



**THE BULWELL
ACADEMY**
*Creative
Education
Trust*

Admissions Policy 2025 - 2026





THE BULWELL ACADEMY

Admission Arrangements 2025/2026

1. OUTLINE

- 1.1 The Bulwell Academy is an 11-18, co-educational, non-selective Academy in Nottingham City. It is part of the Creative Education Trust (CET). The Bulwell Academy is genuinely comprehensive, and students are admitted without reference to ability, aptitude, ethnicity, faith, gender, or sexuality. The school follows the School Admissions Code published by the DfE.
- 1.2 The Bulwell Academy is a diverse and inclusive learning environment, which serves the local community. We aim to accommodate students with the widest range of interests and talents. It is expected that prospective parents and students will promote the school's core values of Aspire, Work Hard, Be Kind.
- 1.3 The Bulwell Academy will admit 210 students in each year group. The school will allocate places to students with an Education Health Care Plan (EHCP) where The Bulwell Academy, has been named on the EHCP as appropriate provision.
- 1.4 The admissions policy for The Bulwell Academy follows the Co-ordinated Admission Scheme for Secondary Schools in the City of Nottingham. Parents of current Year 6 children will need to complete an online Common Application Form and submit it to their home Local Authority. In the majority of cases this will be Nottingham City Council's online common applications form, which is available on the Local Authority website. Although The Bulwell Academy / Academy Trust has responsibility for deciding on admissions, under law, the Local Authority will coordinate all admissions in its area and will communicate all admission decisions to parents. Parents of children in other year groups should apply directly to [In-Year School Admissions or Transfers - Nottingham City Council](#)
- 1.5 Late applications for Year 6 into Year 7 will be administered in accordance with the relevant "home" authorities' co-ordinated scheme.

2. OVERSUBSCRIPTION CRITERIA

- 2.1 Pupils who have an Education, Health and Care Plan of where The Bulwell Academy is named in the plan will be admitted. In this event, the number of places that are available for allocation will be reduced.
- 2.2 Where the number of applications for admission is greater than the published admissions number, applicants will be admitted in the following order:
 - a) Looked after children and previously looked after children.



Looked-after children are children who, at the time of making an application to a school, are in the care of a local authority, or are being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked-after children are children who were looked after, but ceased to be so because they were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or became subject to a child arrangements order, or became subject to a special guardianship order.

- b) Children with exceptional medical, mobility or social grounds which can only be met at The Academy¹
- c) Children who live within the catchment area whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the Academy.
- d) Children who live within the catchment area whose parents have requested a place at the school.
- e) Children who live outside the catchment area whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the Academy.
- f) Children who live outside the catchment area whose parents have requested a place at the school.

*For admission purposes the Academy considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents
- a half-brother or sister, where two children share one common parent
- a stepbrother or sister, where two children are related by a parent's marriage
- adopted or fostered children living in the same household under the terms of a care arrangements order.

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line (by a computerised geographical information system) from home to school (i.e. as the crow flies).

¹ Applications must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the school to assess your child as having a stronger case than other children. Each case will then be considered.



3. DISTANCE TIEBREAKER

- 3.1** If two students live exactly the same distance away from the school, random allocation will be used as an additional tiebreak to decide who has the highest priority for admission (supported by the governing body).
- 3.2** Children living in blocks of flats will be deemed to reside at the same address and equidistant from the Academy. Random allocation will then be used as a tiebreak to decide who has the highest priority for admission, if the distance between a child's home and the Academy is equidistant in any individual case.
- 3.3** Random allocation will not be applied to multiple birth siblings (twins and triplets etc...) from the same family tied for a final place. The academy will admit them all and exceed the PAN. This is applicable for co-ordinated admissions and in year transfers.

4. WAITING LISTS

- 4.1** Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, a waiting list for Year 7 will operate linked to transition.
- 4.2** For all year groups from Year 7 (after transition) to Year 11, where the school receives more applications for places than there are places available, waiting lists will be maintained by The Bulwell Academy. A child will automatically be placed on the waiting list following an unsuccessful application and it will be open to any parent/carer to ask for their child's name to be removed from the waiting list. A child will remain on the waiting list until the end of the current academic year.
- 4.3** Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in **2.2**. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

5. ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS, INCLUDING REPLACING ANY PUPILS WHO HAVE LEFT THE BULWELL ACADEMY (IN YEAR ADMISSIONS)

- 5.1** Admission applications during the current academic year should be made direct to the Local Authority by completing the online application the Nottingham City Council website: <https://www.nottinghamcity.gov.uk/inyearadmissions>. Parents/carers should search for The Bulwell Academy when applying.
- 5.2** For support with in-year applications, parents/carers should contact Nottingham City Council directly. The Academy will not be able to provide support. To contact Nottingham City Council, telephone 0115 8415568 Monday to Wednesday (9.30am to 12.30pm) or complete the online contact form here: https://myaccount.nottinghamcity.gov.uk/en/service/School_Admissions_Contact



6. ADMISSION OF PUPILS OUTSIDE THE NORMAL AGE GROUP

6.1 Requests for admission outside the normal age group: Parents/carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

6.2 Requests for admission to Year 7 outside the normal age group: Children who are currently being educated out of normal age group in Primary school do not automatically transfer to Year 7 at secondary school at the same time as their adopted cohort. They have to again request to be able to apply for a place out of the normal age group. Parents/carers who wish to delay their child's start at The Bulwell Academy by a full year and transfer at the same time as their adopted cohort are advised to make an application for Year 7 for their child's normal age group, i.e. when their child is in Year 5 (but the age of a year 6 child) and at the same time, put their request in writing to the school. If our admission authority agrees that an application will be accepted out of normal age group, the current application for the child's normal age group will be withdrawn and the parent will reapply the following year with their adopted cohort.

6.3 General requests for admission outside the normal age group: Parents/carers may seek a place for their child out of their normal age group to other year groups. They must make a formal request in writing or via email for the attention of the Principal in the first instance. The admission authority of the school will consider the request and make a decision 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/carer's views
- information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child has previously been educated out of their normal age group
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Principal of the school

The school will set out clearly for parents the reasons for their decision about the year group a child should be admitted to. Parents/carers do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6.4 Once a decision has been made, the oversubscription criteria will take effect to determine if a place can be offered at the school.

6.5 Statutory rights of appeal remain unaffected if a refusal to the school is given when applying for admission outside the normal age group. The right of appeal is affected if an allocation is offered but not in your preferred age group.



6.6 The school does not have to honour a decision made by another admission authority on admissions outside of the normal age group.

7. RIGHT OF APPEAL

7.1 From Friday 2 February 2024 The Bulwell Academy appeals are managed by an independent appeals clerk and heard by an independent panel. Parents whose application is turned down shall be entitled to appeal to an independent appeal panel. An application for appeal has to be submitted within 20 school days from the date stated on the refusal letter. Further details are available from The Bulwell Academy. Please email admissions@bulwellacademy.org.uk to receive an Appeals Form.

7.2 Right of appeal is not applicable to the parent/carer of a child who has been permanently excluded from two schools. This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place.

8. FAIR ACCESS PROTOCOL

8.1 Local Authorities are required to have Fair Access Protocols in place to ensure that students without a school place, especially those most vulnerable are admitted to a suitable school at the earliest possible opportunity. This will include admitting when a school has reached its published admission number and is already full.

8.2 The Bulwell Academy supports and participates in the Fair Access Protocols for Nottingham City Council.

8.3 We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply. We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol as listed in School Admissions Code (paragraph 3.10). We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

9. ADDITIONAL INFORMATION

9.1 Following the offer of a place at The Bulwell Academy, parents/carers can be asked to provide evidence of their child's identification and main residence to comply with The Bulwell Academy's admissions criteria. The forms of identification may include:

- Birth Certificate – a short version is acceptable
- NHS Registration Document
- Council Tax Bill
- Two current utility bills dated within the past six months



10. MONITORING ARRANGEMENTS

10.1 Once the admission arrangements have been determined for a particular year and published, The Bulwell Academy will propose changes only if there is a major change of circumstances. This policy will then be reviewed every year. The school will publicly consult on the school's admission arrangements at least once every 7 years.

11. CONTACT DETAILS

To speak to someone at the school regarding admissions, please use one of the following methods:

T: 0115 964 7640 (Reception)

E: admissions@bulwellacademy.org.uk

W: <https://www.bulwellacademy.org.uk/main/parents/admissions>

Postal address:

FAO: Admissions
The Bulwell Academy
Squires Avenue
Bulwell
Nottingham
NG6 8HG

The requirements in these admission arrangements are taken from the [School Admissions Code 2021](#).