



## **Policy Documentation**

# **Admissions and Appeals for the admission year 2020-21**

**Responsibility for review: Executive Principal**

**Date of next review: October 2019**

**Last Consultation period: December 2016 – January 2017**

**Determined by: Trust Board – 18 February 2019**

# Admissions

## Statement of Policy

The Academy is committed to:

- admitting an intake reflective of all local communities;
- resolving a situation where there may be more applications than places available;
- providing a consistency of approach in a potentially emotive area;
- demonstrating that we are applying our oversubscription criteria equally and fairly;
- ensuring that children with special educational needs and disabilities, and vulnerable children are not treated less favourably than other applicants;
- working collaboratively with Leeds Local Authority to improve behaviour and reduce exclusions by agreeing to the Fair Access Protocol.

## The aims are:

- to ensure that places are awarded fairly and openly;
- to ensure that all prospective parents are aware of the admissions procedures;
- to guarantee that all applications will be processed efficiently and within an agreed time span;
- to demonstrate that our procedures comply with the School Admissions Code;
- to provide an appropriate Appeal procedure for those who are dissatisfied with the outcome of their applications which complies with the School Admission Appeals Code.

## Procedures for Reception entry

### The admission arrangements are:

- a) There are 60 places available.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on local authorities' websites and in Leeds Local Authority's booklet "Starting Primary School in Leeds". Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- c) Applications have to be made on the Common Application Form (CAF) provided by the local authorities by the deadline of 15<sup>th</sup> January.

### Oversubscription criteria

The Academy will admit up to 60 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- a) Looked-after children and children who were previously looked after. See note 1 for a definition of these terms.

Those wishing to apply for a previously looked-after child need to complete Leeds local authority's **Priority 1a Supplementary Form** (appendix 1) and submit this to the local authority with their application form (CPF/ICPF) along with a copy of the adoption certificate or court order.

Allocation of a place will be decided based on the information received.

- b) Children who have exceptional medical or social need. Each application must include evidence, from a medical specialist (paediatrician/consultant) or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted with the application, a child's medical or social needs cannot be considered.

Those wishing to apply under this category need to complete Leeds local authority's **Priority 1b Supplementary Form** (appendix 2) and submit this directly to the Academy with the supporting evidence.

The Governing Body will decide on the allocation of a place based on the information received.

For primary applications only, we will also consider a parent's access needs where they are deemed essential (as described above).

- c) Up to two children of staff, who have been in post for at least two years, or who have been appointed to a post for which there is a demonstrable skill shortage. See note 2 for how to apply.
- d) Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission (see note 3 for a definition of sibling).
- e) Admission of children on the basis of proximity to the Academy using straight-line measurement from the school to the home address (see note 4). Straight-line measurements is from a defined point on the main school building to the home address. The point Leeds LA measure to as the home address is determined by the LLPG (Local Land and Property Gazetteer) which provides coordinates for every dwelling. If the address cannot be matched, the centre of the dwelling will be used.

Where a child is allocated a place and they have a sibling/s (brothers or sisters) applying for the same year group, the sibling/s will also be offered a place/s (see note 5).

#### *Tie-break*

If in categories c) and d) above, a tie-break is necessary to determine which child is admitted, the place will be decided based upon proximity to the Academy using straight-line measurements (as detailed in category e)).

Where two or more children in these criterion live equidistant from the Academy, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 6).

#### *Notes*

1. 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 (see the definition in Section 22(1) of the Children Act 1989).

A previously looked-after child is a child who, immediately after being looked-after, became

subject to adoption, a child arrangements order or special guardianship order, or a child who has been in state care outside of England and ceased to be so as a result of being adopted.

2. Applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer, stating the name, post, and length of service of the member of staff and the child's name and date of birth.

This e-mail or letter is required in addition to the submission of a completed local authority application form.

3. In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters *living at the same address*. It does not include cousins or other family members sharing a house.
4. 'Home address' is identified as where the child usually lives with their parent or carer. Where shared care arrangements are in place, both parents must agree which address will be used on the application to Leeds local authority and this should be the address where the child lives for the majority of the week. If no declaration is received by the closing date, Leeds LA will take the home address as being where the child is registered with their GP. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.
5. Where twins or triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining sibling/s will also be offered a place/s above the admission number.
6. All applications will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top to the biggest number at the bottom.

The randomisation process will be supervised by an independent clerk of the independent appeals panel.

### *Deferred entry*

Parents will be offered a full-time place in the September following their child's fourth birthday. Parents do, however, have a right for their child to attend on a part-time basis or to defer the start until their child reaches compulsory school age (age 5). Parents should notify the Principal if they wish to exercise these rights. In such instances children will commence schooling at the beginning of a term.

Where entry is deferred, the school will hold the place and not offer it to another child during the remainder of the school year for which the application was made. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term (in April) of the school year for which they applied.

Children reach compulsory school age on the prescribed day following their 5<sup>th</sup> birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### *Requests to offset*

Where parents feel that their summer born child's needs are such that they would benefit from starting school a year later, they may request this using the local authority's 'Deferment Application Form'. Further information on this is available in the Schools & Learning section of the authority's website.

## **Calendar for admission**

*November 2019 onwards*

Open Events will be held.

*Late November 2019*

Local authority booklet and common application form (CAF) is made available.

*15<sup>th</sup> January 2020*

Deadline for receipt of:

- local authorities' common application forms.
- Priority 1a and Priority 1b supplementary forms and any documentation in relation to these applications.
- applications under the children of staff oversubscription criteria.

*16<sup>th</sup> April 2020*

Local authorities write with offers made to parents for all schools in their schemes

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December.

## **Late applications**

Late CPF applications will be administered in accordance with the Leeds City Council's coordinated scheme.

## **Procedures for Year 7 entry**

**The admission arrangements are:**

- a) There are 112 places available.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on local authorities' websites and in Leeds Local Authority's booklet "Starting Secondary School in Leeds". Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- c) Applications have to be made on the Common Application Form (CAF) provided by the local authorities.

## **Oversubscription criteria**

The Academy will admit up to 112 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 112 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- a) Looked-after children and children who were previously looked after. See note 1 for a definition of these terms.

Those wishing to apply for a previously looked-after child need to complete Leeds local

authority's **Priority 1a Supplementary Form** (appendix 1) and submit this to the local authority with their application form (CPF/ICPF) along with a copy of the adoption certificate or court order.

Allocation of a place will be decided based on the information received.

- b) Children who have exceptional medical or social need. Each application must include evidence, from a medical specialist (paediatrician/consultant) or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted with the application, a child's medical or social needs cannot be considered.

Those wishing to apply under this category need to complete Leeds local authority's **Priority 1b Supplementary Form** (appendix 2) and submit this directly to the Academy with the supporting evidence.

The Governing Body will decide on the allocation of a place based on the information received.

- c) Up to two children of staff, who have been in post for at least two years, or who have been appointed to a post for which there is a demonstrable skill shortage. See note 2 for how to apply.
- d) Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission (see note 3 for a definition of sibling).
- e) Admission of children on the basis of proximity to the Academy using straight-line measurement from the school to the home address (see note 4). Straight-line measurements is from a defined point on the main school building to the home address. The point Leeds LA measure to as the home address is determined by the LLPG (Local Land and Property Gazetteer) which provides coordinates for every dwelling. If the address cannot be matched, the centre of the dwelling will be used.

Where a child is allocated a place and they have a sibling/s (brothers or sisters) applying for the same year group, the sibling/s will also be offered a place/s (see note 5).

#### *Tie-break*

If in categories c) and d) above, a tie-break is necessary to determine which child is admitted, the place will be decided based upon proximity to the Academy using straight-line measurements (as detailed in category e)).

Where two or more children live equidistant from the Academy, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 6).

#### *Notes*

1. 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 (see the definition in Section 22(1) of the Children Act 1989).

A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, a child arrangements order or special guardianship order, or a child who has been in state care outside of England and ceased to be so as a result of being adopted.

2. Applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer, stating the name, post, and length of service of the member of staff and the child's name and date of birth.

This e-mail or letter is required in addition to the submission of a completed local authority application form.

3. In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters *living at the same address*. It does not include cousins or other family members sharing a house.
4. 'Home address' is identified as where the child usually lives with their parent or carer. Where shared care arrangements are in place, both parents must agree which address will be used on the application to Leeds local authority and this should be the address where the child lives for the majority of the week. If no declaration is received by the closing date, Leeds LA will take the home address as being where the child is registered with their GP. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.
5. Where twins or triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining sibling/s will also be offered a place/s above the admission number.
6. All applications will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top to the biggest number at the bottom.  
The randomisation process will be supervised by an independent clerk of the independent appeals panel.

### **Calendar for admission**

#### *September 2019 onwards*

Local authority booklet & common preference form (CPF) is made available.

Open events will be held.

#### *31<sup>st</sup> October 2019*

Deadline for receipt of:

- local authorities' common application forms.
- Priority 1a and Priority 1b supplementary forms and any documentation in relation to these applications.
- applications under the children of staff oversubscription criteria.

#### *1<sup>st</sup> March 2020*

Local authorities write with offers made to parents for all schools in their schemes.

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December.

### **Late applications**

Late CPF applications will be administered in accordance with the Leeds City Council's coordinated scheme.

### **In-year admissions from September 2020**

- In the primary school there are 60 places in Reception to Year 2 and 30 places in Year 3.
- In the secondary school there are 112 places in Years 7 to 9.

- Applications should be made on Leeds local authority's 'In Year Common Preference Form' (ICPF) which needs to be returned directly to the local authority. On receipt of an ICPF, the authority will send a copy of this to the Academy.

Where vacancies occur, places are not offered based on the length of time names have been on the list. They are filled solely in line with the oversubscription criteria stated above. It is, therefore, possible that a child may be added to the list who qualifies more highly within the criteria than children already on the list because each time a child is added, the list will be ranked again in line with the published oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (explained below) take precedence over those on a waiting list.

### **Fair access protocol**

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the district, to admit a proportion of these children.

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

Parents may request that their child is admitted outside their normal age group, for instance, where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account the view of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the Governing Body to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Enclosed with this should be any evidence in support of their case; some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Governing Body will advise the parent whether the request for admission out of age group has been agreed or the reason for any refusal. Where the Governing Body refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.



# Waiting lists and appeals

## Waiting lists

If your child is not offered a place at the Academy, your child's details will automatically remain on the waiting list until the end of the academic year (July 2021). You will need to make a new school transfer application in early July if you wish for your child to remain on the waiting list for the next academic year.

When places become available they will be filled as described above.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. This is a legal process and places are not 'reserved' for appeal panels to offer.

Appellants can get further details about the appeals process and download the appeal form by visiting the Leeds LA website or contacting Leeds LA:

Website: <http://www.leeds.gov.uk/residents/Pages/Admissions-Appeals.aspx>

Telephone: 0113 222 4414

Email: [education.appeals@leeds.gov.uk](mailto:education.appeals@leeds.gov.uk)

The timetable for appeals can be found on the Appeals page of the Academy website.

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**School Admissions Priority 1a Supplementary Information Form**



To be completed when requesting priority admission for a previously looked after child.

Please do not complete this form if the child is currently looked after by the Local Authority – the social worker should complete the online application

**Year group applied for:**

(eg Reception, Yr 7, Yr 4)

**CHILD DETAILS**

**Surname:** \_\_\_\_\_ **Forename(s):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**FAMILY/CARER'S DETAILS**

**Parent / Carer's Names:** \_\_\_\_\_

**Address (if different from above)** \_\_\_\_\_

**Other person/s with parental responsibility** \_\_\_\_\_

**Address (if different)** \_\_\_\_\_

The School Admission Code (2014) gives priority admission to children who were previously looked after by a Local Authority but have left care through an Adoption Order, Special Guardianship Order or Child Arrangements Order. To claim this priority, please answer the following questions:

**Which Local Authority** (or state if you child was adopted from care outside of England) **cared for the child immediately before the order was made:**

.....

**Which court order do you hold for the child:**

Adoption Order  Special Guardianship Order  Child Arrangements Order

**Please attach a copy of this order to the form** - you can delete sensitive information (for example the name of the birth parents) if you wish to do so. The fact you have applied for admission under this priority will be known to the school. The court order will not be stored against your child's records.

## PRIVACY NOTICE

Leeds City Council takes its obligations under the Data Protection legislation very seriously. The Admissions team collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against the Council's and school's policies for admissions. Our service also needs to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child's 25<sup>th</sup> birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council's assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact: [dpfoi@leeds.gov.uk](mailto:dpfoi@leeds.gov.uk); or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council's privacy notice including contact information for the Council's Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

**\*PARENTS/CARERS SIGNATURE REQUIRED\***

**Please return this form by email to:**

[Education.annual.cycle@leeds.gov.uk](mailto:Education.annual.cycle@leeds.gov.uk)

**Or by post:**

**Leeds City Council  
PO Box 837  
School Admissions  
Leeds  
LS1 9PZ**

### **Checklist**

- Have you answered all the questions?
- Attached a copy of the court order?
- Signed and dated the form



**Priority 1b Admissions Supplementary Information Form**

To be completed by parents who are requesting priority admission at one specific school due to exceptional needs (Priority 1b of the Admissions Policy)

**Year group applied for:**

Eg. Rec, Yr 7, Y4 etc \_\_\_\_\_

**CHILD DETAILS**

**Surname:** \_\_\_\_\_

**Forename(s):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**FAMILY/CARER'S DETAILS**

Parents / Carer's Names: \_\_\_\_\_  
\_\_\_\_\_

Address (if different from above) \_\_\_\_\_  
\_\_\_\_\_

Other person/s with parental responsibility \_\_\_\_\_

Name \_\_\_\_\_

Address (if different) \_\_\_\_\_  
\_\_\_\_\_

**SCHOOL / SETTING DETAILS**

Name of requested school / setting: \_\_\_\_\_

NB you can only request one - Please check the school admissions policy as not all schools offer 1b priority

**FUNDING FOR INCLUSION (FFI)**

**Does this child currently receive additional funding?**

**Primary Need**

**Band :** \_\_\_\_\_

**Tier :** \_\_\_\_\_

**Any Additional Bands of FFI?** \_\_\_\_\_

**Total Number of Units :** \_\_\_\_\_

**For children in receipt of E band funding please indicate if needs are relating one of the following (tick) :**

**Specific Language Impairment (SLI)**

**Yes**

**No**

**Autism / Pragmatic Need**

**Yes**

**No**

**Please describe the child's Special Educational Need:**

**What provision is required to meet the child's needs?**

1. Please attach a copy of the provision map/plan in place and/or Individual health care plan
2. Please ensure that a copy of the most recent FFI review and individual learning, behaviour or education plan is attached
3. For children transferring into reception the most recent ISAR paperwork must be attached

**Please describe why only the requested school/setting is able to meet need.**

i.e. What is able to be provided at the requested school that is not available at any other school in relation to the provision your child requires.

**Name of Supporting Professional**

Name .....

Designation .....

Signature .....

Contact Address .....

Contact Tel No

Date of Referral

Name/s and designation/s of any other professionals who are currently involved with the child

.....  
.....

**Parents Views (to completed by the parent)**

**Pupil Views** (For those pupils transferring to Secondary education please ensure their view is included)

**PRIVACY NOTICE**

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Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child’s 25<sup>th</sup> birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council’s assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact: [dpfoi@leeds.gov.uk](mailto:dpfoi@leeds.gov.uk); or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council’s privacy notice including contact information for the Council’s Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

**\*PARENTS/CARERS SIGNATURE REQUIRED\***

Signed.....Date.....

**Please return this form to:**

**Leeds City Council  
PO Box 837  
School Admissions  
Leeds  
LS1 9PZ**





## **Checklist**

Have you:

- Provided an overview of your child's needs
- Given details of any additional funding in place
- Attached a provision plan/map
- Attached an Individual Healthcare Plan (if appropriate)
- Attached the most recent FFI review (Year 6-7 transfer)
- Attached the most recent ISAR review (Nursery-Reception transfer)
- Given a description of why only the requested school can meet need
- Attached a report from a supporting professional
- Signed and dated the form