

## Admission Arrangements

Garforth Academy is a member of the Delta Academies Trust group which operates a number of academies in the Yorkshire region.

Until 30.10.10 it was known as Garforth Community College and was a Foundation School which, together with a number of local primary schools, acquired a shared trust – the Garforth School Partnership Trust (GSPT).

A learning partnership was formed between Garforth Academy and the local schools which is reflected in the admissions policy by allowing pupils attending named local schools a higher level of priority in its admissions policy.

In recent years two local schools, namely East Garforth Primary Academy and Green Lane Primary Academy have become School Partnership Trust Academies. Though the GSPT has effectively disbanded, Garforth Academy will continue to honour the link with named local schools with whom a learning partnership remains. These schools are named in criteria 3 on page 2 of the policy.

Garforth Academy will retain its close relationship with its local primary schools and intends to continue its existing priority arrangements for pupils on roll at local primary schools in its 2017-18 admission arrangements, details of which are shown below. The Garforth Academy Education Advisory Board (EAB) 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 EAB of the Academy has agreed the following Admissions Policy for the academic year 2017-8.

It should be noted that this policy relates only to the academic year 2017-18. There is no guarantee that the policy will not change for 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 in 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 October 2016. Only under exceptional circumstances will late applications be accepted for consideration at the same time as on-time applications – until 10 December. 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 Garforth 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 300 places available for Year 7 in September 2017.

Allocation of places:

- i) Children who have an Education, Health and Care Plan (EHCP) that names the Academy will be allocated a place. Please note the EHCP replaces reference to the statement of special educational needs (SEN).
- ii) If the number of applications does not exceed the number of places available, all applicants will be granted a place at the Academy
- iii) If there are more applications than available places (oversubscription), the following oversubscription criteria will be used to allocate places:

#### **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 EHCP but who have special educational needs, or with exceptional medical or mobility needs, which can only reasonably be met at Garforth Academy. (see Note 2)

#### **Criteria 2**

Children with older brothers or sisters who will be on roll in Years 7-11 at Garforth Academy at the start of the academic year 2017-18. 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, are on roll at the primary schools in the learning partnership which was originally formed through the Garforth School Partnership Trust. This includes children who are on roll at the two local Delta Academies Trust Primary Schools, namely East Garforth Primary Academy and Green Lane Primary Academy. This also includes children who, at the time of application, are on roll at Ninelands Primary School, Strawberry Fields Primary School, Micklefield CE Primary School and Aberford CE Primary School.

#### **Criteria 4**

Children who do not qualify under criteria 1-3, but for whom Garforth Academy is the nearest High School. (See notes 4, 5 and 6)

#### **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. (See notes 4, 5 and 6). 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 2017 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 or letter by 31 March 2017 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 further three weeks 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 want 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.

Garforth Academy has its own school appeals service which will make all the 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 given on Page 2 of 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 (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 as you will be asking the Governors of the Academy 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 Special Educational Needs Statutory Assessment and Provision Service (SENSAP).

#### **Note 3**

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.

#### **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.

#### **Note 5**

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.

#### **Note 6**

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.

**Note 7**

Further information is available in the Academy prospectus and also in our booklet: "Starting at Garforth Academy – guidance for parents and carers." The booklets will be available at the Academy Open Evening in October 2016 or on request from the same date.

**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 of Garforth Academy will notify parents of the procedure and 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 2127127.

**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 special cases arranged outside the boundaries of this admissions policy.