WOODFIELD ROAD      | All   |
| WOODHOUSE WAY       | All   |
| WOOLSINGTON CLOSE   | All   |
| WOOTTON CLOSE       | All   |
| WYRALE DRIVE        | All   |
| YORK DRIVE          | All   |