



The Carlton  
Academy

## CARLTON ACADEMY ADMISSIONS POLICY: 2027-2028

This admissions policy will be reviewed by the Local Academy Board, who are the admissions authority, in the Autumn term each year. In accordance with the School Admission Code 2021, the academy will only conduct statutory consultation every seven years if no changes are made to the admission arrangements.

Date of last review: June 2026

Date of next review: Autumn 2026

The proposed admission number for Year 7 in September 2027 is 230

Students who have an Education, Health and Care Plan (EHCP) where this school is named in the plan will be admitted.

### Over-Subscription

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

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).
2. Children, who, at the closing date for applications, live in the catchment area and who attend a linked primary school and, who at the time of admission, have a brother or sister attending the school.
3. Children, who, at the closing date for applications, live in the catchment area and, who at the time of admission, have a brother or sister attending the school.
4. Children, who, at the closing date for applications, live in the catchment area and who attend a linked primary school.
5. Other children who, at the closing date for applications, live in the catchment area.
6. Children who, at the closing date for applications, live outside the catchment area but who are attending a primary school linked to the Carlton Academy on 31 October preceding admission to secondary school and, who at the time of admission, will have a brother or sister attending the school.
7. Children, who, at the closing date for applications who live outside the catchment area and who, at the time of admission, will have a brother or sister the school.
8. Children who, at the closing date for applications live outside the catchment area but who are attending a linked Primary school on 31 October preceding admission to secondary school.
9. Other children who live outside of the catchment area.

If applications exceed the number of places available the school will operate a waiting list in which priority for places will be given on the basis of the above criteria.

### Measuring distance ‘as the crow flies’

In the event of over-subscription within any criterion preference priority will be given to children who live nearest to the school as the crow flies (by straight line). For the co-ordinated admission scheme, distances are measured from the main administrative point at the school campus to an address point to the child’s home using the Local Authority’s computerised distance measuring software. For all other In-Year and Sixth Form applications Google Maps will be used to measure distance. In the event of two distances being equal, lots will be drawn and independently verified.



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### **In-Year Admissions**

In-year applications need to be made directly to the school. Application forms are available direct from the school. If a place is not available in the year group for which a student applies, the application will be refused and placed on the waiting list. Names are placed on this waiting list in the rank order of our published over-subscribed criteria, not in the date order by which they are received. Parents have the right to appeal to the refusal for a place.

If, after the offer of places has been made up to the PAN, the school is over-subscribed, and all unsuccessful applications will automatically be placed on the waiting list which will be administrated by the governors of the school which will remain there until the end of the academic year (31 August). In year admissions will be dealt with within 15 school days of receipt of application.

### **Repeat applications**

If your application has been refused, we will not consider another application for the same academic year unless there have been significant or material changes in your circumstances, or those of the school.

### **Late applications**

Late applications are those submitted after the closing date for the coordinated admissions scheme and will be dealt with in accordance with the home Local Authority's coordinated scheme. Late applications will be considered as specified in the coordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for application or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, family trauma. Supporting evidence may be required. More information on the Local Authority coordinated scheme can be found at: School Admissions Hub ([School admissions hub | Nottinghamshire County Council](#))

When the school is informed by the Local Authority that a place has been offered, it will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 Working school days, the school will notify the Local Authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

### **Waiting List**

If, after the offer of places to Year 6 students, has been made up to the PAN, the school is over-subscribed, all unsuccessful applications will automatically be placed on the waiting list which will be administrated by the governors of the school for the duration of the co-ordinated admission scheme. The position on this waiting list will be determined by the school's published over-subscription criteria; each added child will require the list to be reranked in accordance with this. Once the coordinated scheme is closed, the waiting list will remain open until 31 December in line with the co-ordinated scheme, however, will continue to be held by the admission authority until 31 August in line with in-year admission arrangements.

### **Independent Appeals**

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 this 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 an application was unsuccessful to prepare and lodge your written appeal. Please address this to the Admission Officer and submit to the school.

### **Admission to the Sixth Form including those admitted for the first time**

To be accepted onto Level 3 courses, students will need five or more GCSE passes at grade 4-9, one of which should be in English or Maths.



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Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied to children who do not presently attend the academy in the order set out below to decide which children to admit;

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).
2. Children, who, at the closing date for applications, live in the catchment area and, who at the time of admission, have a brother or sister attending the school.
3. Other children who, at the closing date for applications, live in the catchment area.
4. Children, who, at the closing date for applications who live outside the catchment area and who, at the time of admission, will have a brother or sister the school.
5. Other children who live outside of the catchment area. Any applicant refused entry can appeal against the decision.

Our PAN for the number of external students that can be admitted into year 12 is 40.

### **Coordinated admission scheme**

All application for places in the normal year of entry are made to the home Local Authority on the common application. For entrance to the school in September the closing date of the coordinated admission scheme is 31 October preceding the admission to secondary school. Places are allocated on National Offer Day: 1 March or the next working day if this falls on a weekend or a bank holiday.

### **Withdrawing an offer of a place**

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within 14 working school days.

### **Admission of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group (either advance or defer), for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should submit a request in writing to The Carlton Academy with details of their case and the year group to which they wish their child to be admitted. Decisions will be made based on the circumstances of each case and in the best interests of the child concerned. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision and will bear in mind the age group that the child has been educated in up to this point.

### **Link Primary Schools**

- All Hallows C of E Primary School
- The Carlton Junior Academy
- Haddon Primary and Nursery School
- Parkdale Primary School
- Porchester Junior School
- Priory Junior School
- Stanhope Primary and Nursery School
- Westdale Junior School



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## Fair Access Protocol

The academy, as all admissions authorities are obliged to, participates in the local Fair Access Protocol. Further information can be found Nottinghamshire's Fair Access Protocol [Changing school in-year | Nottinghamshire County Council](#).

## DEFINITIONS:

### Residence

This is defined as the child's ordinary place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. 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 as 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. Proof of residence and other evidence from the court regarding parental responsibilities in these matters may be required.

### Looked after Children (LAC), previously looked after (PLAC) and Internationally Adopted Previously Looked After Child (IAPLAC)

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.

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). 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 form of care whose sole or main purpose is to benefit society.

### Brother or sister

The governors define brother and sister as being those children who share the same biological parents. This includes half-brother or half-sister or legally adopted child living at the same address as the child.

Where applications are received in respect of twins, triplets or children of other multiple births, the Governing Body will endeavour to offer places in the same school, admitting above the planned admission number where necessary as an excepted pupil. The parent will still have a right of appeal against a refusal of a place.

### Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.



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### **Tie Breaker**

In the event that two students live exactly the same distance from the school, random allocation will be used as a tie breaker. This will be supervised by someone independent of the academy. If a child is offered a place as a result of random allocation yet also has a sibling of the same age seeking a place and residing at the same address, the sibling will also be offered a place.

### **Catchment area**

Using the Local Authority's website by following the link below you are able to search and check whether your postal address resides within the school's catchment area: <http://www.nottinghamshire.gov.uk/searchfor-a-school#catchments>

Alternatively, you are able to view the school's catchment area by entering the School postcode NG4 3SH into the same website.

