



ADMISSION ARRANGEMENTS 2014 - 2015

Nottingham Free School is a member of the Torch Academy Gateway Trust. The 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 Nottingham Free School will deliver a traditional academic curriculum centred on English Baccalaureate subjects. The school will offer an extended school day and students are expected to participate in a range of extracurricular activities to promote their personal development. The school has high expectations for student achievement and behaviour.

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.

Nottingham Free School will directly process applications for admission in to Year 7 for September 2014. Application forms are available on our website www.nottinghamfreeschool.co.uk or by telephoning 01949 863053. The deadline for applications is 31st October 2013. Offers of places will be notified to parents/carers by the Nottingham Free School on February 14th 2014. Late applications outside the normal round will be considered after those received on time. In-Year applications will be considered upon receipt.

Inaccurate or false information on the form could result in the offered school place being withdrawn.

From 2015 onwards, admissions to the Nottingham Free School will be co-ordinated by the Local Authority. Information on the process for applications for Nottingham Free School in 2015 will be published when the Admission Arrangements are amended for 2015/16 onwards.

Nottingham Free School does not process applications based on aptitude or ability, either on the basis of the school's specialism or on any other criterion.

The published admissions number (PAN) for Year 7 in September 2014 is 90. Year 7 is the only point of entry for the academic year 2014/15.

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. 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 following criteria in the order set out below. If the school is over-subscribed, parents may request that their child be placed on the waiting list.

Admission Oversubscription Criteria for Year 7

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

1. Looked after children and previously looked after children.
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 (applicable from September 2015 onwards);
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 (applicable from September 2015 onwards);
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 using a computerised Geographical Information System (GIS) administered by the Torch Academy Gateway Trust. 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 2014 will be allocated on 14th February 2014 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 write to the Secretary to the Directors, Torch Academy Gateway Trust, c/o Toot Hill School, The Banks, Bingham, Nottinghamshire NG13 8BL within 20 school days of notification. Notification of the 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 organised with Nottinghamshire County Council. The appeals process will be conducted in accordance with the School 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, ie. 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 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 (since 1 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.

Twins and Multiple Births:

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

