



Woodkirk Academy
&
The Sixth Form @ Woodkirk Academy

ADMISSIONS POLICY 2020-2021

ADMISSIONS POLICY ADDENDUM MAY 2020

Update regarding changes to regulations for appeals:

Following parliamentary approval, the DfE's new regulations for appeals, which will be in force until 31 January 2021, and will:

- Disapply the requirement that appeals panels must be held in person.
- Give flexibility for panel hearings to take place either in person, by telephone, by video conference, or through a paper-based appeal where all parties can make representations in writing.
- Relax the rules to make it permissible for panels to continue with and conclude appeals as a panel of two if one of the three panel members withdraws temporarily or permanently.
- Amend the deadlines relating to appeals for the time that the new regulations are in force – any new or revised deadlines must be reasonable and at least 28 days from the date a notification of refusal of a school place was received by the appellant.

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1. INTRODUCTION

The number of places available for the 2020 school year will be 300. You can apply for a place online from 1 August 2019 using the Local Authority online application system, or the common preference form. 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 2019.

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 1¹:

Looked-after children and all previously looked-after children. Previously looked-after children are children who were looked-after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

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 professionals. Each case will be considered on its merits. See Appendix.

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 2019 – 2020. 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.²

¹ Children who have been adopted from local authority care, children with a Child Arrangements Order and those with a Special Guardianship Order immediately following being Looked-After will all be included within criteria 1 for looked-after children.

² 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 Academy
- b. Blackgates Primary Academy
- c. Hilltop Primary Academy
- d. East Ardsley Primary Academy

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). 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 by an independent person.

2.3. Notification and acceptance of places

In accordance with the co-ordinated admissions policy, on 2 March 2020 the Admissions Team will make the formal offer of a place to parents on behalf of the Governing Board of the Academy. Parents should contact the Academy by telephone or letter by 16 March 2020 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. Late applications (received after 31.10.19) will be dealt with under the Leeds Coordination Scheme

Applications received after the closing date of 31 October

The closing date for applications to be received in school, directly to the local authority or online in the normal admission round is **31 October**.

The local authority will endeavour to process any late applications until **28 November**. Where the other admission authorities have already ranked their applications, or testing has taken place, any preference received after 31 October may not be able to be considered along with on-time applications. Other LAs may not accept any late applications without proof of exceptional reasons. After **28 November**, late applications will be considered only after all on-time applications unless there are significant or exceptional reasons. Late applications will be considered before placements are made (where no preference could be met).

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- Relax the rules to make it permissible for panels to continue with and conclude appeals as a panel of two if one of the three panel members withdraws temporarily or permanently.
- Amend the deadlines relating to appeals for the time that the new regulations are in force – any new or revised deadlines must be reasonable and at least 28 days from the date a notification of refusal of a school place was received by the appellant.

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 at Leeds Local Authority. Appeals should be addressed in writing to the Appeal Panel Administrator, Miss A Scott, at the Academy within 20 school days of receiving notification from the Admissions Team that the application was unsuccessful (letter with refusal to lodge an appeal). 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 within 5 working days.

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 – a parent must request to be added to 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 2020 – 2021'.

2.5.3. If a child has been placed on the waiting list, parents will be informed in December 2020 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 2021.

2.5.4. All waiting lists will be held in criteria order of the admission policy and will close at July 2021. Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy. Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school, in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

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. You can apply for any school but the nearest priority school only applies to some Leeds schools. You will receive this nearest priority if our school is your closest school by straight-line distance. We don't include Voluntary Aided / Faith schools when calculating your nearest priority school. If you live in another local authority and the nearest school to your home in a straight line is our School, we will give you the relevant priority under our admissions policy.
- 2.6.4. 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.
- 2.6.5. For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You 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 we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change 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.

2.6.6. Children educated outside of their chronological age group

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 or has experienced problems such as ill health. Parents should still apply in the normal admission round for 2020, 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. In addition, applications should be made by letter addressed to the Principal and any relevant accompanying evidence should be attached. These applications must be submitted to the Academy by the closing date. These applications will be put before the Governing Board or relevant committee, who will consider the applications and notify the parents in writing whether the request is agreed. There is no right of appeal against a decision relating to admission out of chronological age.

2.6.7. Parental Disputes

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 we receive 2 conflicting applications, we will need to obtain written evidence all those holding parental responsibility agree the application or a Court Order specifying who should apply. Until we receive this relevant evidence, we will be unable to process the application further and places may have to be offered to other applicants.

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 students 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.

CRITERIA 2

Woodkirk Academy supports Leeds City Council in promoting inclusion for all children and young people across the city. In line with the Children and Families Act 2014 and the ethos that every child where possible should be able to have their needs met in local mainstream provision, it is an expectation in Leeds that all mainstream schools are able to provide for all children with low level Special Educational Needs (SEN) and also the majority of children with Complex SEN Needs. It is also an expectation that all Leeds schools provide an inclusive and nurturing environment that can meet the needs of those vulnerable children who have social, emotional and mental health needs.

All schools have a duty to provide care and support for those students who have a medical condition.

Children with exceptional needs who require additional support above that expected of a mainstream school - e.g. blind children who need to access Braille, Deaf children who need access to specialist teachers will usually have an Education Health and Care plan (EHCP) naming a particular school.

Criteria 2 of the admissions policy is specifically for students who have a significant physical disability or complex sensory impairment - e.g. students with a visual, hearing, or physical difficulty or those with pragmatics difficulties/autism, who do not have an EHCP and where higher level FFI funding is in place. It is expected that children and young people that require specific provision to meet additional and SEN needs will have professionals involved with them, these professionals ordinarily will have already alerted the Local Authority to any specific provision that a child needs.

When making an application under Criteria 2 you must be able to state the provision needed to meet a specific SEN that is only available in the school of preference.

Applications in this category must be supported by a SEN SIF, available from the Leeds City Council Admissions Team, which must include a statement in writing from a paediatrician/doctor or other relevant professional who can evidence why a particular provision is needed over another. Leeds City Council colleagues supporting the application must use the appropriate professionals form available from the Admissions team. The supporting statement must also evidence why the school of choice is the only school that can meet the particular need in question. This is necessary as the Governing Board will be assessing if your child has a stronger case than other children.