



THE  
**SUTHERS**  
SCHOOL

## ADMISSION POLICY 2023–2024

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## 2023–2024



### **The Suthers School belongs to the Nova Education Trust.**

The Trust Board have a responsibility to ensure that this admissions policy is implemented and delegates this responsibility to the school, which is its own admissions authority.

The Suthers School participates in the Nottinghamshire County Council's coordinated scheme for the September Year 7 intake and applications should be made direct to the Local Authority where the child lives. For those children who live outside of Nottinghamshire County, parents/carers should apply on a common application form through their 'home' County. The closing date for the coordinated admission scheme is 31 October preceding admission to secondary school. Places are allocated on National Offer Day (1 March) or the next working day where the date falls at a weekend.

The published admissions number for Year 7 in September 2023 is 135. If more applications are received than places available, applications will be ranked against the following over-subscription criteria for the school.

The criteria will be applied in the priority order indicated below.

### **Admission oversubscription criteria for Year 7**

The school will admit a child with a statement of Special Educational Need if the statement names The Suthers School, before any of the following criteria are applied:

1. Children looked after by a local authority or previously looked after children.
2. Children who live in the catchment area and who, at the time of admission, will have an older sibling attending the school. You are able to check your home address and catchment area using the Nottinghamshire County Council website: <https://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas> A copy of the catchment map can be viewed on the school website.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school and who will have a brother or sister at the school at the time of admission.
5. Children whose parent is an employee of The Suthers School 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
6. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
7. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school.
8. Other children who live outside the catchment area. In the event of oversubscription, with any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance building of the school. This will be calculated by using computer software, which is currently Microsoft Auto route 2013.

## **Distance 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 County Council Admissions Team. In the event that distances in the tiebreaker 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.

## **Twins and multiple births**

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

# **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 three ‘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 and previously looked after children**

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 child arrangements 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)

## **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 (since December 2003) 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
- Stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

### **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to an admission authority area, or crown servants returning to live in that area, admission authorities must allocate a place in advance of the family arriving in the local area provided the application is accompanied by an official letter that declares a relocation date and a unit postal address or area address which enables any application to be considered against the school oversubscription criteria.

As an admissions authority, a place cannot be refused if a family does not currently live in the area nor can the admission authority reserve blocks of placement for service children.

(2.18 Admissions Code 2014).

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

Parents may seek a place for their child outside of the normal age group. Admission authorities must make decisions on the basis of 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, their 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. The views of the Head of School will also be taken into account when considering such requests.

When informing a parent of a decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

The parent has 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.

Parents should submit a request in writing to The Suthers School marked for the attention of The Admissions team as early as possible if they wish to seek a place for their child outside the normal age group.

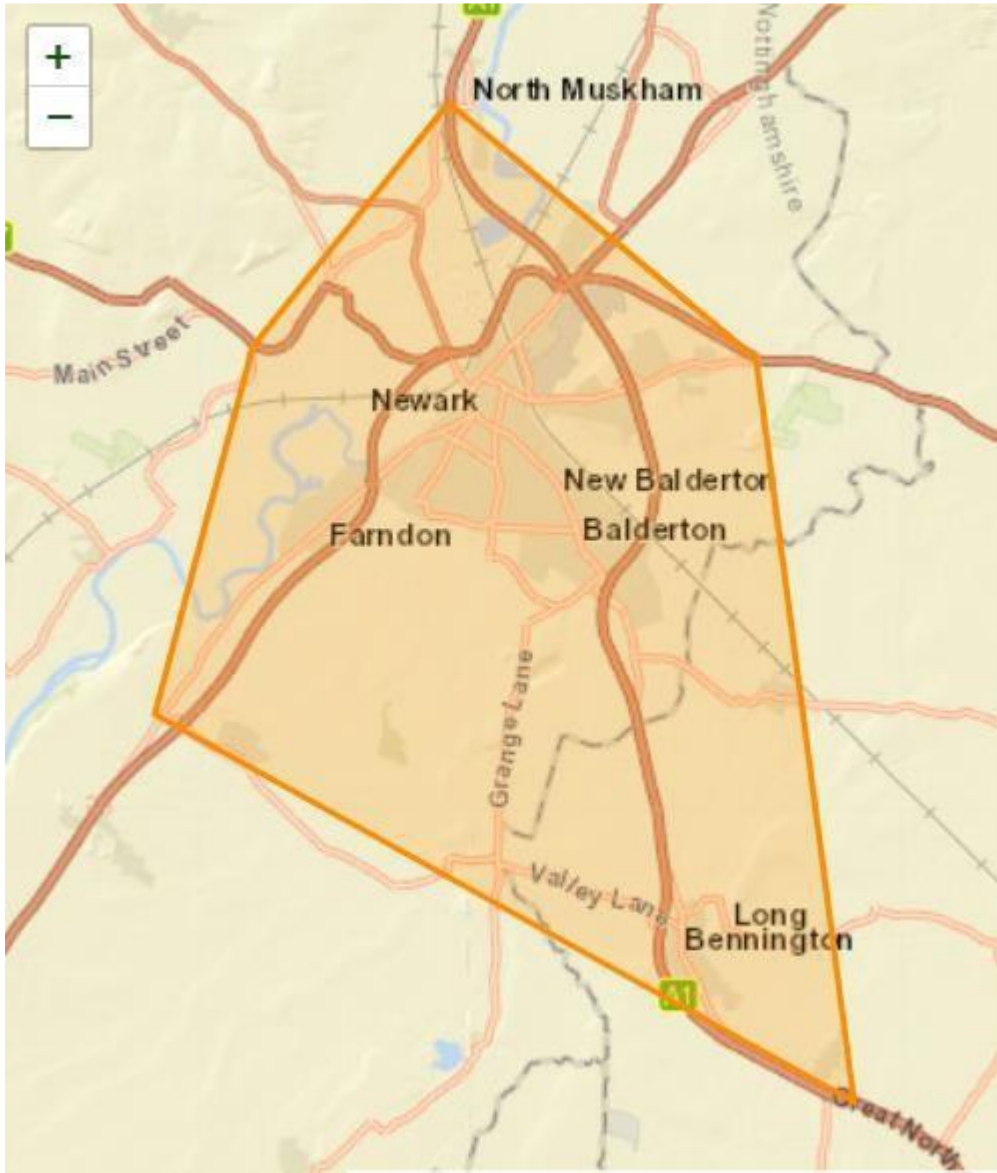
### **Independent appeals**

Places in Year 7 at The Suthers School for September 2023 will be allocated on 1 March 2023 and advised thereafter. Parents have the right to an independent appeals panel if you are not happy with the outcome of your 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 should do so via Democratic Services, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham, NG2 7PQ (tel: 0300 500 8080 for an appeal form) within 20 school days of notification. Notification of appeals date will be given with at least 10 school days' notice and the deadline for submission of written case will normally be 6 working days in advance of the hearing date.

Independent appeals panel hearings will be held at Nottinghamshire County Council.

### **Fair Access Protocol**



The Suthers School observes the Fair Access Protocol and Governors may accept vulnerable children outside the normal admissions round.

## Waiting lists

If, after the offer of places has been made, the school is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the school in partnership with the local authority for the duration of the co-ordinated admissions scheme.

The position held on this waiting list will be determined by the school's over-subscription criteria. Once the co-ordinated scheme is closed, the waiting list will remain open for the remainder of the academic year so that repeat applications are not required.

## Late applications

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt in accordance with the home local authority's co-ordinated scheme. Further information can be found here <https://www.nottinghamshire.gov.uk/education/school-admissions/determined-admission-arrangements/2023-2024>

Late applications will be considered up to the date specified in the co-ordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing

date. Examples include: family bereavement; hospitalisation; family trauma. Supporting evidence may be required

When the school is informed by the local authority that a place has been offered, the school will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the school will notify the local authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

## **In-year admissions**

The Suthers School participates in Nottinghamshire County Council's in-year co-ordinated scheme. Application forms and details about how to apply are available at <http://www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool/>

If a place is not available in the year group for which a student applies the school operates a waiting list. Our waiting list will be in place for the full length of the school academic year. Names are placed on this waiting list in the rank order of our published oversubscription criteria, not in the date order by which they are received.

## **Catchment area**

Details of the catchment area school for your address can be obtained from the Nottinghamshire County Council website: <http://www.nottinghamshire.gov.uk/findmynearest>

## **Linked primary schools**

- Chuter Ede Primary School
- John Hunt Primary School
- The William Gladstone C of E Primary School
- Barnby Road School
- St Peter's Cross Keys C of E Primary School
- Coddington C of E Primary School
- Manners Sutton Primary School
- Bishop Alexander L.E.A.D. School
- Winthorpe Primary School
- All Saints Anglican Methodist Primary School
- Lovers Lane Primary School
- Mount C of E Primary School
- Holy Trinity Catholic Primary School