ADMISSION ARRANGEMENTS 2027-28

NAME OF SCHOOL: THE MINSTER SCHOOL FOR ENTRY TO YEAR 12

This school is a member of the Minster Trust for Education (MITRE), that organisation being its admissions authority.

The Minster Trust for Education is an inclusive learning community based on the principle of sharing. It operates for the collective good of pupils and students such that high-quality education is sustained and supported, underpinned by strong values, Christian or otherwise. Each member school is unique in its own right and also distinctly part of MITRE.

"Recognising its historic position within the Foundation of Southwell Minster, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Cathedral, Parish and Diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to its students and all other members of the school community."

Students on roll in Year 11, who meet the academic entry requirements, will progress into Year 12 if they wish to do so.

ADMISSION ARRANGEMENTS FOR EXTERNAL APPLICANTS

All parents or students seeking a place must submit a Minster School Sixth Form Application Form via the school's online portal The Minster School (applicaa.com). Provisional places will be allocated to those who have applied by the closing date, **Friday 20th November 2026**, and will be confirmed after the publication of results to those meeting the academic entry requirements.

Applications are welcomed from outside of the Minster School. The Published Admission Number (PAN) for external entry into Y12 will be **40**. Further places will be awarded if there are places available, for any applications received after the closing date.

Students who have an Education, Health and Care Plan (EHCP) where the Minster School is named will be admitted.

Oversubscription criteria

In the event of there being more applicants than places available, the deciding factors will be, in order of priority:

a) 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). See definitions page.

b) Students who have a sibling (as defined below) on the Minster School roll at the time of entry into Y12.

c) * Whether either parent and/or the student currently worships at least monthly and has/have done so for at least two years, at a Church of England Church as a communicant, and is living in the Catchment Area (see below) at the time of entry to Y12. **Please refer to paragraph below on measurement of attendance.

d) * Whether either parent and/or the student currently worships at least monthly and has/have done so for at least two years at a Church of England Church as a communicant. **Please refer to paragraph below on measurement of attendance.

e) * Whether either parent and/or the student currently worships at least monthly and has/have done so for at least two years at a Church of England Church and, but who are not communicants. **Please refer to paragraph below on measurement of attendance.

f) Any other child not meeting any of the previous criteria.

** Applicants who wish for religious commitment to be considered should complete the relevant section of the Supplementary Form and have it counter-signed by their Minister of Religion. This factor cannot be considered without such verification.*

In the event of oversubscription within all but the first criterion, preference will be given to the child living nearest the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school, using computerised distance measuring software. Where two or more applicants 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).

ADDITIONAL INFORMATION

Measurement of attendance

**In the event that during the period specified for attendance at worship the church or, in relation to those other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those other faiths, relevant place of worship, or alternative premises have been available for public worship.

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. Where an offer of a place is found to be fraudulent, effectively denying a place to a child with a higher priority the offer may be withdrawn.

Waiting list

In the event of over subscription, and where an application has been refused, the school will operate a waiting list which will remain in place until 1st October each year. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The Governors of the school will administer the waiting list. Inclusion on the waiting list does not mean a place will become available.

Appeal

All applicants who are refused a place in the school have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place with the school admissions officer.

Late and in-year applications

Late applications are those submitted after the closing date. Late applications will be considered after the closing date if the applicant can provide evidence that there were exceptional reasons for missing this date, for example family bereavement, hospitalisation, or family trauma. All other applications received after this date will be considered late.

Applications for in-year admissions will be processed directly by the school up until 1st October each year. In the event of a place being available it will be offered. If no places are available, the application will be refused and given the right to appeal. Waiting lists are held for in-year applications up until 1st October.

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group but only in very exceptional circumstances. Reasons might include ill health of the child or if a child is gifted and talented. Parents should submit a request in writing to the school as early as possible and the school will make a decision on a case-by-case basis, considering the best interests of the child concerned. Only in the most exceptional of circumstances will a child be educated outside their normal age group. Further details can be found at Applying for a school place | Nottinghamshire County Council

SOME DEFINITIONS

Minimum Entry Requirements

Students commencing a standard 3 A level programme will need to have achieved at least 5 GCSEs or equivalent at grade 4 - 9 or above in separate subjects to include English and Maths. There are additional GCSE grade requirements for individual A Level subjects, and these are detailed in the Sixth Form Prospectus.

Sibling (brother or sister)

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities, and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through the courts; evidence of this may be required.

Residence

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 the foster parent address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. 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 to be 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. The governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

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. (The DfE plans to publish non-statutory guidance to support admission authorities with decisions for IAPLAC applications).

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).