



# THE BRUNTS ACADEMY

## **Admissions Policy** **11 – 18** **2026/27**

This policy was reviewed and approved by the Greenwood Academies  
Trust Board on 2 February 2024.

## **PROCEDURE FOR ADMITTING PUPILS TO THE BRUNTS ACADEMY**

The Brunts Academy provides for the needs of children within the 11 to 18 age range who live in the Mansfield area. Pupils will be admitted at the age of 11+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Brunts Academy.

The Academy participates in the Local Authority coordinated scheme and timelines. All deadlines within that should be adhered to by applicants.

The Feeder Schools for the Academy are:

- High Oakham Primary School
- King Edward Primary School
- Mansfield Primary Academy
- St. Peter's CE Primary School
- Sutton Road Primary School
- The Bramble Academy

### **Variation to Admission Numbers**

In accordance with the School Admissions Code, in any specific year, The Brunts Academy may set a higher admission number than its agreed admission number for an applicable year group. The Academy is not required to consult on its PAN where it proposes either to increase or keep the same PAN. The Academy must consult where they propose a decrease to the PAN.

The Brunts Academy must notify the Local Authority of its intention to increase the PAN and reference to the change must be made on the Academy's website.

### **Admission number(s)**

1. The Brunts Academy has the following Pupil Admission Numbers (PANs):
  - b) 270 for pupils in Year 7
  - c) 60 for pupils in Year 12

### **Admission number for secondary provision (age 11)**

2. The Brunts Academy has a PAN of 270 pupils in Year 7 (up to 2022). The Academy will accordingly admit a maximum of 270 pupils in the relevant age group each year if sufficient applications are received.

### **Admission number for Sixth Form provision (age 16)**

3. The Brunts Academy has a PAN of 60 students who join year 12 in the sixth form, this includes students who complete KS4 at Brunts and remain with us and any students from other external organisations. This gives a total PAN across the sixth form of 120

### **Process of Application**

4. Arrangements for applications for places at the Brunts Academy will be made in accordance with the Nottinghamshire County Council's coordinated admission arrangements; parents resident in Nottinghamshire can apply online at:

[www.nottinghamshire.gov.uk/schooladmissions](http://www.nottinghamshire.gov.uk/schooladmissions)

Parents resident in other areas must apply through their home Local Authority.

5. The Academy will use Nottinghamshire LA's timetable for applications to the Academy each year (exact dates within the months may vary from year to year).
  - a) September/October - the Academy will provide opportunities for parents to visit the Academy.
  - b) By 31 October – Parents complete the common application form (CAF) and return it to the LA to administer.
  - c) 1 March – notification of offers made to parents.

### **Consideration of applications**

6. The Brunts Academy will consider all applications for places at Brunts Where fewer than the PAN for the relevant year groups are received, the Academy will offer places at the Academy to all those who have applied.
7. Each Local Authority's coordinated scheme will allow for applications received late but with 'exceptional circumstances' to be considered as being 'on time' and 'late applications' will be considered in accordance with the relevant 'home' authorities' coordinated scheme.

### **Procedures where the Brunts Academy is oversubscribed**

8. Where the number of applications for admission is greater than the PAN in any age group, applications will be considered against the criteria set out below.
9. The Academy will first accept all pupils with a statutory right to a place through an Education Health and Care Plan naming the Brunts Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
  - a) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted\*.
  - b) Children who live in the catchment area\* and who, at the time of admission, will have a sibling\* attending the school.
  - c) Other children who live in the catchment area.
  - d) Children of staff in either or both of the following circumstances:
    - i) where 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, and/or
    - ii) the member of staff is recruited to fill a vacant post where there is a demonstrable skill shortage
  - e) Children who live outside the catchment area but who are attending a feeder primary school on 31 October preceding admission to secondary school and who will have a sibling at the Academy at the time of admission.
  - f) Children who live outside the catchment area and who, at the time of admission, will have a sibling attending the Academy.
  - g) Children who live outside the catchment area but who are attending a feeder primary school on 31 October preceding admission to secondary school.
  - h) Other children who live outside the catchment area.

Where there are more applications than places after application of the above criteria, distance from the Academy to home will be considered. Preference will be given to pupils who live closer to the Academy's site as the crow flies\*.

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

*\* See definitions*

### **Admission to Year 12 (Sixth Form) – oversubscription criteria**

10. The Academy will first accept all pupils with a statutory right to a place at the Academy through an Education Health and Care Plan naming the Nottingham Academy.
11. To be accepted on to Level 3 courses, pupils will need at least five or more GCSE passes at standard pass or above (including English and mathematics) and meet specific course entry requirements. There will be a short interview process to ensure all students are placed on the correct programme of study. This does not form part of the admission process. The published admission number for Year 12 for external students is 30.
12. Applications are handled in the same way as other applications outside the normal year of entry. Any applicant refused entry can appeal against the decision. Should oversubscription criteria be required they will be as for Year 7, with the removal of criteria d) and f).

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

13. There will be a right of appeal to an independent appeals panel for internal students refused transfer and external applicants refused admission.

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

14. Any parent wanting their child to be admitted out of the normal age group should submit an application to the Academy via the Local Authority as soon as is possible. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to. All such applications will be considered.

*\* The term 'summer born' is used to refer to children born from 1 April to 31 August.*

### **Operation of waiting lists**

15. If, after the offer of places has been made, the Academy is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the local authority admissions team as part of a bought in service opted into by the academy. The local authority will administer all applications as part of the in-year process. All in-year applications must be made via the local authority.
16. A child's position on this waiting list will be determined by the Academy's published oversubscription criteria. Once the coordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the school.

The waiting list will be maintained until the end current academic year.

## **Arrangements for in-year admissions**

17. The Brunts Academy will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. All in-year applications should be made direct to the Academy either in person or by email to [admin@bruntsacademy.org](mailto:admin@bruntsacademy.org)
18. If more applications are received than there are places available, the over-subscription criteria in paragraph 10 and 13 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

## **Right of Appeal**

19. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal.
20. If refused admission you should contact the local authority to lodge an appeal, The academy subscribes to the local authority appeals team to administer these. Please use the following link to lodge your appeal; [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances.

## **UK Armed Forces**

21. For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Academy will:
  - Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
  - Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
  - The Academy will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

22. For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy will consider whether:
  - An application from that address would normally succeed in an oversubscribed year
  - There is any child on the reserve list with higher priority under the oversubscription criteria
  - The prejudice from admitting an extra child would be excessive.

23. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

### **Fair Access**

24. The Brunts Academy participates in the Notts County Council's Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in this protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

### **Fraudulent or Misleading Applications**

25. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim, and the failure of a parent to respond to an offer of a place within a reasonable amount of time.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## **Definitions**

### **1. Definition of 'Looked After' children and previously 'Looked After' children.**

A 'looked after child' is a child who is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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.

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). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.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).

### **2. Definition of 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.

The person making the application must hold parental responsibility. In all cases, those with parental responsibility must be in agreement with preferences made.

### **3. Definition of siblings and the position of twins**

Siblings are defined as:

- children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, both will be considered together as one application. The Academy's admission number may be exceeded by one.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children.

### **3. Definition of the distance to an intending pupil's home**

In the event of over-subscription within all but the first criterion, preference will be given to children who live nearest to the Academy as the crow flies. Distances are measured from the main administrative point at the school campus to an address point (using easting and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.

### **4. Definition of 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 the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (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 a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

### **5. Catchment Area**

Details of the catchment area school for your address can be obtained from the Nottinghamshire County Council website: <http://www.nottinghamshire.gov.uk/search-for-a-school#/catchments>

The catchment area of the Academy can be viewed on the Academy website at:

<http://www.bruntsacademy.org>