



**ELLIS  
GUILFORD  
SCHOOL**  
*Creative  
Education  
Trust*



**Admissions  
Arrangements  
2022/23**



## ADMISSION ARRANGEMENTS FOR 2022/2023 ELLIS GUILFORD SCHOOL

### 1. OUTLINE

**1.1** Ellis Guilford School is an 11-16, co-educational, non-selective Academy in Nottingham City. It is part of the Creative Education Trust (CET). Ellis Guilford School is genuinely comprehensive and students are admitted without reference to ability, aptitude, ethnicity, faith, gender, or sexuality. The school follows the School Admissions Code published by the DfE.

**1.2** Ellis Guilford School is a diverse and inclusive learning environment, which serves the local community. We aim to accommodate students with the widest range of interests and talents. It is expected that prospective parents and students will support the Ellis Guilford motto 'Be Your Best' and promote the school's core values of Equality, Integrity and Ambition.

**1.3** Ellis Guilford School will admit 270 students in each year group. The school will allocate places to students with an Education Health Care Plan (EHCP) where Ellis Guilford School, has been named on the EHCP as appropriate provision.

**1.4** The admissions policy for Ellis Guilford School follows the Co-ordinated Admission Scheme for Secondary Schools in the City of Nottingham. Parents of current year 6 children will need to complete a Common Application Form and submit it to your home Local Authority. In the majority of cases this will be Nottingham City Council's common applications form, which is available on the Local Authority website. Although the Governing Body / Academy Trust has responsibility for deciding on admissions, under law, the Local Authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents. The closing date for applications can be found on Annex A of this document. Parents of children in other year groups should apply directly to the school.

### 2. OVERSUBSCRIPTION CRITERIA

**2.1** In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). The points to which will be measured is from the School front gate to the front door of the home in question.

**2.2** The school does not operate a "feeder" arrangement. Attendance at a particular primary or junior school is not taken into account when places at Ellis Guilford School are allocated.



## **1. Children in public care (looked after children) or previously in public care.**

- A “looked after child” is a child in public care at the date on which the application is made. A “previously looked after child” is a child who was in public care, but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately after being in public care, as well as those children who appear to Wrenn School / Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.
- To be included in this category, the application for admission must be supported by the relevant Local Authority’s Children’s Services Department. In the case of a previously looked after child, a copy of the Adoption or Special Guardianship Order must also accompany the application for admission where a child falls.
- under this criterion because they are subject to such an Order. For a child who appears to Ellis Guilford School / Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted, parents should provide evidence to support their application under this criterion.
- Failure to provide the above noted evidence will result in the child being placed into the next category that applies.

## **2. Children of Staff at Ellis Guilford School** where any of the following are met:

- 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.
- The member of staff is appointed to fill a vacant post for which there is a demonstrable skill shortage, applications can only be made once the member of staff accepts the offer of employment;

## **3. Students who will have an older brother or sister continuing at Ellis Guilford School at the time of admission of the younger child;**

For admission purposes a sibling connection is considered to be any of the following:

- a brother or sister who share the same parents;



- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage; □ adopted or fostered children or children living in the same household under the terms of a child arrangements or special guardianship order.

#### **4. Students who live closer to Ellis Guilford School than any other school;**

### **3. DISTANCE TIEBREAKER**

**3.1** If two students live exactly the same distance away from the school, random allocation will be used as an additional tiebreak to decide who has the highest priority for admission (supported by the governing body).

**3.2** Children living in blocks of flats will be deemed to reside at the same address and equidistant from the Academy. Random allocation will then be used as a tiebreak to decide who has the highest priority for admission, if the distance between a child's home and the Academy is equidistant in any individual case.

**3.3** Random allocation will not be applied to multiple birth siblings (twins and triplets etc...) from the same family tied for a final place. The academy will admit them all and exceed the PAN. This is applicable for co-ordinated admissions and in year transfers.

### **4. OVERRIDE**

**4.1** The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at Ellis Guilford School (e.g. where the school has specialist provision)\*\*;
- Pupils with exceptional medical, mobility, or social grounds that can only be met at Ellis Guilford School \*\*.

\*\*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the school to assess your child as having a stronger case than other children. Each case will be considered on its merits by the governing body.

### **5. WAITING LISTS**

**5.1** Waiting lists will be maintained for the 2022 autumn term. Thereafter, waiting lists for year 7 and for years 8 and 9 will be maintained for a period of 40 school days from the date of refusal of a place or until the last day of the 2022 summer half term, whichever is the sooner. Waiting lists will not be maintained for key stage 4 (years 10 and 11).



## 6. LATE APPLICATIONS

**6.1** All applications received after the deadline of 31 October 2021 will be considered as late applications. Late applications will only be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, the child will be placed on the school's waiting list.

**6.2** Applications after the deadline but before 5pm on 30 November 2021 will be considered as an on time application, only under exceptional circumstances. Examples include:

- A family returning from abroad
- A lone parent/carer who has been ill for some time
- A family moving into Nottingham City from another area
- Other exceptional circumstances

**6.3** All other late applications and any under paragraph 6.3 received after 5pm on 30 November 2021 will be dealt with after the national offer day.

## 7. IN-YEAR ADMISSIONS

**7.1** Ellis Guilford School will consider all such applications made directly to the school. Further details on how to apply, including application forms can be found here: <https://www.ellisguilfordschool.org.uk/main/ellis-guilford/admissions>

## 8. ADMISSION OF PUPILS OUTSIDE THE NORMAL AGE GROUP

**8.1** Parents may seek a place for their child outside of the normal age group for example, if the child is exceptionally gifted and talented or has experienced problems such as ill health. The School anticipates that children who are educated out of their normal age group will be a small minority due to the exceptional circumstances.

**8.2** Applications for this are to be followed via the procedure for In-Year Admissions, applying for a place in the normal age group as well as making an application for being outside the normal age group, following the procedure set out by your home Local Authority.

**8.3** A decision will be made upon which year group the child should be admitted to, taking into account the circumstances of each case and the best interests of the child. In addition, the views of the Principal, including their statutory responsibility for the internal organisation, management and control of the School. The governing body will take into account the views of the parents and appropriate medical and educational professionals.

**8.4** Once a decision has been made, the oversubscription criteria will take effect to determine if a place can be offered at the School.



**8.5** Statutory rights of appeal remain unaffected if a refusal to the School is given when applying for admission outside the normal age group. The right of appeal is affected if an allocation is offered but not in your preferred age group.

**8.6** The school does not have to honour a decision made by another admission authority on admissions outside of the normal age group.

## **9. RIGHT OF APPEAL**

**9.1** Parents whose application is turned down shall be entitled to appeal to an independent appeal panel. An application for appeal has to be submitted within 20 school days from the date stated on the refusal letter. Further details are available from Ellis Guilford School.

**9.2** Right of appeal is not applicable to the parent/carer of a child who has been permanently excluded from two school and where at least one of those exclusions took place after 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place.

## **10. FAIR ACCESS PROTOCOL**

**10.1** Local Authorities are required to have Fair Access Protocols in place to ensure that students without a School place, especially those most vulnerable are admitted to a suitable school at the earliest possible opportunity. This will include admitting when a School has reached its published admission number and is already full.

**10.2** Ellis Guilford School supports and participates in the Fair Access Protocols for Nottingham City Council.

## **11. ADDITIONAL INFORMATION**

**11.1** Following the offer of a place at Ellis Guilford School, parents/carers can be asked to provide evidence of their child's identification and main residence to comply with Ellis Guilford's admissions criteria. The forms of identification may include:

- Birth Certificate – a short version is acceptable.
- NHS Registration Document.
- Council Tax Bill.
- Two current utility bills dated within the past six months.

## **12. CONTACT DETAILS**

To speak to someone at the School regarding admissions, please use one of the following methods:

T: 0115 913 1338

E: [admissions@ellisguilfordschool.org.uk](mailto:admissions@ellisguilfordschool.org.uk)

W: [www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk)



Postal address:

FAO: Admissions  
Ellis Guilford School  
Bar Lane  
Basford  
NG6 0HT