



Admissions Policy 2025/26

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1. Admissions Authority

The admissions authority for Farnborough Spencer Academy is The Spencer Academies Trust. The Spencer Academies Trust determines admission arrangements for each Academy within the Trust. The arrangements are implemented by the Local Governing Body of each Academy including matters relating to local Fair Access arrangements.

2. PAN

The Published Admission Number (PAN) for Farnborough Spencer Academy for 2025-2026 is 210 pupils in Years 7, 8, 9, 10 and 11.

3. How to apply and when decisions are made

Applications for first admission into Year 7 must be made through the child's home local authority (the area where the child lives).

For Nottingham City residents this can be found on the Nottingham City Council website at <https://www.nottinghamcity.gov.uk/schooladmissions>

Applications should be completed by the closing date for applications as stated in the Nottingham City Coordinated Admissions Scheme.

All other applicants must apply to their home local authority (the area where the child lives). Parents will be notified of the outcome of applications on National Offer Day. If this falls at a weekend, it is the next working day.

For applications into other year groups, see the section on in year applications.

4. How late applications are treated

Any applications received after the closing date, including changes of preference, are considered as late applications and will be processed after all on-time applications unless there are exceptional circumstances which must be made clear at the point of application, with supporting evidence, and before places are allocated.

Farnborough Spencer Academy may be willing to accept applications which are received late but before 5 pm on 02 December 2024 for good reason, for example those from:

- a family returning from abroad;
- a lone parent/carer who has been ill for some time;
- a family moving into Nottingham City from another area; or
- other exceptional circumstances.

Details of the exceptional circumstances must be given in writing and attached to the SCAF. Each case will be treated on its merits.

5. Catchment Area

Farnborough Spencer Academy does not have a defined catchment area. Proximity to the Academy and attendance at a linked feeder school is used to prioritise applications.

Linked Feeder Schools

- Dovecote Primary School
- Highbank Primary & Nursery School
- The Glapton Academy
- The Milford Academy
- Whitegate Primary & Nursery School

The fact that a child lives within close proximity to the Academy does not guarantee a school place. See section on Admission Oversubscription criteria

6. Admission Oversubscription Criteria for Years 7-11

In accordance with the School Admissions Code, Farnborough Spencer Academy operates within the Nottingham City Coordinated Admissions Scheme. We do not currently require additional information to consider your application fully.

In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have an education, health and care plan (EHCP) which names the school:

**** In the criteria below, "close proximity" means 2 miles from the Academy reception office "as the crow flies".***

1. Looked after children and previously looked after children, including those children 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.
2. Children, who live in close proximity to the Academy on the closing date for applications and who, at the time of admission, will have a brother or sister attending the school.
3. Other children who live in close proximity on the closing date for applications.
4. Children who do not live in close proximity to the Academy but attending a linked primary phase school on the closing date of applications and who will have a brother or sister at Farnborough Spencer Academy at the time of admission.
5. Children who do not live in close proximity but are attending a linked primary phase school on the closing date of applications
6. Other children. No priority is given to siblings in this category.

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

7. Tie breaker for oversubscription criteria in any year group

In the event of oversubscription in any of the above criteria proximity to the school will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the home address to the main reception office of the school and will be taken in a straight line from the entrance to the child's home (as defined by the Local Authority) to the principle entrance to the main administrative building of the school. This will be calculated by using 'Google Maps' computer software. In the event of needing to discriminate between pupils living in the same block of flats where it produces the same distance measurement, the lowest numbered flat(s) will be treated as the closest.

Tie breaker - In a very few cases, it may not be possible to decide between the applications of those pupils who are final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admission number.

Measuring distance 'as the crow flies'

For applications in the normal year of entry which are managed under the coordinated admissions arrangements, distances will be measured using software available to the Local Authority and the school governors use this information to rank order applications.

For all other applications the governors use 'Google maps' to measure distance.

8. In Year Applications

All applications made outside the normal year of entry should be made directly to the school. In the event of a place being available in the appropriate year group an offer of a place at the school will be made. If no place is available the parent will be informed of this along with the right of appeal for the refusal of a place. The Spencer Academies Trust has regard to the DFE Admissions Code in respect of in-year application requests

9. Special consideration for all year groups

In exceptional circumstances, special consideration may be given to children with particular medical needs, mobility support needs, special educational needs or other social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application. The governing body will consider the written evidence provided to decide whether the application may be processed as 'special circumstances'.

Admission under 'special circumstances' will have priority over all but the first numbered criteria.

10. Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances.

Parents/carers should submit a request in writing to the Principal as early as possible for consideration by the Admissions Authority. Decisions will be made 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 Principal will also be considered.

Where we agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school, the application will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of our determined admission arrangements only, including the application of oversubscription criteria where applicable.

Parents have 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.

11. Right of appeal

If your child is not allocated a place then you have a statutory right of appeal. Details of how to do this can be found in the letter refusing your application. This appeal should be lodged within 20 school days of your decision letter.

12. Waiting lists

Where an application has been refused because the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day (for admission to the intake year) or, for in-year applications, the date when the application was refused. Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated.

Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received.

Waiting lists are maintained in partnership with Nottingham City Council until the end of the academic year to which the application applies.

Inclusion on a waiting list does not mean that a place will eventually become available.

13. Repeat applications

Repeat applications on behalf of the same child, for admission in the same academic year, will not be considered unless the applicant can provide evidence that there has been a significant change in the particular circumstances of that child.

14. False information

Where the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

Where a child has started attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

15. Definitions

- **Attending school** is taken to be on roll at a school for the purposes of admissions.
- **Looked after and previously looked after:** 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).
- **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 that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (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 if 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 by the governing body. **The evidence should prove that a child lived at the address at the time of the application with the exception of applications from families of Service and Crown personnel where the address at which the child will live will be used when applying criteria, as long as parents have provided robust evidence of their intended address.** Informal arrangements between parents will not be taken into consideration

- **Parents:** For school admissions the school 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 school will consider the following as sibling:
 - a brother or sister who share the same parents
 - a half-brother or half-sister or legally adopted child living at the same address as 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.