



NOTTINGHAM GIRLS' ACADEMY

ADMISSIONS POLICY

2026/27

This policy was reviewed and approved by the Greenwood Academies
Trust Board on 7 February 2025.

PROCEDURE FOR ADMITTING PUPILS TO THE NOTTINGHAM GIRLS' ACADEMY

The Nottingham Girls' Academy provides for the needs of children within the 11 to 19 age range who live in Nottingham City and the surrounding areas.

Pupils will be admitted at the age of 11+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Nottingham Girls' Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission number for secondary provision (age 11)

1. The Academy has the following agreed admission numbers for the Academy:
 - a) 162 for pupils in Year 7
 - b) 30 for pupils in Year 12
2. The Academy will accordingly admit a maximum of 162 pupils in the relevant age group each year if sufficient applications are received.

Admission number for Sixth Form provision (age 16)

3. The Nottingham Girls' Academy has capacity for 150 pupils in the Sixth Form. Of these places, an agreed admission number of 30 will be offered to eligible external students to Year 12, in addition to those eligible students already in the Academy wishing to stay on in the Sixth Form.

See Appendix 1 for details of the Enhanced Provision

Process of Application

4. Arrangements for applications for normal point of entry places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements. Parents resident in Nottingham can apply online at:

www.nottinghamcity.gov.uk/schooladmissions

Parents resident in other areas must apply through their home Local Authority.

5. The Academy will use the LA's timetable for applications to the Academy each year (exact dates within the months may vary from year to year):
 - a) In September – the Academy will publish in its prospectus information about the arrangements for admission, including over-subscription criteria, for the following September.
 - b) September/October the Academy will provide opportunities for parents to visit the Academy.
 - c) By 31 October – Parents must complete the common application form (CAF) and return it to the LA to administer.

Consideration of applications

6. The Nottingham Girls' Academy will consider all applications for places at the Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.
7. Each local authority's co-ordinated scheme will allow for applications received late but with exceptional circumstances to be considered as being 'on time'. Late applications will be considered in accordance with the relevant home authorities' co-ordinated scheme.

Procedures where the Academy is oversubscribed

8. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out in paragraphs 9 and 15 below.

Admission to Year 7

9. The Nottingham Girls' Academy will first accept all pupils with a statutory right to a place at the Academy through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
 - a) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted*.
 - b) A child with a sibling* on roll at the Academy at the time of application and admission.
 - c) Other children

In the event of oversubscription using the above criteria, priority will be given to those living nearest to the Academy, as defined by the straight line distance from the Academy to the child's home*.

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

** see definitions*

Admission of children outside their normal age group

10. Parents may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate and they should only be educated out of their normal age group in very limited circumstances.

The decision to allow a child to repeat a year or to admit a child into a cohort outside their chronological year group lies with the Academy, in liaison with the Local Authority, based on the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent.

11. Any parent of wanting their child to be admitted outside of the normal age group for Year 7 should contact the Academy in the first instance and make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

Any parent wanting their child to be admitted out of the normal age group in any other year should submit a request, in writing, to the Academy as soon as is possible.

Admission to Year 12 (Sixth Form) – oversubscription criteria

12. The Nottingham Girls' Academy will first accept all pupils with a statutory right to a place at the Academy through an Education Health and Care Plan naming the Academy.
13. To be eligible to enter the sixth form both internal and external applicants will be expected to meet minimum academic entry criteria for the sixth form as a whole. When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. They will also be expected to have met the published academic standard for their chosen subjects to be permitted to follow their preferred courses. If not suitably qualified for their preferred courses pupils will be offered alternatives (if available).
14. The Academy will publish specific criteria in relation to minimum entrance requirements for the sixth form and for the range of courses available based upon GCSE grades or other measures of prior attainment.
15. In the event of oversubscription for the Sixth Form places available in addition to those allocated to existing students and after the admission of children as detailed in paragraph 11 above, the following criteria will be used, in order:
 - a) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted*.
 - b) Other children.

In the event of oversubscription using the above criteria, priority will be given to those living nearest to the Academy, as defined by the straight line distance from the Academy to the child's home*.

** see definitions*

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

16. There will be a right of appeal to an independent appeals panel for internal pupils refused transfer and external applicants refused admission.

Operation of waiting lists

17. All parents/carers who are unsuccessful in gaining a place for their child may wish to place their child's name on the waiting list. To do so, parents/carers must contact the Academy and request that their child's name is placed on the waiting list. This should be done by email/in writing to the Principal.

Each added child will require the list to be ranked again in line with the Academy's published oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

18. A child's name will remain on the waiting list until the end of the school term in which the application was made. If parents wish their child's name to remain on the list for the remainder of the academic year, they must write to/email the Academy at the beginning of each term to renew their interest.

Please note – placing a child's name on the waiting list does not affect parents' rights to appeal.

Arrangements for in-year admissions

19. An in-year admission refers to an application for a school place made during the school year, or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

Nottingham City local authority will co-ordinate in-year admissions and applications should be made online to their local authority [Admissions website](#)

Right of appeal

20. If a parent's/carer's application for a place at the Academy is unsuccessful, they have the right of appeal to an Independent Appeals Panel.

Parents/carers should submit their appeal, in writing and giving their reasons for appeal, to the address below:

Nottingham Girls' Academy
Robin's Wood Road
Aspley
Nottingham NG8 3LD

UK Armed Forces

21. Special conditions apply to applications from UK Armed Service Personnel and Crown Servants.

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in the area, a place will be allocated in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Applications will not be refused solely because the family do not yet have an intended address, or do not yet live in the area.

22. The address at which the child will live will be used when applying the oversubscription criteria as long as evidence of an intended address is provided. A Unit or quartering area address will be used as the child's home address where a parent requests this.
23. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Fair Access

24. The Nottingham Girls' Academy participates in the Nottingham City Council Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

25. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Definitions

1. Definition of 'Looked After' children and previously 'Looked After' children.

A 'looked after child' is a child who is:

- in the care of a local authority, or
- 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) 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 under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)).

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

2. Definition of siblings and the position of twins

Siblings are defined as:

- children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, both will be considered together as one application. The Academy's admission number may be exceeded.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children.

3. Definition of the distance as the crow flies to an intending pupil's home

Distance as the crow flies will be determined using an appropriate software package using direct (straight line) measurement. Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it. Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the Academy than any subsequent dwelling counted clockwise.

Appendix 1

Enhanced Provision for pupils with Moderate Learning Difficulties (MLD)

Criteria for response to a proposed Education and Healthcare Plan (EHCP), in which the focused provision for pupils with MLD at the Nottingham Girls' Academy is named as a specific setting or in response to a proposed EHCP, in which the Nottingham Girls' Academy is named as a specific setting and the Academy assess that their needs can only be met through placement in the enhanced provision for pupils with MLD. This provision is designed for girls who have moderate learning difficulties (MLD), whose learning is well below age related expectations at the end of Key Stage 2 - working at Year 1 or Year 2 level. Some of these pupils will have additional needs, such as Autism.

The provision replaces an internal provision set up by the Nottingham Girls Academy who meet this criterion and, prior to September 2025, have been supported through our two 'Alternative Curriculum' groups: one group at Key Stage 3, and one group at Key Stage 4.

In September 2026, the enhanced provision will have capacity for 22 pupils: 14 in Key Stage 3 and 8 in Key Stage 4. Places will be filled by:

- pupils already placed in the provision before the end of the academic year 2025-26 (including up to four (4) places commissioned by Nottingham City's Focus Provision Forum).
- three (3) additional places (to a total of 7) commissioned by Nottingham City's Focus Provision Forum.

[NOTE: this is intended to increase by a further three (3) commissioned places - to a total of ten (10) - in September 2027.]

All admissions will be through Nottingham City's Focus Provision Forum and will be considered in light of a pupil's individual needs. Most pupils will have an EHCP but this is not a limiting factor and the Focus Provision Forum can identify non EHCP pupils as prospective pupils. When considering the suitability of the focused provision to meet a pupil's needs, the following criteria will be considered. Usually, a pupil will need to meet all of criteria 1-4 and at least one of criteria 5 -10:

1. Aged between 11 and 15 on 1 September in the academic year of admission.
2. Attainment is well below expected levels in all or most areas of the curriculum, despite appropriate interventions.
3. Needs will not be met by Quality First Teaching and the flexibilities of the National Curriculum.
4. Has much greater difficulty than their peers in acquiring basic literacy and numeracy skills and in understanding concepts.
5. Has an EHCP.
6. Has associated speech and language delay.
7. Has low self-esteem or social, emotional or mental health needs (such as anxiety, depression, or friendship difficulties) which impact on learning or access to the curriculum.
8. Has low levels of concentration.
9. Has under-developed social skills.
10. Has a diagnosis of ASD or is on a neuro-development pathway.