

Garforth Academy Admissions Policy 2020-21

Determination date: 15th February 2019

Determined by: Board of Directors

Last consulted on: 10 December 2018- 21 January 2019

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

Until 30.10.10 it was known as Garforth Community College and was a Foundation School which, together with six 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. 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 East Garforth Primary Academy, Green Lane Primary Academy, Ninelands Primary School, Strawberry Fields Primary School, Micklefield CE Primary School and Aberford CE Primary School.

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. The Academy will treat all applications received by 28th November 2019 as on time, in line with the Leeds coordinated scheme. Any applications received after 28th November, will only be considered after those which were submitted on time, unless there are exceptional circumstances.

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.

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Education House, Spawd Bone Lane, Knottingley, WF11 0EP

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

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 Garforth Academy. (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 East Garforth Primary Academy, Green Lane Primary Academy, 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 notes 4, 5, and 6).

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 Board of Directors. Parents must contact the Academy by

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telephone or letter by 31 March 2020 to either accept or reject the offer of a place. After this date parents will be contacted via email, letter and or telephone call with a reminder. Should they still not respond within a further three weeks from the date of correspondence, the offer of a place may be withdrawn. This will in no way affect parents' right to appeal for a place at another school.

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 Board of Directors will consider the length of time, if any, which the child has been attending the school. Parents will have the right of appeal.

Appeals procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Admissions Officer by 1st April 2020 for information on how to appeal. Information on the timetable for the appeals process is on our website:

<https://www.garforthacademy.org.uk/admissions>

Waiting list

Unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list. Any places which become available will be filled from the waiting list. The position on the waiting list will be determined solely in accordance with the oversubscription criteria.

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.

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.

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).

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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 the Local Authority Priority 1a Supplementary Information Form available at appendix 1 and send this to Admissions Team at Leeds City Council, 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.

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.

Note 5

If the school must 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 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.

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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 to a new house, you must still use your current address on your application. As soon as you move to a new 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.

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 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.

Admissions out of normal age group

Parents/carers may request that their child is educated out of their normal age group. Parents will need to write to the Principal by no later than 31st October 2019 specifying why admission out of normal year group is required and the year group they wish their child to be allocated a place. The Board of Director's will make a decision based in the best interests of the child taking into account the views of the Principal and supporting evidence provided by the parent/carer.

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.

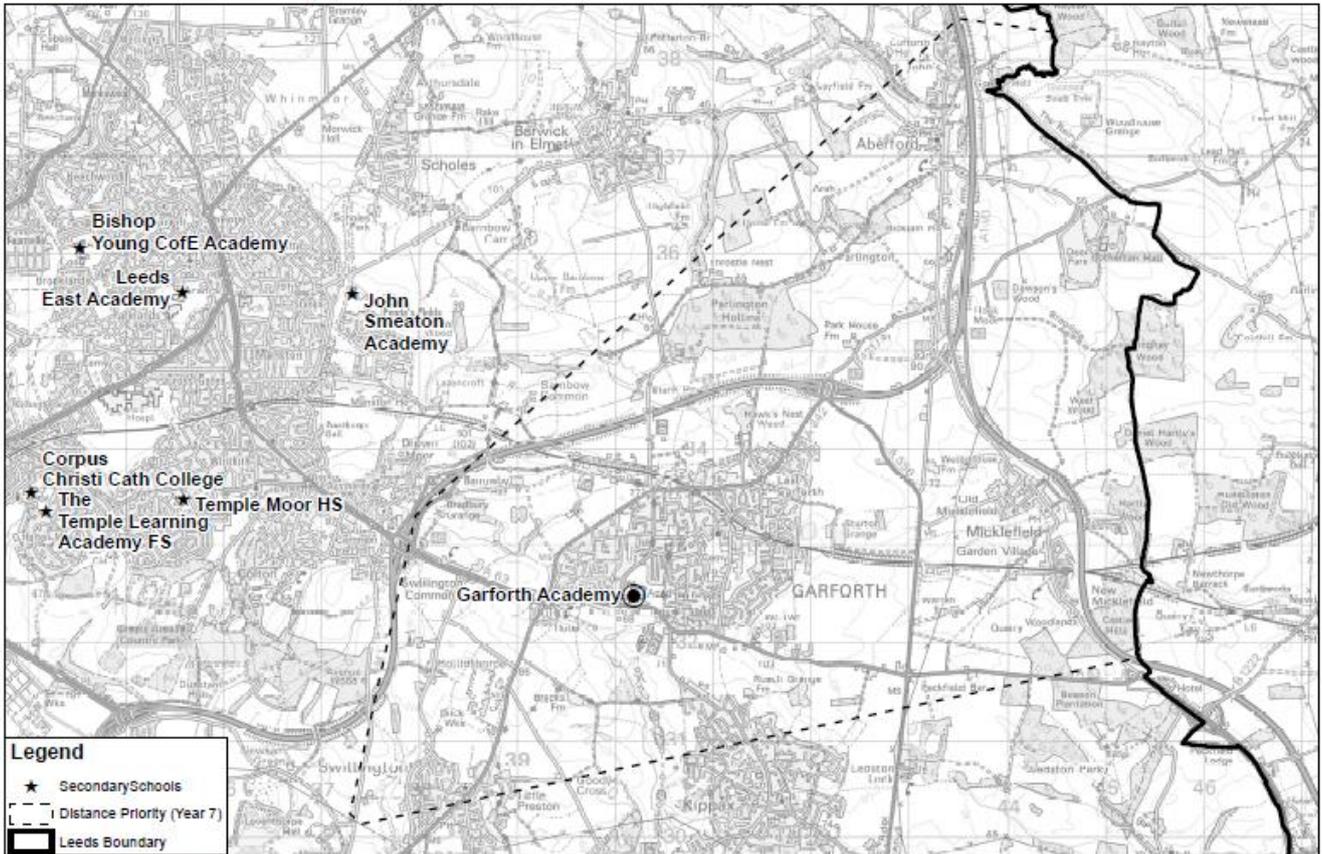
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Priority 4 Map:

2018: Garforth Academy (4112) Location Map



(c) Crown Copyright and database right 2018 Ordnance Survey 100019567
 This map is an output from the School Admissions Service CSM Mapping Tool Developed by LCC Childrens Performance Service
 Please contact the School Admissions Service Team on 0113 224 3433 for further information
 Wednesday 26th August, 2018
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**Appendix 1
School Admissions Priority 1a Supplementary
Information Form**



To be completed when requesting priority admission for a previously looked after child.

Please do not complete this form if the child is currently looked after by the Local Authority – the social worker should complete the online application

Year group applied for:

(eg Reception, Yr 7, Yr 4)

CHILD DETAILS

Surname: _____ **Forename(s):** _____

Date of Birth: _____

Address: _____

Postcode: _____ **Telephone:** _____

FAMILY/CARER'S DETAILS

Parent / Carer's Names: _____

Address (if different from above) _____

Other person/s with parental responsibility _____
Address (if different) _____

The School Admission Code (2014) gives priority admission to children who were previously looked after by a Local Authority but have left care through an Adoption Order, Special Guardianship Order or Child Arrangements Order. To claim this priority, please answer the following questions:

Which Local Authority (or state if you child was adopted from care outside of England) **cared for the child immediately before the order was made:**

.....

Which court order do you hold for the child:

Adoption Order Special Guardianship Order Child Arrangements Order

Please attach a copy of this order to the form - you can delete sensitive information (for example the name of the birth parents) if you wish to do so. The fact you have applied for admission under this priority will be known to the school. The court order will not be stored against your child's records.



PRIVACY NOTICE

Leeds City Council takes its obligations under the Data Protection legislation very seriously. The Admissions team collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against the Council's and school's policies for admissions. Our service also needs to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child's 25th birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council's assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact: dpfoi@leeds.gov.uk; or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council's privacy notice including contact information for the Council's Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

PARENTS/CARERS SIGNATURE REQUIRED

Signed.....Date.....

Please return this form by email to:

Education.annual.cycle@leeds.gov.uk

Or by post:

**Leeds City Council
PO Box 837
School Admissions
Leeds
LS1 9PZ**

Checklist

- Have you answered all the questions?
- Attached a copy of the court order?
- Signed and dated the form



**Appendix 2
Priority 1b Admissions Supplementary Information
Form**



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To be completed by parents who are requesting priority admission at one specific school due to exceptional needs (Priority 1b of the Admissions Policy)

Year group applied for:

Eg. Rec, Yr 7, Y4 etc _____

CHILD DETAILS

Surname: _____ **Forename(s):** _____

Date of Birth: _____

Address: _____

Postcode: _____ **Telephone:** _____

FAMILY/CARER'S DETAILS

Parents / Carer's Names: _____

Address (if different from above) _____

Other person/s with parental responsibility _____

Name _____

Address (if different) _____

SCHOOL / SETTING DETAILS

Name of requested school / setting _____

NB you can only request one- Please check the school admissions policy not all schools offer 1b priority _____

FUNDING FOR INCLUSION (FFI)

Does this child currently receive additional funding?

Primary Need **Band :** _____ **Tier :** _____

Any Additional Bands of FFI? _____

Total Number of Units : _____

For children in receipt of E band funding please indicate if needs are relating one of the following (tick) :

Specific Language Impairment (SLI) **Yes** **No**

Autism / Pragmatic Need **Yes** **No**

Please describe the child's Special Educational Need:

What provision is required to meet the child's needs?

1. Please attach a copy of the provision map/plan in place and/or Individual health care plan
2. Please ensure that a copy of the most recent FFI review and individual learning, behaviour or education plan is attached
3. For children transferring into reception the most recent ISAR paperwork must be attached

Please describe why only the requested school/setting is able to meet need.

i.e. What is able to be provided at the requested school that is not available at any other school in relation to the provision your child requires.

Name of Supporting Professional

Name

Designation

Signature

Contact Address

Contact Tel No Date of Referral

Name/s and designation/s of any other professionals who are currently involved with the child

Parents Views (to completed by the parent)

Pupil Views (For those pupils transferring to Secondary education please ensure their view is included)

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In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

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PARENTS/CARERS SIGNATURE REQUIRED

Signed.....Date.....

Please return this form to:

**Leeds City Council
PO Box 837
School Admissions
Leeds
LS1 9PZ**



Checklist

Have you:

- Provided an overview of your child's needs
- Given details of any additional funding in place
- Attached a provision plan/map
- Attached an Individual Healthcare Plan (if appropriate)
- Attached the most recent FFI review (Year 6-7 transfer)
- Attached the most recent ISAR review (Nursery-Reception transfer)
- Given a description of why only the requested school can meet need
- Attached a report from a supporting professional
- Signed and dated the form