



Woodkirk Academy

**ADMISSIONS  
POLICY  
2018-2019**

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## 1. INTRODUCTION

- 1.1. The number of places available for the 2018 school year will be 300. You can apply for a place online from 1 August 2017 or use the common preference form which will be available from September 2017. You can return the common preference form to either the Admissions Team at Leeds City Council, or your primary school, by the deadline date of 31 October 2017.

## 2. ADMISSIONS CRITERIA

- 2.1. Children with special educational needs who have an EHCP (Educational Health Care Plan) which names the Academy will be allocated a place at the Academy. This is a statutory entitlement under S.324 of the Education Act 1996.

### 2.2. Allocation of Places

- 2.2.1. If the number of applications does not exceed the number of places available, all applicants will be granted a place at the Academy.

- 2.2.2. If there are more applications than available places (oversubscription), the following oversubscription criteria will be used to allocate places:

#### 2.2.2.1. Criteria 1:

Looked-after children or children fostered under an arrangement made by the local authority. Also included in this group will be children who have been adopted during the twelve months preceding the submission of the Preference Form.

#### 2.2.2.2. Criteria 2:

We will also allocate places to those children without an EHCP (Educational Health Care Plan) who have exceptional medical or mobility needs which can realistically only be met by the 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 merits.

#### 2.2.2.3. Criteria 3:

Children with brothers or sisters who will be on roll at the Academy at the start of the academic year 2017 – 2018. We can give priority for brothers and sisters only if they are living in the same house (see 2.6.1) and we receive the application by the closing date. This priority will not apply where the older sibling joined the Sixth Form from a different school.

#### 2.2.2.4. Criteria 4:

Children of staff at the Academy, where a member of staff has been employed at the Academy for two or more years at the time at which the application is made, or have been recruited to fill a post where there is a demonstrable skills shortage.<sup>1</sup>

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<sup>1</sup> For the purpose of satisfying these criteria, a member of staff is defined as member of the full-time teaching staff, or of the part-time teaching staff with a 50% and above timetable, or a member of the full-time support staff (on a 38 week and above contract), or of the part-time support staff who work 50% and above as determined by their role (on a 38 week and above contract) whose role and activities can be demonstrated to provide a significant impact on student achievement in the school. A panel from the Governors' Admissions Committee will determine whether the member of staff meets the requirements for this rule. This definition does not include contract staff or peripatetic staff employed by the school.

2.2.2.5. Criteria 5:  
Children who, at the time of application, are on roll at the following named schools:

- a. Westerton Primary School
- b. Blackgates Primary School
- c. Hilltop Primary School
- d. East Ardsley Primary School

These schools are regarded as Feeder Schools to Woodkirk Academy. Where additional Feeder Schools are proposed in the future this will be subjected to a further round of consultation.

2.2.2.6. Criteria 6:  
Children for whom Woodkirk Academy is the nearest high school (see notes 2.6.2, 2.6.3 and 2.6.4).

2.2.2.7. Criteria 7:  
Any other children.

2.2.3. 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 (see notes 2.6.2, 2.6.3 and 2.6.4).

### **2.3. Notification and acceptance of places**

In accordance with the co-ordinated admissions policy, on 1 March 2018 the Admissions Team will make the formal offer of a place to parents on behalf of the Governing Body of the Academy. Parents should contact the Academy by telephone or letter by 14 March 2017 to either accept or reject the offer of a place. This will in no way affect parents' right to appeal for a place at another school.

### **2.4. Appeals procedure**

2.4.1. Parents who want to appeal against the governors' decision not to offer their child a place at the Academy must appeal directly to the Academy, not through the Admissions Team. Appeals should be addressed in writing to the Appeal Panel Administrator, Miss A Scott, at the Academy within 20 school days of receiving the decision letter from the Admissions Team. The envelope should be clearly marked 'Admission Appeal'.

2.4.2. The appeal will be heard by an independent appeal panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeal panel will write to parents with the decision.

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

2.5.1. A waiting list will be drawn up from unsuccessful applicants, giving priority in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list.

2.5.2. Criteria for updating and applying the waiting list will be those as outlined by the Leeds City Council Admissions Team in their booklet 'Starting Secondary School in Leeds – a guide for parents and carers 2018 – 2019'.

- 2.5.3. If a child has been placed on the waiting list, parents will be informed in April 2018 and asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of July 2019.

## **2.6. Details and explanations**

- 2.6.1. For these purposes, brothers and sisters must be living at the same address as the child for whom a place is being requested. This also includes children living with the family. For example, foster children and stepchildren are also included. The definition does not include cousins or families sharing a house.
- 2.6.2. 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.
- 2.6.3. If the school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school's permanent site.
- 2.6.4. For admission purposes, the home address is where the child usually lives with their parent or carer. 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 Leeds City Council Admissions Team of the new address.

## **2.7. In-Year applications**

- 2.7.1. All enquiries and application for places at the school should be addressed to the school directly. Leeds City council or the Academy will make available a preference form on which to apply.
- 2.7.2. 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.
- 2.7.3. Where parents simply wish for their child to change schools, the application will be considered for the start of the following term.
- 2.7.4. Where a child is refused because the Academy is full they will be placed on the waiting list until the end of that academic year when all lists will close.
- 2.7.5. Where a year group is full, parents will be offered a right of appeal – *see section 2.4 Appeals Procedure*.

## **2.8. Fair access protocol**

As part of the co-ordinated admissions arrangements with 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 special cases arranged outside the boundaries of this Policy.

## **2.9. Sixth Form Admissions**

- 2.9.1. The External Pupil Admission Number for external applicants to the Sixth Form is set at 100.
- 2.9.2. Where the number of eligible external applicants exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:
  - (i) Students looked after or previously looked after by the authority;