



# Admissions Policy V1.0

**Arrangements for entry into Year 7 (2022/2023)**

20/05/2021

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V0.1	21/05/2021	K Bushby	Draft Admissions Policy reviewed and content verified by Principal J Higgins and approved by Trust CEO Anne-Marie Holdsworth

# Royds Academy

## Admissions Policy V0.1 20/05/2021

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# Royds Academy

## Admissions Policy V0.1 20/05/2021

### 1. Making an Application

#### 1.1.

Falcon Education Academies Trust, 'the Trust' is the admissions authority for Royds Academy 'the Academy'.

For applications in the normal admissions round (entry into Year 7 in September), all applications will be processed in accordance with the co-ordinated admissions scheme with Leeds City Council. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.

Applications should be made to your home Local Authority for a place at Royds. The closing date for applications is 31 October 2022. In March, your home Local Authority will send you the offer of a place at Royds Academy on behalf of the Trust.

The Principal or school-based staff are not authorised to offer a child a place for Year 7 for September entry. The Trust will make the offer of places in all other year groups and for entry to Year 7 outside the normal admissions round.

### 2. Published Admissions Number (PAN)

#### 2.1.

Royds Academy has a PAN of 240 for entry into Year 7 for academic year 2022/2023.

Where there are fewer applicants than places available, all applicants will be offered a place. Where Royds Academy is the school named on a child's Education Health and Care Plan (EHCP), the child will be admitted to the school.

### 3. Oversubscription Priority Criteria

Where more applications are received than the number of places, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

#### 3.1. Priority 1

- i. Children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority. See Note 4.1
- ii. Students without an EHC plan but who have Special Educational Needs or with exceptional medical or mobility needs that can only be met at a specific school. See Note 4.2.

### 3.2. Priority 2

Children with a sibling who will be at school at the start of the academic year when the applicant is due to start and are living at the same address, see Note 4.3. This priority will not apply where the older sibling joined the sixth form from a different school.

### 3.3. Priority 3

Priority will be given to applicants where the application is for their nearest priority school, see Note 4.

### 3.4. Priority 4

Priority to applicants who choose a Leeds school which is not their nearest priority school, see Note 4.

If there are more applications which meet any one of these priorities than there are places available, places will be offered first to children living closest to the school, measured in a straight line. See Note 4.4

### 3.5. Tie Break

If there are more applications meeting one of these priorities than there are places available, the school will offer places in order of distance from the school – so those living closer to the school would be offered a place before those living further away, when measured in a straight line. See Note 4.

In the unlikely event there are insufficient places for two (or more) students living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots, witnessed by an independent person.

The drawing of lots for random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family where they are tied for the final place.

## 4. Definitions and Explanations

### 4.1 Note 1

A “looked after child” is defined as a child who, at the time of making the application is:

- in the care of a local authority, or
- 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 defined as a child:

- who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order, or
- who has been in state care outside of England and ceased to be so as a result of being adopted

If an application is being made under the priority for a previously looked after child, a Priority 1a Supplementary Information Form must be completed and sent, with a copy of the court order, so the Local Authority can verify this priority.

#### **4.2 Note 2**

The priority will be given to children based on their exceptional medical or social needs. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school.

'Medical need' does not include mild medical conditions as all Leeds schools are expected to be able to meet these needs.

Each application must include a 1B Supplementary Information Form along with supporting evidence from a medical specialist or social worker, outlining the child's need and why they must attend one particular school rather than any other, based on those needs. If the evidence is not submitted with the application, a child's medical or social needs cannot be considered.

Cases will be considered individually by the Trust.

#### **4.3 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. The priority will not apply where an older sibling joined the sixth form from a different school.

#### **4.4 Note 4**

In Leeds a straight-line distance system is used; Geographic Information System (GIS) mapping the school admission system. The program measures the 'straight-line' distance from a defined point on the main school building to the applicant's home address. The point we measure to at the home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If Leeds City Council are not able to match your address with the LLPG then we will use a manually identified point at the centre of the dwelling.

## **5. Address**

For admission purposes, the home address is where the child usually lives with their parent or carer. Applicants must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. We will investigate any queries about addresses and, depending on what we find, we may change the school place offer.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the local authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When Leeds City Council make an offer, it is assumed the address will be the same when the place is taken up in September. If applicants plan to move house, the current address must be used on the application. As soon as the applicant moves house, Leeds City Council must be informed of the new address, providing

proof of the house move (including evidence of entry to the new address and exit from the old address) as this may mean a change to the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Parental Responsibility gives both parents important legal rights and responsibilities including involvement in decisions about which schools to preference. Both parents should agree the details of the applications, including the address to be used, which schools to be applied for and which parent submits the application. Where Leeds City Council receive two conflicting applications, they will need to obtain written evidence all those holding parental responsibility agree the application or a Court Order specifying who should apply. Until they receive this relevant evidence, they will be unable to process the application further and places may have to be offered to other applicants.

## **6. Late Applications**

If the preference form is returned after the deadline, it cannot be guaranteed that preferences will be considered at the same time as those received on time. Any secondary applications returned after 28th November 2022 will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications will be considered before placements are made where no preference could be met.

## **7. Accepting Offers**

Parents will be asked to accept the offer of a school place. This will not affect their position on any waiting list for a higher preference or their right to appeal. Parents who do not wish to accept the offer or do not accept the offer within a reasonable time, may have the place withdrawn.

## **8. Waiting List**

After offers have been made on 2nd March 2023, parents can request a place on the waiting list for any school. Waiting lists will also be held for each year group for applications outside of the admissions round. All waiting lists will be held in criteria order of the admission policy and will close at the end of the academic year, July 2023. All waiting lists will be ranked when new applicants have been added ahead of any allocations being made.

## 9. Temporary School Site

If a school has to move to a temporary site for any reason, such as the building being damaged by a fire, distance measurements will be based on the school's permanent site.

## 10. Admission out of Chronological Age

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented, has experienced problems such as ill health or has already been taught out of chronological age.

Parents should still apply in the normal admission round for 2022, and indicate their request on the preference form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

Applicants should also complete the application form and attach any available evidence of the need for deferment/admission out of chronological age.

The application will be considered by a panel of education experts and Headteachers where the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent. This will ensure the opportunity to reflect on the long term impact of that decision, and balance this against the child's current needs. There is no right of appeal against a decision relating to admission out of chronological age.

## 11. Applications Outside of Normal Admission Round: In Year Transfer Requests

All applications outside the normal admission round should be made using an in year application form (ICPF) which is available from Leeds City Council. The application should be submitted to Leeds City Council Admissions team who will then notify all preferenced schools about the application. The school will contact families directly to confirm whether they can offer a place. The school will respond to the application, to either offer or refuse a place. If a place cannot be offered, the school will offer the right of appeal and the child will be added to the waiting list. Where a vacancy arises, places will be offered from the waiting list based on the published oversubscription criteria within this policy. Where no house move has taken place, a place will be offered to start at the beginning of the next term, unless no other accessible school place is available.

## 12. Appeals

Where we have not been offered a place at the school preferred, applicants have the right to appeal against the refusal to offer a place. Leeds City Council has an appeals timetable containing deadlines and timescales which can be found at [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions) Appeals against a decision for a transfer of school place, outside the normal admission round can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the in-year application has been processed and the right of appeal has been issued).

## 13. Fair Access Protocol

All schools have an active role in admitting students under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children.