

## **Garforth Academy Admissions Policy 2022-23**

**Determination date: 23 February 2021**

**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 2022-23.

**It should be noted that this policy relates only to the academic year 2022-23. 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 2021. The Academy will treat all applications received by 28th November 2021 as on time, in line with the Leeds coordinated scheme. Any applications received after 28<sup>th</sup> 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 2022.

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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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 2022-23. 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 2022 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 2022 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 1<sup>st</sup> April 2022 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 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 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 31<sup>st</sup> October 2021 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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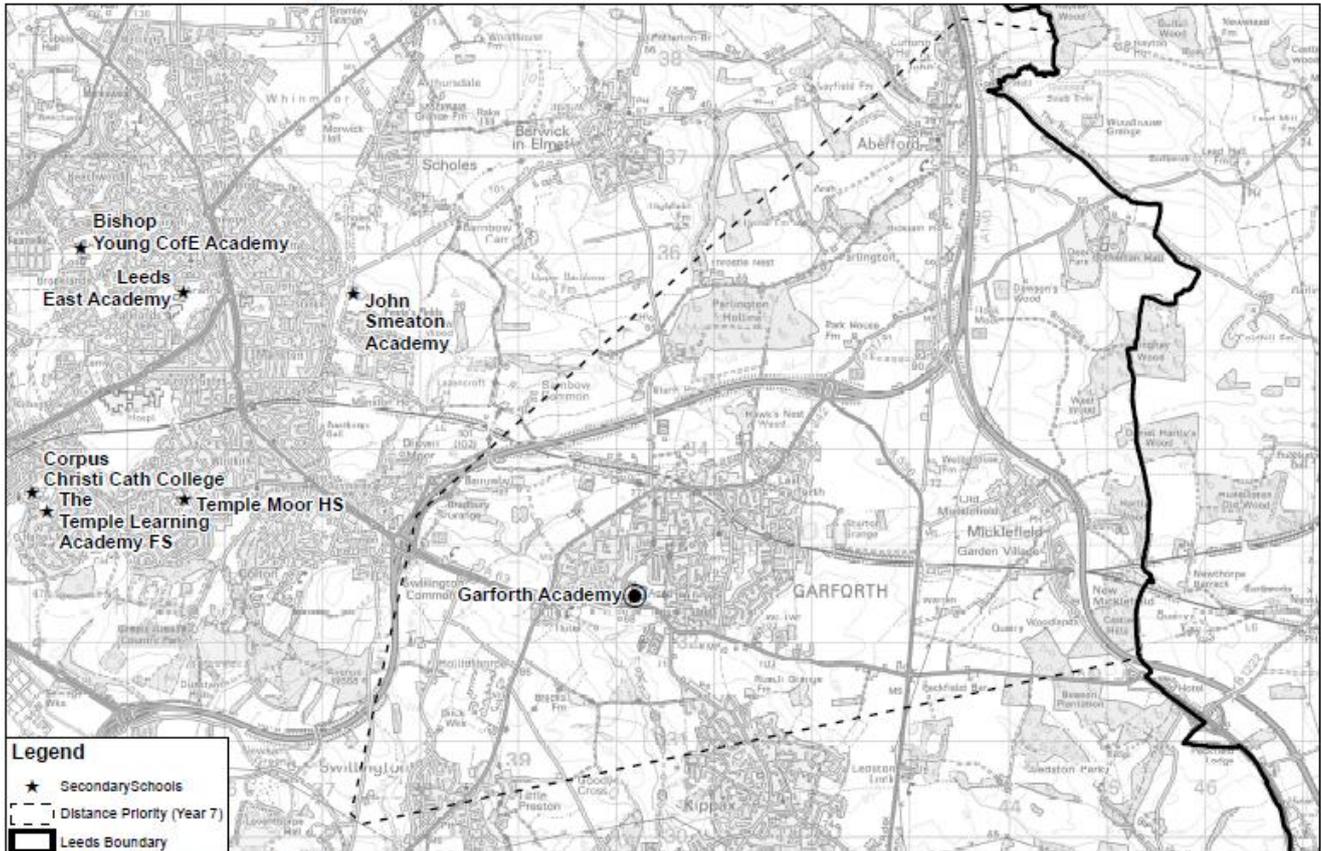
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**Priority 4 Map:**

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 26th August, 2018  
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