

Outwood Academy Kirkby, Outwood Academy Portland and Outwood Academy Valley Admission Policy 2025-26

The admission authority for Outwood academies is Outwood Grange Academies Trust.

Nottinghamshire County Council continues to administer the admissions process and the academies participate in Nottinghamshire County Councils coordinated scheme for both intake and in-year admissions.

Applications must be made through your home local authority. For Nottinghamshire residents, this can be found on the NCC website www.nottinghamshire.gov.uk/learning/schools/admissions and applications should be completed by the closing date for applications as stated in the Nottinghamshire Coordinated scheme.

The published admissions number for Year 7 in September 2025 are:

Outwood Academy Portland	300
Outwood Academy Valley	300
Outwood Academy Kirkby	150

If more applications are received than places available, applications will be ranked against the following over-subscription criteria for the academies. The criteria will be applied in the priority order indicated below.

Section 1 - Admission Oversubscription Criteria for Year 7 - Outwood Academy Kirkby

The school will admit a child with an Education Health and Care Plan (EHCP) if the Statement or Plan names the academy, before any of the following criteria are applied:-

1. Children looked after by a local authority or previously looked after children. This includes those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area and attending a linked school with a sibling who is currently on roll at the academy at the point of application:

Outwood Academy Kirkby linked schools: Morven Park, Annesley, Newstead, Abbey Hill, Kingsway Primary schools

3. Children who live in the catchment areas with a sibling who is currently on roll at the academy at the point of application.
4. Children who attend a linked school with a sibling who is currently on roll at the academy at the point of application.
5. Other children who live in the catchment area at the closing date for applications

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. Other children who live outside the catchment area.

In the event of oversubscription, within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the academy to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Nottinghamshire County Council's computerised distance measuring software.

Distance Tie Breaker

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal Nottinghamshire County Council measures to the next decimal point. If the measurements remain equal, for example children living in the same block of flats, lots will be drawn and the process will be independently verified.

Section 1 - Admission Oversubscription Criteria for Year 7 - Outwood Academy Portland

The school will admit a child with an Education Health and Care Plan (EHCP) if the Statement or Plan names the academy, before any of the following criteria are applied:-

1. Children looked after by a local authority or previously looked after children. This includes those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who live in the catchment area and attending a linked school with a sibling who is currently on roll at the academy at the point of application:

Outwood Academy Portland linked schools: Norbridge Academy, Prospect Primary School, Redlands Primary School, Sir Edmund Hilary Primary School, Sparken Hill Academy, St John's CofE Academy, Worksop Priory CofE Academy, Haggonfields Primary, St Luke's CofE Primary, St Anne's CofE Primary, Ramsden Primary, St Augustine's Primary, Kingston Park Academy, Gateford Park Primary, Langold Dyscarr Primary, Holy Family Catholic Primary School.

3. Children who live in the catchment areas with a sibling who is currently on roll at the academy at the point of application.

4. Children who attend a linked school with a sibling who is currently on roll at the academy at the point of application.

5. Other children who live in the catchment area at the closing date for applications

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. Other children who live outside the catchment area.

In the event of oversubscription, within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the academy to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Nottinghamshire County Council's computerised distance measuring software.

Distance Tie Breaker

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal Nottinghamshire County Council measures to the next decimal point. If the measurements remain equal, for example children living in the same block of flats, lots will be drawn and the process will be independently verified.

Section 1 - Admission Oversubscription Criteria for Year 7 - Outwood Academy Valley

The school will admit a child with an Education Health and Care Plan (EHCP) if the Statement or Plan names the academy, before any of the following criteria are applied:-

1. Children looked after by a local authority or previously looked after children. This includes those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who live in the catchment area and attending a linked school with a sibling who is currently on roll at the academy at the point of application:

Outwood Academy Valley linked schools: Norbridge Academy, Prospect Primary School, Redlands Primary School, Sir Edmund Hilary Primary School, Sparken Hill Academy, St John's CofE Academy, Worksop Priory CofE Academy, Haggonfields Primary, St Luke's CofE Primary, St Anne's CofE Primary, Ramsden Primary, St Augustine's Primary, Kingston Park Academy, Gateford Park Primary, Langold Dyscarr Primary, Holy Family Catholic Primary School.

3. Children who live in the catchment areas with a sibling who is currently on roll at the academy at the point of application.

4. Children who attend a linked school with a sibling who is currently on roll at the academy at the point of application.

5. Other children who live in the catchment area at the closing date for applications

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. Other children who live outside the catchment area.

In the event of oversubscription, within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the academy to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Nottinghamshire County Council's computerised distance measuring software.

Distance Tie Breaker

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal Nottinghamshire County Council measures to the next decimal point. If the measurements remain equal, for example children living in the same block of flats, lots will be drawn and the process will be independently verified.

Section 2 - Key Terms and Definitions

Oversubscription criteria

Where there are more applications than places available, the oversubscription criteria are used to decide the priority of applications for school places. The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place.

Education, health and care plan (EHCP)

All children with an education, health and care plan that names the school will be admitted. These documents state the education provision required for an individual child.

Looked after and previously looked after children

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. 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 22 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).

- *Children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted (that is, children looked after by a public authority, religious organisation or another provider of care whose sole purpose is to benefit society, such as orphanages or other settings).*

Special consideration

Outwood Grange Academies Trust will consider applications where the application can be supported by written evidence from a doctor, social worker or other relevant professional stating why a particular school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

- For information provided before the closing date for intake applications, the Trust will consider each case and decide the allocation of any such place on the basis of written evidence. Where it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority following the allocation of looked after and previously looked after children.
- For information provided after the closing date and for all in-year applications, the Trust will consider each case. If it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority after looked after and previously looked after children. If the school is oversubscribed the application will have priority on the waiting list after the initial allocation of places.

Where a request for special consideration is not approved:

- For information provided before the closing date for intake applications, a decision will not be communicated and the application will be considered in line with the published admission oversubscription criteria.
- For information provided after the closing date and for all in-year applications, a decision based on the evidence provided will be communicated to the applicant.

Home address

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 that of a foster parent(s) may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, 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 if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application.

Informal arrangements between parents will not be taken into consideration.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, admission authorities must:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
- c) not reserve blocks of places for these children.
- d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

Catchment areas

The schools have a defined catchment area, details of which are available on the public website <http://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>

Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

Sibling (brother or sister)

- 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 child looked after by a local authority placed in a foster family with other school age children
- 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.

Multiple births (twins, triplets etc)

Where one child of a multiple birth can be admitted through the normal admissions process, the other child/children will also be admitted.

Linked school

In some instances, attending a particular school or having a sibling attending that school, gives an application some priority within the oversubscription criteria for another named school. This is known as a 'linked school' and information about linked schools is available in Admissions to schools: School information, available on the County Council's website.

Parent

- 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 (since 1 December 2003) 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.

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. Nottinghamshire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, Nottinghamshire County Council will establish where the child lives for the majority of the time. If agreement is not reached the address held by the child's current provision will be used.

Distance measurement

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 main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.

Tie breaker

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal Nottinghamshire County Council measures to the next decimal point. If the measurements remain equal, for example children living in the same block of flats, lots will be drawn and the process will be independently verified.

Admission of a child outside their normal age group:

Parents 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. If you wish to request admission of a child outside of their normal year group you should make an application for the normal time of entry and then put a request in writing to the School Admissions Team asking to defer the entry date and giving your reasons for the request. The request will be considered in consultation with the school concerned and you will be notified of the outcome of your request. If the request is agreed, you should then submit a new application at the time applications are being taken for the new admission date. Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the school in that year.

Waiting lists

Children's names will be added to a school's waiting list if they are refused a place. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. If any applications are received that have higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available.

If a place becomes available, the place will be allocated at that time, to the child who has highest priority on the waiting list according to the admission oversubscription criteria. This will include all applications that have been received requesting a place at that school where a higher preference has not been met.

Waiting lists will close on 31 May and parents would need to make a new application for the next academic year.

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.

Fraudulent or misleading information

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with higher priority for the place at the school, the offer of a place may be withdrawn.

Where the allocation has been withdrawn, the application will be reconsidered and the usual statutory right of appeal will be made available if a place is subsequently refused.

Nottinghamshire County Council will check the home address on any applications where there are doubts about the information provided.

Appeals

When an application for a school is refused, the parent has a right to appeal to an independent appeal panel. Parents are informed of this when they receive their outcome and to lodge an appeal parents should contact Nottinghamshire County Council. Further information is available at www.nottinghamshire.gov.uk

Repeat applications will not be considered for the same school in the same school year unless there has been a significant and material change in the circumstances of the application or those of the school.

A significant and material change in circumstances is something that alters the decision already made. A house move may not necessarily be considered a substantial change and will not give a further right of appeal.

National offer day

This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area. For secondary pupils, offers are sent out by the home local authority on 1 March. This date is relevant to all on-time applications in the secondary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.