



**ELLIS  
GUILFORD  
SCHOOL**  
*Creative  
Education  
Trust*

# ADMISSIONS POLICY 2026 - 2027



Integrity – Ambition – Equality



# ELLIS GUILFORD SCHOOL

## Admission Arrangements 2026/2027

### 1. OUTLINE

- 1.1 Ellis Guilford School is an 11-16, co-educational, non-selective Academy in Nottingham City. It is part of the the Creative Education Trust (CET). Ellis Guilford School 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 Ellis Guilford School 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 support the Ellis Guilford motto 'Be Your Best' and promote the school's core values of Equality, Integrity and Ambition.
- 1.3 Ellis Guilford School will admit 225 students in each year group. The school will allocate places to students with an Education Health Care Plan (EHCP) where Ellis Guilford School, has been named on the EHCP as appropriate provision.
- 1.4 The admissions policy for Ellis Guilford School follows the Co-ordinated Admission Scheme for Secondary Schools in the City of Nottingham. Parents of current year 6 children will need to complete a Common Application Form and submit it to your home Local Authority. In the majority of cases this will be Nottingham City Council's common applications form, which is available on the Local Authority website. Although the Governing Body / Academy Trust has responsibility for deciding on admissions, under law, the Local Authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents. The closing date for applications can be found on Annex A of this document. Parents of children in other year groups should apply directly to the school.

### 2. OVERSUBSCRIPTION CRITERIA

- 2.1 In the event of oversubscription within any of the criteria listed at 2.2 below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). The points to which will be measured is from the School front gate to the front door of the home in question. The school does not operate a "feeder" arrangement. Attendance at a particular primary or junior school is not taken into account when places at Ellis Guilford School are allocated.



## 2.2 Criteria, in order of priority:

### 1) Children in public care (looked after children) or previously in public care.

- A “looked after child” is a child in public care at the date on which the application is made. A “previously looked after child” is a child who was in public care, but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately after being in public care, as well as those children who appear to Wrenn School / Local Authority 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.
- To be included in this category, the application for admission must be supported by the relevant Local Authority’s Children’s Services Department. In the case of a previously looked after child, a copy of the Adoption or Special Guardianship Order must also accompany the application for admission where a child falls.
- under this criterion because they are subject to such an Order. For a child who appears to Ellis Guilford School / Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted, parents should provide evidence to support their application under this criterion.
- Failure to provide the above noted evidence will result in the child being placed into the next category that applies.

### 2) Children of Staff at Ellis Guilford School where any of the following are met:

- 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.
- The member of staff is appointed to fill a vacant post for which there is a demonstrable skill shortage, applications can only be made once the member of staff accepts the offer of employment.

### 3) Students who will have an older brother or sister continuing at Ellis Guilford School at the time of admission of the younger child.

For admission purposes a sibling connection is considered to be 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 or children living in the same household under the terms of a child arrangements or special guardianship order.



#### **4) Up to 20 pupils will be admitted on the basis of their aptitude in Performing Arts.**

Aptitude will be selected through a variety of workshops in dance, drama and music. We want to offer places to pupils with talents in Performing Arts for the following reasons:

- Promoting confidence
- Self esteem
- Enjoyment
- Excellence in performance which could lead to more pupils entering careers in the performance industry, whilst supporting higher achievement within other subjects.

#### **5) Students who live closer to Ellis Guilford School than any other school.**

### **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. OVERRIDE**

- 4.1** The above criteria (2-5 under 2.2) may be overridden, and priority given to an applicant who can establish any of the following:
  - pupils with special educational needs that can only be met at Ellis Guilford School (e.g., where the school has specialist provision) \*\*.
  - Pupils with exceptional medical, mobility, or social grounds that can only be met at Ellis Guilford School \*\*.

\*\*Applications in these categories 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 be considered on its merits by the governing body.



## 5. WAITING LISTS

- 5.1 Waiting lists will be maintained for the 2026 autumn term. Thereafter, waiting lists for year 7 and for years 8 and 9 will be maintained for a period of 40 school days from the date of refusal of a place or until the last day of the 2026 summer half term, whichever is the sooner. Waiting lists will not be maintained for key stage 4 (years 10 and 11).

## 6. LATE APPLICATIONS

- 6.1 All applications received after the deadline of 31 October 2026 will be considered as late applications. Late applications will only be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, the child will be placed on the school's waiting list.
- 6.2 Applications after the deadline but before 5pm on 29 November 2026 will be considered as an on-time application, only under exceptional circumstances. Examples include:
- 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
  - Other exceptional circumstances
- 6.3 All other late applications and any under paragraph 6.2 received after 5pm on 29 November 2026 will be dealt with after the national offer day.

## 7. IN-YEAR ADMISSIONS

- 7.1 Ellis Guilford School will consider all such applications made to the Local Authority. Further details on how to apply, including details of the Local Authority application process can be found here: <https://www.ellisguilfordschool.org.uk/main/ellis-guilford/admissions>

## 8. ADMISSION OF PUPILS OUTSIDE THE NORMAL AGE GROUP

- 8.1 **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.
- 8.2 **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 Ellis Guilford School 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.



**8.3 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.

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

**8.5** 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.

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

## **9. RIGHT OF APPEAL**

**9.1** If a parent/carer's application for a place at the school is unsuccessful, full details in respect of appeals will be included in all decision letters. However, appeals should be submitted to [enquiries@ellisquillfordschool.org.uk](mailto:enquiries@ellisquillfordschool.org.uk) no later than 20 days from the date of the decision. If additional supporting evidence is required as part of the appeal, parents/carers must submit this within the times specified.

**9.2** The admission appeals are managed by an independent appeals clerk and heard by an independent panel. The determination of the admissions appeal panel is in accordance with the Schools Admission Appeals Code (2022).

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.

## **10. FAIR ACCESS PROTOCOL**

**10.1** 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.



**10.2** Ellis Guilford School supports and participates in the Fair Access Protocols for Nottingham City Council.

## **11. ADDITIONAL INFORMATION**

**11.1** Following the offer of a place at Ellis Guilford School, parents/carers can be asked to provide evidence of their child's identification and main residence to comply with Ellis Guilford'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.

## **12. CONTACT DETAILS**

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

T: 0115 913 1338

E: [admissions@ellisguilfordschool.org.uk](mailto:admissions@ellisguilfordschool.org.uk)

W: [www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk)

Postal address:

FAO: Admissions  
Ellis Guilford School  
Bar Lane  
Basford  
NG6 0HT