

ADMISSIONS ARRANGEMENTS 2025-26

THE NATIONAL CHURCH OF ENGLAND ACADEMY ADMISSION ARRANGEMENTS FOR ENTRY TO YEAR 7 AND IN-YEAR TRANSFERS

This school is a member of the Minster Trust for Education (MITRE), that organisation being its admissions authority.

The Minster Trust for Education is an inclusive learning community based on the principle of sharing. It operates for the collective good of pupils and students such that high-quality education is sustained and supported, underpinned by strong values, Christian or otherwise. Each member school is unique in its own right and also distinctly part of MITRE.

The academy vision is to ensure that all members of the National community experience ‘life in all its fullness’. As a Church of England academy, we believe that everyone is a child of God, created in his image and with the potential to grow into his likeness. Our role as an academy is to create a place of learning where:

- young people are engaged on a joyful lifetime of learning.
- each person is uniquely valued.
- gifts, potential and spirituality are nurtured and developed.
- the academy community is welcoming for those of all faiths and none.

We believe in providing opportunities for our full academy community to develop as children of God – to deepen their learning, develop their sense of identity and become active members in the wider community.

ADMISSION ARRANGEMENTS

Applications for intake into year 7 are coordinated by Nottinghamshire County Council and applications must be made to your home local authority for where the child lives. Admission applications to all other year groups must be made directly to the school, irrespective of where you live.

For entrance to the school in September 2025, the closing date of the co-ordinated admission scheme is 31st October 2024. Places are allocated by the home local authority on the National Offer Day of 1st March 2025 or the next working day. A copy of the co-ordinated admissions scheme is available from Nottinghamshire County Council at [Determined admission arrangements | Nottinghamshire County Council](#)

The Published Admission Number (PAN) for entry into Y7 is 210.

All parents must submit an application to the home local authority for a school place in Y7. Parents should also complete a **National Academy Supplementary Information Form** if they wish for the application to be considered on a commitment to faith, which can be found on the school website and should be returned directly to the school before the closing date.

Students who have an Education, Health and Care Plan (EHCP) where the National Academy is named will be admitted.

Special Consideration (if applicable)

The following groups of children will be given special consideration by the Governors:

Children whose particular medical needs, disability needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional **at the time of application**, and where it can be demonstrated that the National Academy is the **only** school that can meet these needs. It is the responsibility of parents/ carers to ensure that, at the time of application, they indicate directly to the academy that they would like their application to be considered under 'Special Circumstances'. The Governing Body will consider the written evidence provided to decide whether the application can be allocated as special circumstances and it is at the discretion of the Head and Chair of Governors whether the circumstances are sufficient for a place to be offered, and whether this offer would take precedence over the criteria 6 numbered above.

Oversubscription criteria

If more applications are received than there are places available, the Governors will apply the following criteria:

1. A "looked after child" (LAC), a child who was previously looked after (PLAC) by an English local authority or an internationally adopted previously looked after child, (IAPLAC). Children looked after by a local authority and all previously looked after children, including those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (or became subject to a residence order or special guardianship order). See definitions page.
2. Children who are attending the Hucknall National C of E Primary School and Linby-cum-Papplewick C of E Primary School on the closing date for secondary transfer applications.
3. Children will then be prioritized in accordance with the Definition 'Worship' (see definitions page) using the below criteria. Within each criteria, places will be allocated in order of regularity of worship:
 - a. Children who have worshipped at a Church of England Church.
Applications will be prioritised within this category using the following criteria:
 - i. Whether the child is at the heart of the church
 - ii. whether the child is attached to the church
 - iii. Whether the child is known to the church
 - b. Children who have worshipped at any Christian Church which is a member of Churches Together in England. Applications will be prioritised within this category using the following criteria:
 - i. Whether the child is at the heart of the church
 - ii. Whether the child is attached to the church
 - iii. Whether the child is known to the church
 - c. Children who have worshipped at a place of worship of another recognised world faith.
Applications will be prioritised within this category using the following criteria:
 - i. Whether the child is at the heart of the church
 - ii. Whether the child is attached to the church
 - iii. Whether the child is known to the church

Applicants are advised that the parent is required to complete the relevant section of the supplementary form (which can be found on the academy website) and have it counter-signed by their Minister of Religion. The supplementary form must be returned to the school by the closing date. Please see measurement of attendance (additional information) for church closures.

4. Children who will have a sibling (as defined below) on the National Academy roll at the time of admission.
5. Children of staff in either or both of the following circumstances:
 - a. where a member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made and/or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable staff shortage.
6. All other children.
Remaining places will be allocated to children who live nearest to the Academy measured as the crow flies.

In the event of over-subscription within each of the criteria, priority will be given to children who live nearest to the school 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 the local authority's computerised measuring software. If more than one applicant meets exactly the same admission criteria the Academy will rank in accordance with a random allocation by lot conducted by a body independent of National Church of England Academy.

Where one child of a multiple birth can be admitted, his or her brothers and sisters will also be admitted even where this causes the PAN to be exceeded.

The terms of the Nottinghamshire County Council co-ordinated scheme for admissions will apply, including the dates specified in that scheme. Late applications will be considered in accordance with the scheme.

ADDITIONAL INFORMATION

Measurement of attendance

In the event that during the period specified for attendance at worship the church or, in relation to those other faiths, relevant place of worship 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 in relation to those other faiths, relevant place of worship, or alternative premises have been available for public worship.

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. Where an offer of a place is found to be fraudulent, effectively denying a place to a child with a higher priority, the offer may be withdrawn.

Hard to place pupils

The school participates in the Nottinghamshire County Council's Fair Access Protocol. The Academy will also admit children in accordance with decisions made in conjunction with the local Schools Behaviour and Attendance Partnership (S.BAP) and the Local Authority Fair Access Protocol team.

Waiting list

In the event of oversubscription, and where an application has been refused, the school will operate a waiting list in partnership with NCC until the end of the autumn term. The waiting list will be held in place for 1 academic year and in-year applications for the same year will be added to the list. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The governors of the school in partnership with the Local Authority will administer the waiting list for the duration of the co-ordinated admissions scheme. Inclusion on the waiting list does not mean a place will eventually become available. The waiting list will be closed after the final admissions committee meeting of the academic year. Any unprocessed applications then received by the academy before the end of the academic year will be included in the waiting list for the next academic year.

Appeal

All applicants who are refused a place in the school have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place. Details of how to appeal are provided on request from the Admissions Officer at the National Church of England Academy, Annesley Road, Hucknall, NG15 7DB, telephone 0115 9635667.

Late and in-year applications

Late applications are those submitted after the closing date for the Nottinghamshire co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date outlined in the co-ordinated scheme, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. All other applications received after this date will be considered late. Applications for in-year admissions will be processed directly by the academy. Where a place is available in the appropriate year group then this will be offered. The academy can refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources: when an application has been refused admission on this basis, the right to an appeal will be offered and the application will be added to the waiting list. However, in line with the Schools Admissions Code 2021, section 3.10, if the Academy 'has good reason to believe that the child may display challenging behaviour, it may refuse admission'.

Please contact the school directly to make an in-year application. In-year application forms can be found on the school website. Parents will be notified of the outcome with 15 school days.

For in-year applications, distance is measured from the child's home address to the main school 'IN' gate as the crow flies using the website www.freemaptools.com.

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group but only in very exceptional circumstances. Reasons might include ill health of the child or if a child is gifted and talented. Parents should submit a request in writing to the Admissions Officer at the academy as early as possible and the school will make a decision on a case-by-case basis, considering the best interests of the child concerned.

Only in the most exceptional of circumstances will a child be educated outside their normal age group. Further details can be found at [Applying for a school place | Nottinghamshire County Council](#)

SOME DEFINITIONS

Sibling (brother or sister)

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Children who have a brother or sister on roll at the academy in Y11 (single registration) at the time of application and who is anticipated to still be on roll at the end of Y11.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through the courts; evidence of this may be required.

Residence

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 address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, whichever of the two addresses 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. The governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

Looked After, Previously Looked After and Internationally Adopted Previously Looked After

A 'looked after child' is a child who (a) is in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school.

Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC) are children who were looked after, including those children who appear to the admissions authority to have been in state care outside of England but ceased to be so because they were adopted (or became subject to a child arrangement 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. (The DfE plans to publish non-statutory guidance to support admission authorities with decisions for IAPLAC applications).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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 22nd 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).

Worship

The following criteria will be used when defining ‘Worship’.

- at the heart of the church
- attached to the church
- known to the church

A child ‘**at the heart of the church**’ refers to a regular, committed worshipper. This means a child who worships at least twice a month, and who has done so for a period of 12 months, prior to the application deadline. Weekday worship (to accommodate difficult patterns of work and family relationships) can be taken into account.

A child ‘**attached to the church**’ refers to a regular, but not frequent worshipper. This means a child who attends a monthly family or church parade service or is involved in a weekday church activity including an element of worship, or belongs to a Christian uniformed organisation which includes an element of worship, and who has done so for a period of 12 months, prior to the application deadline. Weekday worship (to accommodate difficult patterns of work and family relationships) can be taken into account.

A child ‘**known to the church**’ refers to an occasional worshipper. This means a child who has been known to the church for a period of 12 months, prior to the application deadline. Weekday worship (to accommodate difficult patterns of work and family relationships) can be taken into account.

Guidelines for Minister/Religious Leader

Only applications on denominational grounds must be supported by a supplementary form completed by the parent(s). The academy must receive supplementary forms to support applications within the specified Nottinghamshire County Council timeframe for closing date of applications in to secondary education. **It is the responsibility of the applicant to ensure that the minister or religious leader named on the form has provided the Academy with verification.** If the church is outside the UK, it is the responsibility of the applicant to ensure that the SIF must still be completed by the minister/religious leader and is returned to the academy. This includes forms which are to be completed by ministers/religious leaders resident outside the UK. The academy may still seek further verification from the minister/religious leader named on the form, even if the form has been fully completed by the minister/religious leader.