



Admissions Policy 2025-2026

Nova Education Trust

Toot Hill School

Approved by:	Nova Education Trust Board	Date: September 2023
Last reviewed on:	September 2022	
Next review due by:	September 2024	

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1. Aims

This policy sets out the admissions policy of Toot Hill School.

Sections 6 and 7 set out the oversubscription criteria, and approach to in-year admissions, specific to Toot Hill School.

It aims to:

- › Explain how to apply for a place at Toot Hill School
- › Set out the arrangements for allocating places to the pupils who apply
- › Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- › [School Admissions Code](#)
- › [School Admission Appeals Code](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

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
- › 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

The 2021 Code requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "IAPLAC". *(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).*

Home Address

The address you give on your application must be the one at which your child is permanently living at the time of application. Addresses of other relatives or friends will not be considered as the place of residence, even if your child stays there for all or part of the week. This address may need to be verified and you may be asked for proof.

Sibling

- › Brothers and/or sisters who share the same parent(s).
- › A half brother, half sister or legally adopted child living at the same address.
- › A stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

Parent/Parental responsibility

- › The mother of the child.
- › 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 he was registered as the father on the birth certificate
- › An adoptive parent.
- › Any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.
- › Authorisation may also be given for another person to speak on the parent's behalf.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in) and return it to them by 31st October. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Late applications received after this closing date will not be considered until after national offer day.

On time applications will receive an offer for a school place directly from your local authority on National Offer Day, 1st March.

5. Requests for admission outside the normal age group

Parents are entitled to request 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. Requests to be made to Toot Hill School Admissions Department in good time prior to making your application.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Headteachers' views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place but it is not in their preferred age group.

6. Allocation of places

6.1 Admission numbers

At Toot Hill School our published admission number (PAN) for entry into 7 is 300.

6.2 Oversubscription criteria

All children whose Education, Health and Care (EHC) plan names Toot Hill School will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that Toot Hill School receives more applications than the number of places available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school. The 2021 Code requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "IAPLAC". *(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. Children whose parent is an employee of Toot Hill School and has been employed for two or more years at the time at which the application for admission to the school is made, or all members of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. Children who live in the catchment area and who, at the time of admission, will have an sibling attending the school (this includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address).
4. Other children who live in the catchment area.
5. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school and who will have a brother or sister at the school at the time of admission. Our linked primary schools are:
 - Robert Miles Junior
 - Carnarvon Primary
 - Langar C of E Primary
 - St Peters C of E Academy, East Bridgford
 - Flintham Primary
 - Gunthorpe C of E Primary School
 - Orston Primary
 - Cropwell Bishop Primary
 - Elston All Saints Anglican/Methodist Primary
 - Archbishop Cranmer C of E Primary, Aslockton
 - Bingham Primary School
6. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
7. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school.
8. Other children who live outside the catchment area.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.

Where the distance between 2 or more children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified. In the event of needing to discriminate between pupils living an equal distance from the school, names will be drawn randomly from an electronic randomiser.

6.4 Challenging Behaviour

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, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged. If the school is not full, 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.

We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

6.5 Catchment Map

https://www.toothillschool.co.uk/data/documents/6/THS_Catchment-Area_map.pdf

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round.

As is the case in the normal admissions round, all children whose EHC plan names Toot Hill School will be admitted to that school even if the year group is full and highest priority will be given to Looked After Children (LAC), Previously looked after children (PLAC) and Internationally Adopted looked After Children (IAPLAC)

Likewise, if there are spaces available at the school in the year group you are applying for, your child will always be offered a place.

Toot Hill School participates in the local fair access protocols and are expected to accept students even if the year group is full except in specified circumstances set out in the DFE schools admissions code.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group at the school. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. Each child added to the waiting list requires the list to be ranked again.

Applications for in-year admissions will be processed by Toot Hill School and applications should be made directly to the school. The Application Form and details of how to apply are available by contacting the Admissions Team on admissions@toothillschool.co.uk. A link to our application form can also be found on the school website www.toothillschool.co.uk and by selecting Information/Admissions.

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at Toot Hill School is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Democratic Services, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP (call 0300 500 8080 for an appeal form)

Places in year 7 at Toot Hill School for September 2024 will be allocated on 1st March 2024 and advised thereafter. Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. It is also helpful to notify Toot Hill School Admissions Department to give them advance notice of your intention to appeal.

Notification of the appeals date will be given with at least 10 school days' notice and the deadline for submission of written case will normally be 6 working days in advance of the hearing date.

9. Sixth Form Admissions

The admissions number for Year 12 in September 2025 is **200**.

Students on roll in Year 11, who meet the academic entry requirements can progress into Year 12 if they wish to do so.

The number of places available for external candidates for Post-16 entry in year 12 is 50.

In order to apply for a place at Toot Hill Sixth form college an application must be completed via the college website <https://www.toothillcollege.co.uk/page.php?p=applications>

Minimum Entry Requirements:

Full details in the College Prospectus. General entry level '4' or above in English Language and Maths GCSE. There are also course specific entry requirements which must be met in order to study a particular course.

Over-subscription Criteria:

In the event of there being more applicants than places available, the college will admit a child with a Statement of Special Educational Need or Education Health and Care Plan (EHCP) if the Statement or Plan names Toot Hill College, before any of the following criteria are applied:-

- a) A looked after child or previously looked after child (as outlined in Key Terms and Definitions).
- b) Proximity to the school, 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.

9. Monitoring arrangements

This policy will be reviewed and approved by the Nova Board of trustees every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the Local Governing Board will consult on these changes.

The Local Governing Board will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.