

Admissions & Appeals policy for the admission year 2023-24

Responsibility for review: Executive Principal

Date of next review: October 2023

Last consultation period: December 2016 – January 2017

Determined by: Trust Board – 13 January 2022

Admissions

Statement of Policy

The Academy is committed to:

- admitting an intake reflecting all local communities
- resolving a situation where there are many 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 all schools within the local authority to improve behaviour and reduce exclusions by participating in the writing of and adhering to the Fair Access Protocol.

The aims are:

- to ensure that places are awarded fairly and openly
- to ensure that parents / prospective students are aware of the admissions procedures
- to guarantee that all legitimate 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 Leeds Local Authority's [website](#). Where the Academy receives more applications than places available, the oversubscription criteria will apply.
- c) Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.

Oversubscription criteria

The Academy has an agreed admissions number of 60 children for entry in Reception. The Academy will accordingly admit up to 60 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 60 or fewer apply.

If the Academy is oversubscribed, after the admission of children with 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. See note 1 for a definition of these terms.

Those wishing to apply for a previously looked-after child need to complete a Previously looked-after child supplementary form (appendix 1) and submit this to the Academy 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 social or medical need, supported by a written recommendation from the child's paediatrician / consultant or a professional from Children's Services. The recommendation **must** explain why the Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child.

Those wishing to apply under this category need to complete an Exceptional need supplementary information form (see note 2 and appendix 2) and submit this directly to the Academy with the supporting evidence. The Governing Body will decide on prioritisation for a place based on the information received and parents will be informed if the application meets this criterion before the end of March.

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



- c) Up to 2 children of staff, who have been in post for at least two years, or to staff recently appointed to a post for which there is a demonstrable skill shortage. See note 3 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 4 for a definition of sibling).
- e) Admission of children based on proximity to the Academy using straight-line measurement from the school to the home address (see note 5). The distance measurements use LLPG coordinates for the Academy and the residential property. Straight line distance is then measured between the two sets of coordinates using GIS mapping. If the home 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 (brother/s or sister/s) applying for the same year group, the sibling/s will also be offered a place/s (see note 6).

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 criteria 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 7).

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, child arrangements order or a special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England¹ and ceased to be so because of being adopted.

2. The Exceptional Need supplementary information form is required in addition to the submission of a completed local authority common application / preference form (CAF / CPF).
3. Children of staff 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, the name of the Academy, and the child's name and date of birth.

The e-mail or letter is required in addition to the submission of a completed local authority application / preference form (CAF / CPF).
4. 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.
5. '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.
6. 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.
7. The 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 of the list to the biggest number at the bottom.

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

Deferred entry

Children are entitled to a full-time place in the September following their fourth birthday. Parents can request for their child to start their schooling on a part-time basis or to defer the start, until their child reaches compulsory school age; these requests should be addressed to the Principal. In such instances children will commence schooling at the beginning of a term.

Where entry is deferred, the Academy 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 point at which the child reaches their fifth birthday, nor beyond the beginning of the summer term (in April) of the school year for which a place was offered.

¹ 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.

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 Request to start school out of the chronological age group form (appendix 3) which is available at the end of this document. Further information on off-setting is available in the School Admissions section of Leeds local authority's [website](#) and in the document '[Summer Born Children – Starting School: Advice for parents](#)'.

Calendar for admission (primary)

November 2022

Local authority information and common application / preference form (CAF / CPF) is made available.

November 2022 – January 2023

Open event - for details of this, please see the Academy website.

15 January 2023

Deadline for receipt of:

- local authorities' common application / preference form (CAF / CPF).
- supplementary information forms and any supporting documentation in relation to applications for previously looked-after children and those applying under exceptional need
- letters or e-mails in relation to applications under children of staff oversubscription criteria.
- request to offset forms and any documentation relating to the request

17 April 2023

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 that year.

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 in Year 7.
- b) Scholars in Year 6 at the Academy will have an automatic right to transfer into Year 7. Where parents want to apply for a place at a different school, they should still complete the form specified at point d) (below) by the stated deadline.
- c) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on Leeds local authority's [website](#). Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- d) Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.

Oversubscription criteria

The Academy has places for 112 children in Year 7. Because the Academy is an all-through Academy, places are automatically available to children already attending the Academy in Year 6. Consequently, the published admission number for the Academy is 82 in September 2023.

The Academy will accordingly admit up to 82 children if sufficient applications are received. All applicants will be admitted if 82 or fewer apply. If any of the Year 6 children do not require a place, those places will be allocated to other children applying.

If the Academy is oversubscribed, after the admission of children with 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. See note 1 for a definition of these terms.

Those wishing to apply for a previously looked-after child need to complete a Previously looked-after child supplementary form (appendix 1) and submit this to the Academy 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 social or medical need, supported by a written recommendation from the child's paediatrician / consultant or a professional from Children's Services. The recommendation **must** explain why the Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child. 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 an Exceptional need supplementary information form (see note 2 and appendix 2) and submit this directly to the Academy with the supporting evidence. The Governing Body will decide on prioritisation for a place based on the information received and parents will be informed of the outcome before the end of December.

- c) Up to 2 children of staff, who have been in post for at least two years, or to staff recently appointed to a post for which there is a demonstrable skill shortage. See note 3 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 4 for a definition of sibling).
- e) Admission of children based on proximity to the Academy using straight-line measurement from the school to the home address (see note 5). The distance measurements use LLPG coordinates for the Academy and the residential property. Straight line distance is then measured between the two sets of coordinates using GIS mapping. If the home 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 (brother/s or sister/s) applying for the same year group, the sibling/s will also be offered a place/s (see note 6).

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 criteria 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 7).

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, child arrangements order or special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England² and ceased to be so because of being adopted.
2. The Exceptional Need supplementary information form is required in addition to the submission of a completed local authority common application / preference form (CAF / CPF).
3. Children of staff 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, the name of the Academy, and the child's name and date of birth.
The e-mail or letter is required in addition to the submission of a completed local authority common application / preference form (CAF / CPF).
4. 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.
5. '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.
6. 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.

² 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.



7. The 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 of the list to the biggest number at the bottom.

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

Calendar for admission (secondary)

August / September 2022

Local authority information and common application / preference form (CAF / CPF) is made available.

September / October 2022

Open event - for details of this, please see the Academy website.

31 October 2022

Deadline for receipt of:

- local authorities' common application / preference form (CAF / CPF)
- supplementary information forms and any supporting documentation in relation to applications for previously looked-after children and those applying under exceptional need
- letters or e-mails in relation to applications under children of staff oversubscription criteria

1 March 2023

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 2023

- In the primary school there are 60 places in Reception to Year 5 and 30 places in Year 6.
- In the secondary school there are 112 places in each of Years 7 to 11.

Where vacancies occur, places are not offered based on the length of time children have been on the list but are filled in coordination with the local authorities and 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 Academy in accordance with a Fair Access Protocol (explained below) take precedence over those on a waiting list.

Applications should be made on Leeds local authority's In Year Common Preference Form (ICPF) which is available on the local authority's [website](#). The local authority will send your application to the Academy who will then contact you to advise you if a place can be offered or not.

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 learning, social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will decide on the based on the circumstances of the case and in the best interest of the child concerned, considering 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, via the Admissions Officer, to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Included with the e-mail or letter 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
- 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 for Reception or Year 7, your child's details will automatically remain on the waiting list until the end of December i.e., one term after the start of the year. You will need to make a fresh application in January for your child's details to remain on the waiting list (see In Year Admissions section for how to apply).

For in-year applications, the details will remain on the waiting list until the end of the academic year in which you apply (July). You will need to make a new application in August if you wish to apply for a place for the next academic year.

Where places become available, they will be filled in accordance with the oversubscription criteria.

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 local authority's [website](#) or by contacting them via:

Telephone: 0113 222 4414

Email: education.appeals@leeds.gov.uk



PREVIOUSLY LOOKED-AFTER CHILDREN SUPPLEMENTARY FORM

A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, a child arrangement order or a special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England³ and ceased to be so because of being adopted.

Please complete this form to requesting priority admissions for a *previously* looked after child. Please do not complete this form if the child is currently looked after by a local authority – the social worker should instead complete the local authority application form.

Year group applied for: (e.g. Reception, Year 1, Year 8)	
--	--

Child's details	
Surname:	
Forename:	
Date of birth:	
Address:	
Postcode:	

Which local authority (or country if you child was adopted from care outside of England) cared for the child immediately before the order was made?
LA / country:

Which court order do you hold for the child?			
Adoption order:		Child arrangement order:	
Special guardianship order:			

Please supply a copy of the order with this form. This information will be shared with the local authority who allocate places at the Academy.

Please turn over

³ 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.

Please sign and date this form:

Signed by		Name of parent / carer	
Date			

Checklist:

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

Please return the form and supporting documents by:

E-mail: info@dixonstc.com Please type in the subject line 'FAO Admissions Officer'

Post: FAO Admissions Officer, Dixons Trinity Chapeltown, Leopold Street, Chapeltown, Leeds, LS7 4AW



Appendix 2

EXCEPTIONAL NEED SUPPLEMENTARY FORM

To be completed when requesting priority under the exceptional medical or social need criterion (see extract below).

Priority b)

Children who have exceptional social or medical need, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services. The recommendation must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

Year group applied for: (e.g. Reception, Year 1, Year 8)	
--	--

Child's details	
Surname:	
Forename:	
Date of birth:	
Address:	
Postcode:	

Please describe the child's exceptional medical or social need in detail:

Please continue overleaf

Please turn over

Please describe the child's exceptional medical or social need (continued from previous page):

Documents provided in support of the application
Please list below all of the documents you are enclosing with this form.

Signed by		Name of parent / carer	
Date			

- Checklist:**
- Have you completed all sections?
 - Have you included the supporting documents?
 - Signed & dated the form?

This form and information will be shared with the local authority who allocate places at the Academy.

Please return the form and supporting documents by:
 E-mail: info@dixonstc.com Please type in the subject line 'FAO Admissions Officer'
 Post: FAO Admissions Officer, Dixons Trinity Chapeltown, Leopold Street, Chapeltown, Leeds, LS7 4AW

REQUEST TO START SCHOOL OUT OF THE CHRONOLOGICAL AGE GROUP

This form should only be used by those parents/carers requesting their child starts school in Reception, a full year behind their chronological age group. You should read the document '[Summer Born Children – Starting School: Advice for parents](#)' before submitting this request.

Those applying for deferred entry or an in-year admission outside the normal year group should follow the process outlined in the Admissions & Appeals Policy.

Parents should be aware that:

- Consideration of the request may be delayed unless this request and the supporting documents are received by the time of the primary school application deadline (15th January).
- The child may only be offset with the agreement of the Governing Body (the admission authority) for this Academy. You will also need to make applications to the local authority (for schools for whom they are the admission authority) and/or the admission authorities for any other schools you are applying to.
- If agreed, the child will usually remain offset throughout their educational career and the transfer to secondary school will take place a year later, however, you may need to make an application in Year 5 to a local authority or the admissions authority of a different school, as they may not agree with the decision made by the Governing Body. The same will apply if you move house mid-way through your child's education and you apply to other local authorities or admission authorities.
- Should agreement not be given, and you still choose to offset entry, you will need to apply for a place in Year 1; this application will need to be made in June (i.e. prior to the start of the academic year in late August). Allocation will be dependent upon a place being available at the time of application and your child qualifying for a place following application of the oversubscription criteria.

PART 1

Child's details	
Forename/s:	
Surname:	
Date of birth:	

Parent's / Carer's details			
Mr / Mrs / Ms / Miss / Other (please state or delete as appropriate)			
Forename:		Surname:	
Child's address:		Your address (if different to the child's):	
Postcode:		Postcode:	
Contact number:			
E-mail address:			

Please turn over

PART 2

Reasons for request. Please state these as fully as possible in the space below and attach separate sheets if necessary.

Who is supporting the request (tick all that apply)?

Paediatrician	
Educational Psychologist	
Specialist Teacher	
Speech therapist	
Head Teacher / nursery teacher	
Other - please specify the occupation or relationship to the child:	

Please list below the supporting documents you are including with this application:

This form and information will be shared with the local authority who allocate places at the Academy.

Please return the form and supporting documents by:

E-mail: info@dixonstc.com Please type in the subject line 'FAO Admissions Officer'

Post: FAO Admissions Officer, Dixons Trinity Chapeltown, Leopold Street, Chapeltown, Leeds, LS7 4AW