

# The Admission Policy for The South Leeds Academy 2016-17

## Growing Minds, Growing Futures

*The South Leeds Academy is a learning institution where difference is recognised and understood, diversity is celebrated and encouraged, strengths are promoted and developed, weaknesses are supported and overcome.*

*This will be achieved through high levels of partnership working, high expectations of everyone involved in the academy and seeking excellence in all aspects of our work.*

The South Leeds Academy is the admission authority will act as the Admissions Authority for the Academy as part of the co-ordinated scheme with the local authority. Following due consultation in accordance with the national Schools Admission Code (February 2012, amended Dec 2014). The governing body has endorsed this policy.

It should be noted that this policy relates only to the academic year 2016-2017. There is no guarantee that the policy will not change in future years. The Policy has been ratified by Leeds City Council School Admissions and the Schools Adjudicator.

Parents of children in Year 6 can apply for a place at the Academy online via the local authority's website or on the authority's Common Application Form (CAF) which must be completed and returned by **31<sup>st</sup> October 2015**. Only under exceptional circumstances will late applications be accepted for consideration at the same time as on-time applications – until 10 December 2015. Any other late applications will only be considered after those which were submitted on time.

Parents living within the boundaries of different education authorities may still choose The South Leeds Academy as a preferred secondary school but must complete the CAF provided by their local authority which will then pass on the information to the local authority in Leeds.

There will be 210 places available for Year 7 in September 2016.

### **Allocation of places:**

- i) Children who have an Individual Education and Healthcare Plan (IEHP) which names the Academy will be allocated a place. Please note the IEHP replaces reference to the statement of special educational needs (SEN).
- ii) We will also allocate places to other children who have an IEHP as well as those without an IEHP who have exceptional medical or mobility needs which can realistically only be met by The South Leeds Academy. Applications in these categories must be supported by a statement in

writing from a doctor or other relevant professional. Each case will be considered on its own merit.

- iii) If the number of applications does not exceed the number of places available, all applicants will be granted a place at the Academy. For in-year admissions, this is the case unless the child meets Fair Access criteria. In any such instances, the academy will submit a referral to the local authority to be considered at the Fair Access Panel.
- iv) If there are more applications than available places (oversubscription), the following oversubscription criteria will be used to allocate places:

We will offer places to children in the following order of priority.

### **Criteria 1**

- a) Children who are or have been in public care or fostered under an arrangement made by the local authority. (*see Note 1*)

b) Pupils without an IEHP/SEN statement but who have special educational needs, or with exceptional medical or mobility needs, which can only reasonably be met at The South Leeds Academy. (*see Note 2*)

### **Criteria 2**

Children with older brothers or sisters who will be on roll in Years 7-11 at The South Leeds Academy at the start of the academic year 2016-17. We can give priority for brothers and sisters only if they are living in the same house and we receive the application by the closing date (*see Note 3*)

### **Criteria 3**

Children who at the time of application live within a close proximity to the Academy (distance measured in a straight line). (*see note 4*)

### **Criteria 4**

Children who have nominated The South Leeds Academy but do not meet any other criteria.

### **Criteria 5**

Any other children.

### **Tie break**

Within each criterion, if there is oversubscription, remaining places available will be allocated according to distance. Children living closest to the Academy will, therefore, be allocated a place before those who live further away. Should two or more children still be tied for a single available place, the drawing of lots will be used to decide the case.

### **Notification and acceptance of places**

In accordance with the co-ordinated admissions policy, on 1 March 2016 the local authority will make the formal offer of a place to parents or carers on behalf of the Education Advisory Board of the Academy. Parents must contact the Academy by telephone, letter or email to either accept or reject the offer of a place. After this date parents will be contacted by letter with a reminder. Should they still not respond within a reasonable timescale from the date of the letter, the offer of a place may be withdrawn. This will in no way affect parents' right to appeal for a place at another school.

In the case of in-year offers of a place, the child must start at the Academy within four weeks of receipt of the offer letter. Parents cannot defer the start date as this could have the effect of denying another child a place.

### **Fraudulent or misleading information**

Where an offer of a place is found to be based on a fraudulently or intentionally misleading application which effectively denied a place to another child, the offer of the place will be withdrawn. In determining whether to withdraw the offer of a place, the governors will take into account the length of time, if any, which the child has been attending the school. Parents would be informed of their right of appeal.

### **Appeals procedure**

Parents who wish to appeal against the local authority's or Academy governors' decision not to offer their child a place at the Academy must appeal directly to the Academy. Appeals should be addressed in writing to the Admissions Officer at the Academy within 20 school days of receiving the decision letter. The envelope should be clearly marked "Admission Appeal". The appeal will be heard within 40 school days of the deadline for receipt of appeal applications.

The South Leeds Academy has its own school appeals service which will make all necessary arrangements. The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. This will include a final deadline for submitting any additional information. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Waiting list for the incoming Year 7**

Unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list.

Criteria for updating and applying the waiting list will be the same as those provided within this policy. It should be noted that a child's position on the list can move up or down at any time, for example by children moving into the area who qualify for a higher criteria or by parents deciding to remove their child's name from the waiting list.

If a child has been placed on the waiting list, parents will be informed and in September asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

### **Waiting list for other Year groups**

Parents can ask for their child to be added to the waiting list for any Year group 7-11. The list will be held and administered by the Academy. Each list will expire at the end of the academic year but parents will be able to ask again for their child to be added to the list for the appropriate year group at the start of the autumn term.

### **Details and explanations**

#### *Note 1*

Children who have been adopted from local authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children. (Within the twelve months prior to applying for a school place). (*criteria 1a*).

#### *Note 2*

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking the Governors to assess your child as having a stronger case than other children. Each case will be considered on its merits.

To receive this assistance you must contact the SEN Assessment and Provision Service on 0113 3951035.

#### *Note 3*

For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

#### *Note 4*

The distance between home and the Academy is measured as a straight line between the centre of the Academy and the home. For this purpose we shall apply the distances provided by a national computer system, which is the method of measurement used by the local authority.

### **Address**

For admission purposes, the home address is where the child usually lives with their parent or carer. If a child spends time at the home of more than one parent or carer, we shall use for allocation purposes the home where s/he spends most nights Sunday – Friday. Parents or carers must not give the address of a child-minder or relative. When we make an offer, we assume the child's address will be the same in the following September as the one we have on record. If there is a plan to move house, parents must still give the current address. If parents move after the deadline

for submission of the preference form in October, they must inform the Academy and the local authority of the new address.

### **In-Year applications**

Since September 2013 parents are able to apply directly to the Academy at any time for an in-year transfer. The admissions team at The South Leeds Academy will notify parents of the outcome of the application. An application form is available from the Academy.

If more than one application has been received and only one place is available, the criteria given in this admissions policy will be used to make a decision.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the Academy, if there is a place available.

Where parents simply wish for their child to change schools, the application may be considered for the start of the following term. For all in-year applications, please contact the Academy's Admissions Officer on: 0113 212 7162.

### **Fair Access Protocol**

As part of the co-ordinated admissions arrangements with the local authority the Academy may accept hard-to-place pupils onto the school roll from time to time in accordance with the In-Year Fair Access agreement. These are unique cases arranged outside the boundaries of this admissions policy.

### **Sixth Form Admissions**

We have separate admission arrangements for the Sixth Form, and welcome applications both internal and external applications. There will be 90 places available within Sixth Form in September 2016, the Academy is able to consider up to 20 applications from external applicants. If you would like a copy of the Academy's Sixth Form brochure as well as any further information, please contact the Director of Sixth Form at the Academy or consult the guidance on the Academy website.