



## **Policy Documentation**

# **Admissions and Appeals for the admission year 2018/19**

**Responsibility for Review: Executive Principal**  
**Date of Next Review: 01/09/2017**

# Admissions

## Statement of Policy

The Academy is committed to:

- admitting an intake reflecting all local communities;
- resolving a situation where there may be more applications than places available;
- ensuring a consistency of approach in a potentially extremely emotive area;
- demonstrating that we are applying our oversubscription criteria equally and fairly;
- ensuring that children with Special Needs 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.

### 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 or children who were previously looked after e.g. because they were adopted or became subject to a child arrangements order or special guardianship order. (See note 1 for a definition of the term 'looked-after child'.)
- b) Pupils with special medical or social reasons for admission where they are deemed essential by an independent professional recommendation e.g. from the child's/parent's paediatrician/consultant or a social worker (see note 2).

For primary applications only, we will also consider a parent's access needs, where they are deemed essential as described above (see note 2).

- c) Up to two children of staff who have been appointed to a post for which there is a demonstrable skill shortage.
- 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 the term 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 four). This is as defined by Leeds local authority i.e. being from the centre of the main school building to your home address as determined by the Royal Mail Postcode Address file. Where the postcode cannot be matched, the centre of the dwelling will be used.

### *Tie-break*

If in categories c) to e) 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 criteria live equidistant from the Academy, the place will be allocated using random allocation undertaken by an independent body unconnected with the Academy Trust.

### *Twins or triplets*

Where a family of twins or triplets request admission and only one of the children can be offered a place, the remaining sibling(s) will also be offered a place/(s) above the admission number.

### *Notes*

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. Allocation of a place would be decided based on receipt of a letter by the governors and where the governors consider that a place should be offered on these grounds.
3. In addition to brothers and sisters, the term sibling includes legally adopted children, and step- and half-brothers or sisters *living at the same address*. Please note that if we are heavily oversubscribed, we cannot guarantee to offer a place to every sibling.
4. 'Home address' is identified as where the child lives for the majority of the week. Where parents have shared responsibility for a child and the child lives part of the week with each parent, the address where the child is registered for his or her GP will take precedence.

### *Deferred entry for infants*

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 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.

### *Admission of children outside their normal year 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 Academy Trust 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 a 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:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- 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 school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application for a child who would 'normally' be a year 1 child for a Reception place, will be considered alongside all other applications for Reception. Parents must, therefore, make their applications at the correct time to be considered.

## **Calendar for admission**

*12<sup>th</sup> October 2017*

Open event to be held from 9am; Dixons Trinity Chapeltown Primary (temporary building)

*9<sup>th</sup> November 2017*

Open event to be held from 5pm

*23<sup>rd</sup> November 2017*

Open event to be held from 10am

*1<sup>st</sup> December 2017*

Open event to be held from 9am

*10<sup>th</sup> January 2018*

Open event to be held from 9am

*15<sup>th</sup> January 2018*

Deadline for completion and receipt of the local authorities common application forms

*16<sup>th</sup> April 2018*

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

## **Procedures for Year 7 intake**

### **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 or children who were previously looked after e.g. because they were adopted or became subject to a child arrangements order or special guardianship order. (See note 1 for a definition of the term 'looked-after child'.)
- b) Pupils with special medical or social reasons for admission where they are deemed essential by an independent professional recommendation e.g. from the child's/parent's paediatrician/consultant or a social worker (see note 2).

- c) Up to two children of staff who have been appointed to a post for which there is a demonstrable skill shortage.
- 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 the term 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 four). This is as defined by Leeds local authority i.e. being from the centre of the main school building to your home address as determined by the Royal Mail Postcode Address file. Where the postcode cannot be matched, the centre of the dwelling will be used.

### *Tie-break*

If in categories c) to e) 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 place will be allocated using random allocation undertaken by an independent body unconnected with the Academy Trust.

### *Twins or triplets*

Where a family of twins or triplets request admission and only one of the children can be offered a place, the remaining sibling(s) will also be offered a place/(s) above the admission number.

### *Notes*

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. Allocation of a place would be decided based on receipt of a letter by the governors and where the governors consider that a place should be offered on these grounds.
3. In addition to brothers and sisters, the term sibling includes legally adopted children, and step- and half-brothers or sisters *living at the same address*. Please note that if we are heavily oversubscribed, we cannot guarantee to offer a place to every sibling.
4. 'Home address' is identified as where the child lives for the majority of the week. Where parents have shared responsibility for a child and the child lives part of the week with each parent, the address where the child is registered for his or her GP will take precedence.

## **Calendar for admission**

### *4<sup>th</sup> October*

Open event – presentations at 5pm, 6pm and 7pm; Dixons Trinity Chapeltown Primary (temporary building)

### *7<sup>th</sup> October*

Open event – presentations at 10am, 11am and 12noon; Dixons Trinity Chapeltown Primary (temporary building)

31<sup>st</sup> October 2017

Deadline for completion and receipt of the local authorities common application forms

1<sup>st</sup> March 2018

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

## Waiting lists and appeals

### In-year admissions from September 2018

- There are 30 places in Reception.
- Applications should be made on the local authorities 'In Year Application Form'.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where place become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered when anyone is added to or leaves the waiting list.

You can make a formal appeal to an independent appeal panel, for any school that you have applied for. This is a legal process and places are not 'reserved' for appeal panels to offer. The Government has set a limit on the size of infant classes and this means that no reception, year 1 or year 2 class can have more than 30 children with one teacher. You can get further details about the appeals process and download the appeal forms from the Local Authority website:

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

Further details about appeals is also available by contacting the local authority via:

Telephone: 0113 222 4414

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