

## Consultation to Garforth Academy Admissions Policy:

### The proposed changes would be effective from September 2020

Consultation dates: 10<sup>th</sup> December 2018 – 21<sup>st</sup> January 2019

#### The proposals:

1. To expand the definition of children eligible to receive priority 1a (CLA and previous CLA) to include children previously looked after outside England, to be in line with 2018 DfE guidance.
2. Further clarity and map of “catchment area”.
3. Sibling priority to include children with siblings in the sixth form (The priority would not apply where an older sibling joined the sixth form from a different school).
4. That applications received after the statutory deadline will be considered as “late” applications” if received 4 weeks after the national deadline (rather than 6 as in existing policy and in line with local authority and neighbouring authorities).
5. Clarity on changes to the in year applications process with in year applications sent to the local authority rather than individual schools.

For clarity, Priority 1A applications will be asked to use the local authority SIF:

<https://www.leeds.gov.uk/docs/Policy%20Annexe%201%20Priority%201a%20Supplementary%20Information%20Form.pdf>

For clarity, Priority 1B applications will be asked to use the local authority SIF:

<https://www.leeds.gov.uk/docs/Policy%20Annexe%202%20Priority%201b%20Supplementary%20Information%20Form.pdf>

If you have any questions or would like to respond to the consultation, please respond by no later than 21<sup>st</sup> January 2019 to: [o'reillyt@garforthacademy.org.uk](mailto:o'reillyt@garforthacademy.org.uk)

## Garforth Academy Admissions Policy 2020-21

**Determination date:** 28<sup>th</sup> February 2018

**Determined by:** Board of Directors

**Last consulted on:** Dec 2018-Jan 2019

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

The Admissions Authority for Delta Academies is the Board of Directors who act as part of a co-ordinated scheme with the local authority. Following due consultation in accordance with the national Schools Admission Code (February 2012, amended Dec 2014) the Board of Directors of the Academy has agreed the following Admissions Policy for the academic year 2020-21.

**It should be noted that this policy relates only to the academic year 2020-21. There is no guarantee that the policy will not change for future years.**

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 2019. Only under exceptional circumstances will late applications be accepted for consideration at the same time as on-time applications – until 28<sup>th</sup> November. 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 2020.

Where there are fewer applicants than places available, all applicants will be offered a place.

Children who have an Education, Health and Care Plan (EHCP) that names the Academy will be allocated a place subject to the Academy being able to meet the special educational needs of the student.

Where there are more applicants than places available, we will offer places to children in the following order of priority.

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### **Priority 1**

a) 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 1)

b) Pupils 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 2)

### **Priority 2**

Children with older brothers or sisters who will be on roll in Years 7-13 at Garforth Academy & sixth Form Academy at the start of the academic year 2020-21. This priority does not apply where the older sibling joined the sixth Form from a different school. 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).

### **Priority 3**

Children who, at the time of application, are on roll at the two local Delta Trust Academies, namely East Garforth Primary Academy and Green Lane Primary Academy. Priority 3 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.

### **Priority 4**

Children who live within the catchment priority area. (see attached map and notes 4, 5 and 6)

### **Priority 5**

Children who do not live in the catchment priority area.

If we have more applications which meet any one of these priorities than there are places available, we will offer places first to children living closest to the school, measured in a straight line. (see note 5).

### **Tie break**

In the unlikely event of two children living exactly equidistant from the Academy, the drawing of lots will be used to decide the final place. This will be witnessed by an independent adjudicator.

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

In accordance with the co-ordinated admissions policy, on 1 March 2020 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 2020 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

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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 EAB 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 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 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 ranked in accordance with the admissions priority system. 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 in 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. The waiting list 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.

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.

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## Details and explanations

### 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 (s.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 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 you are making an application under the priority for a previously looked after child, you will need to complete a Priority 1a Supplementary Information Form and send this with a copy of the court order so the local authority can verify this priority.

### Note 2

This priority will be given to children based on their exceptional medical or social needs. Each application must include a 1B supplementary Information Form along with supporting evidence from a medical specialist or social worker of the child’s needs and why the child must attend Garforth Academy rather than another school, based on those needs. If the evidence is not submitted to Leeds City Council with the application, a child’s medical or social needs cannot be considered.

Cases will be considered individually by the Board of Directors in consultation with the local authority.

### 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. Siblings refers to brothers or sisters, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other families sharing a house. The priority will not apply where an older sibling joined the sixth form from a different school.

### 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. If you are unclear whether your address falls within the catchment area you can contact the local authority who should be able to check this against your address.

### 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.

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**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.

**In-Year applications**

All applications outside the normal admission round should be made using an in year application form which can be obtained from Leeds City Council Admissions or the Academy. The application should be sent to Leeds City Council admissions who will notify all preferenced schools. Garforth Academy will notify you directly if a place is available. If there are no places you will be offered the right of appeal and 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 parents simply wish for their child to change schools and no house move has taken place, the application may be considered for the start of the following term.

You can find information about secondary vacancies in Leeds and in year application forms via the link below:

<https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/admissions>

For all in-year applications, please contact the Academy's admissions officer on: 0113 2127119.

**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 and a statutory requirement applying to all Leeds schools.

**Sixth Form Admissions**

We have separate admission arrangements for the Sixth Form. 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 Garforth Academy website.

A minimum of 20 places will be reserved for external applicants.

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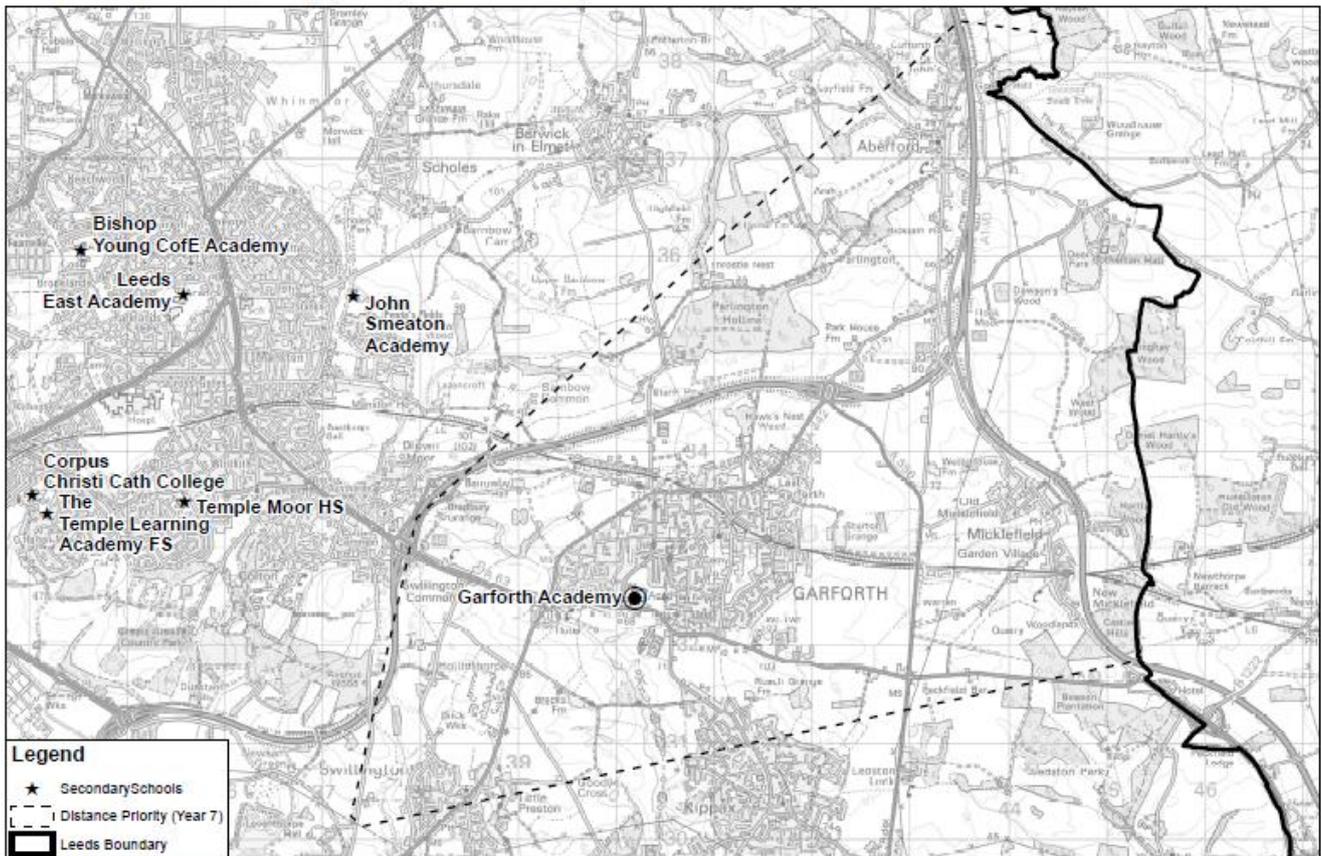
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**Priority 4 Map:**

2018: Garforth Academy (4112) Location Map



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 This map is an output from the School Admissions Service Cut-off Mapping Tool Developed by LCC Children's Performance Service  
 Please contact the School Admissions Service Team on 0113 224 3433 for further information  
 Wednesday 20th August 2018  
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