



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



Admission Arrangements 2020/21



ADMISSION ARRANGEMENTS FOR 2020/2021

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.

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.

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, after consultation with the Local Authority, has been named on the EHCP as appropriate provision.

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 the Local Authority. Parents of children in other year groups should apply directly to the school.

Admissions criteria

When there are more applications for places than there are places available, priority will be given in the following order:

- 1. Children in public care (looked after children) or previously in public care.**
- 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;**
- 4. Students who live closer to Ellis Guilford School than any other school;**
- 5. Other students**



Distance tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school.

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.

Oversubscription criteria for Ellis Guilford School 2020/21

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). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the School Admissions Team).

Pupils who have a Statement of Special Educational Need or an Education, Health and Care Plan, where that school is named in the child's statement or plan will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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. An adoption order is an order 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). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 12 of the Children and Families Act 2014. 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. Places will then be allocated to pupils who, at the closing date for applications, live closest to the school, whose parents have requested a place at the school and who, at the time of admission, will have a sibling attending the school.
3. Places will then be allocated to other pupils who, at the closing date for applications, live closest to the school and whose parents have requested a place at the school.



4. Places will then be allocated to pupils whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school.

5. Places will then be allocated to other pupils whose parents have requested a place at the school.

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)**;
- children of travellers, 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 Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by Nottingham City Council.

Waiting lists will be maintained for the 2020 autumn term only for year 7 at the school. 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 2020 summer half term, whichever is the sooner. Waiting lists will not be maintained for key stage 4 (years 10 and 11).

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.

Where applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavour to offer places at Ellis Guilford School, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel***. (Full details will be provided at the time of refusal).

***(Except, the parent/carer of a child who has been permanently excluded from two schools 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).



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.

In-Year Admissions

Ellis Guilford School will consider all such applications made directly to the school or via the Local Authority.

Right of appeal

Parents whose application is turned down shall be entitled to appeal to an independent appeal panel. Further details are available from the Local Authority who manage the Appeals process for Ellis Guilford School.

Additional Information

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.