

ADMISSION ARRANGEMENTS 2026-27

NAME OF SCHOOL: THE NATIONAL CHURCH OF ENGLAND ACADEMY FOR ENTRY TO YEAR 12

This school is a member of the Minster Trust for Education (MITRE), that organisation being its admissions authority.

The Minster Trust for Education is an inclusive learning community based on the principle of sharing. It operates for the collective good of pupils and students such that high-quality education is sustained and supported, underpinned by strong values, Christian or otherwise. Each member school is unique in its own right and also distinctly part of MITRE.

National C of E Academy Vision

The academy vision is to ensure that all members of the National community experience 'life in all its fullness'. As a Church of England academy, we believe that everyone is a child of God, created in his image and with the potential to grow into his likeness. Our role as an academy is to create a place of learning where:

- young people are engaged on a joyful lifetime of learning.
- each person is uniquely valued.
- gifts, potential and spirituality are nurtured and developed.
- the academy community is welcoming for those of all faiths and none.

We believe in providing opportunities for our full academy community to develop as children of God – to deepen their learning, develop their sense of identity and become active members in the wider community.

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

ADMISSION ARRANGEMENTS FOR EXTERNAL APPLICANTS

All parents or students seeking a place must submit an application form through the National Church of England Academy. Provisional places will be allocated to those who have applied by the closing date, Friday 5th December 2025, and will be confirmed after the publication of results to those meeting the academic entry requirements.

Applications are welcomed from outside of Year 11. The Published Admission Number (PAN) for external entry into Y12 will be **30**. Further places will be awarded if there are places available, for any applications received after the closing date.

Admission to the Sixth Form is open to all applicants meeting the admission criteria and is not restricted to students from the National C of E Academy. Subject criteria will be outlined each year in the subject prospectus.

Students will be expected to follow, as a minimum, a three A Level or level 3 equivalent combination of subjects. The minimum entry requirement is 5 grade 5's at GCSE in relevant subjects. Students must also have at least a grade 4 in English and maths. There are additional GCSE grade requirements for individual A Level subjects, and these are detailed in the Sixth Form Prospectus.

Students who fail to meet the minimum entry requirements will have their application considered on an individual basis. There is no statutory right of appeal.

Students who have an Education, Health and Care Plan (EHCP) where the National Academy is named will be admitted, on condition that the applicant meets the admission criteria.

Oversubscription criteria

In the event of there being more applicants than places available, the deciding factors will be, in order of priority:

1. A “looked after child” (LAC), a child who was previously looked after (PLAC) by an English local authority or an internationally adopted previously looked after child, (IAPLAC). Children looked after by a local authority and all previously looked after children, including those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (or became subject to a residence order or special guardianship order). See definitions page.
2. Children will then be prioritised in accordance with the Definition ‘Worship’ (see definitions page) using the below criteria. The governing body will consider all Supplementary Information Forms (submitted on time), and it is at the discretion of the governing body to decide whether this criteria will be applied.

Within each criterion, places will be allocated in order of regularity of worship.

- a) Children who have worshipped at a Church of England Church, and have done so for a period of 12 months prior to the application deadline. Applications will be prioritised within this category using the following criteria:
 - i. Whether the child is at the heart of the church
 - ii. Whether the child is attached to the church
- b. Children who have worshipped at any Christian Church which is a member of Churches Together in England, and have done so for a period of 12 months prior to the application deadline. Applications will be prioritised within this category using the following criteria:
 - i. Whether the child is at the heart of the church
 - ii. Whether the child is attached to the church
- c. Children who have worshipped at a place of worship of another recognised world faith, and have done so for a period of 12 months prior to the application deadline. Applications will be prioritised within this category using the following criteria:
 - i. Whether the child is at the heart of the church
 - ii. Whether the child is attached to the church

Applicants are advised that the parent is required to complete the relevant section of the Supplementary Information Form and have it counter-signed by their Minister of Religion. This Supplementary Information Form must be returned to the school by the closing date. Please see measurement of attendance (additional information) for church closures.

3. Children who will have a sibling (as defined below) on the National C of E Academy roll at the time of admission.
4. Children of staff in either or both of the following circumstances:
 - where a member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or
 - the member of staff is recruited to fill a vacant post for which there is a demonstrable staff shortage.
5. All other children - remaining places will be allocated to children who live nearest to the Academy measured as the crow flies.

In the event of over-subscription within each of the criteria, priority will be given to children who live nearest to the school as the crow flies (by straight line).

Distances are measured from the child's home address to the main school 'IN' gate as the crow flies using the website www.freemaptools.com.

If more than one applicant meets exactly the same admission criteria the Academy will rank in accordance with a random allocation by lot conducted by a body independent of National C of E Academy.

Where one child of a multiple birth can be admitted, his or her brothers and sisters will also be admitted even where this causes the PAN to be exceeded.

ADDITIONAL INFORMATION

Measurement of attendance

In the event that during the period specified for attendance at worship the church or, in relation to those other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those other faiths, relevant place of worship, or alternative premises have been available for public worship.

Withdrawing an offer of a place

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer of a place is found to be fraudulent, effectively denying a place to a child with a higher priority, the offer may be withdrawn.

Waiting list

In the event of over subscription, and where an application has been refused, the school will operate a waiting list which will remain in place until the October half term each year. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The Governors of the school will administer the waiting list. Inclusion on the waiting list does not mean a place will become available.

Appeal

All applicants who are refused a place in the school have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place. Details of how to appeal are provided on request from the Admissions Officer at the National C of E Academy, Annesley Road, Hucknall, NG15 7DB, telephone 0115 9635667.

Late and in-year applications

Late applications are those submitted after the closing date. Late applications will be considered after the closing date if the applicant can provide evidence that there were exceptional reasons for missing this date, for example family bereavement, hospitalisation or family trauma. All other applications received after this date will be considered late.

Applications for in-year admissions will be processed up until the October half term each year. In the event of a place being available it will be offered. If no places are available, the application will be refused and given the right to appeal. Waiting lists are held for in-year applications up until October half term.

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group but only in very exceptional circumstances. Reasons might include ill health of the child or if a child is gifted and talented. Parents should submit a request in writing to the Admissions Officer at the academy as early as possible and the school will make a decision on a case-by-case basis, considering the best interests of the child concerned. Only in the most exceptional of circumstances will a child be educated outside their normal age group. Further details can be found at [Applying for a school place | Nottinghamshire County Council](#)

SOME DEFINITIONS

Minimum Entry Requirements

Students will be expected to follow, as a minimum, a three A Level or level 3 equivalent combination of subjects. The minimum entry requirement is 5 grade 5's at GCSE in relevant subjects. Students must also have at least a grade 4 in English and maths. There are additional GCSE grade requirements for individual A Level subjects, and these are detailed in the Sixth Form Prospectus. Students who fail to meet the minimum entry requirements will have their application considered on an individual basis.

Sibling (brother or sister)

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Children who have a brother or sister on roll at the academy in Y11 (single registration) at the time of application and who is anticipated to still be on roll at the end of Y11.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through the courts; evidence of this may be required.

Residence

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 the foster parent address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, whichever of the two addresses the child permanently

spends at least three 'school' nights, i.e. 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 when the child stays there for all or part of the week. The governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

Looked After, Previously Looked After and Internationally Adopted Previously Looked After

A **'looked after child'** is a child who (a) is in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school.

Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC) are children who were looked after, including those children who appear to the admissions authority to have been in state care outside of England but ceased to be so because they were adopted (or became subject to a child arrangement 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. (The DfE plans to publish non-statutory guidance to support admission authorities with decisions for IAPLAC applications).

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.

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 22nd 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).

Worship

The following criteria will be used when defining 'Worship' -

- at the heart of the church
- attached to the church

A child **'at the heart of the church'** refers to a regular, committed worshipper. This means a child who worships at least twice a month, and who has done so for a period of 12 months, prior to the application deadline. Weekday worship (to accommodate difficult patterns of work and family relationships) can be taken into account.

A child **'attached to the church'** refers to a regular, but not frequent worshipper. This means a child who attends a monthly family or church parade service or is involved in a weekday church activity including an element of worship or belongs to a Christian uniformed organisation which includes an element of worship, and who has done so for a period of 12 months, prior to the application deadline. Weekday worship (to accommodate difficult patterns of work and family relationships) can be taken into account.

The governing body will consider all Supplementary Information Forms (submitted on time), and it is at the discretion of the governing body to decide whether this criteria will be applied.

Guidelines for Minister/Religious Leader

Only applications on denominational grounds must be supported by a Supplementary Information Form completed by the parent(s). The academy must receive the Supplementary Information Form to support applications within the specified Nottinghamshire County Council timeframe for closing date of applications in to secondary education. **It is the responsibility of the applicant to ensure that the minister or religious leader named on the form has provided the Academy with verification.** If the church is outside the UK, it is the responsibility of the applicant to ensure that the Supplementary Information Form must still be completed by the minister/religious leader and is returned to the academy. This includes forms which are to be completed by ministers/religious leaders resident outside the UK. The academy may still seek further verification from the minister/religious leader named on the form, even if the form has been fully completed by the minister/religious leader.

The governing body will consider all Supplementary Information Forms (submitted on time), and it is at the discretion of the governing body to decide whether this criteria will be applied.