

### ***Consultation on Admissions Policy***

The Academy is consulting on the following proposed changes to its admissions policy from September 2020:

#### **Amendment of criteria**

Amendment of the published admission number to 200, during the period whilst the school is improving.

Admission of children on the basis of proximity to the Academy using straight-line measurement from the school to the home address, in place of the priority area criteria.

Amendment of the sibling rule to include all siblings living at the same address with oversubscription based on proximity to the Academy i.e. to reflect the change stated above.

The ruling regarding children with exceptional social or medical need, which was already within the Policy, has been moved to within the oversubscription criteria so that this is compliant with the School Admissions Code. Information regarding how to apply has also been added for clarity.

#### **Additional criteria**

Up to four children of staff who have been in post for at least two years or to staff recently appointed to a post for which there is a demonstrable skill shortage. This will be introduced at point c) in the oversubscription criteria.

Introduction of a rule regarding twins or triplets or other siblings (brothers or sisters) who are applying for the same year group. Where only one place is available, the remaining sibling/s will also be offered a place/s above the admission number.

#### **Consultation period and comments**

The consultation lasts until Friday 25<sup>th</sup> January 2019 and we invite comments both from existing parents and other interested parties.

To view the proposed Policy, please visit the following webpage:  
<https://www.dixonsua.com/admissions>

Those who do not have access to the internet can collect a paper copy from the Academy's Reception or request a copy to be sent to them by post.

Comments on the proposed policy should be made in writing by **Friday 25<sup>th</sup> January 2019** and should be addressed to Sir Nick Weller, CEO

Comments can be sent by:

e-mail to: [contactus@swallowhill.org](mailto:contactus@swallowhill.org)

post: Admissions Consultation, Dixons Unity Academy, Whingate Road, Leeds, LS12 3DS



## **Policy Documentation**

# **Admissions and Appeals for the admission year 2020-21**

**Responsibility for review: Executive Principal**  
**Date of next review: October 2019**  
**Consultation period: December 2018 – January 2019**

# Admissions

## Statement of Policy

The Academy is committed to:

- admitting an intake reflecting all local communities;
- resolving a situation where there may be more applications than places available;
- ensuring a consistency of approach in a potentially extremely emotive area;
- demonstrating that we are applying our oversubscription criteria equally and fairly;
- ensuring that children with Special Needs and vulnerable children are not treated less favourably than other applicants;
- working collaboratively with Leeds Local Authority to improve behaviour and reduce exclusions by agreeing to the Fair Access Protocol.

## The aims are:

- to ensure that places are awarded fairly and openly;
- to ensure that all prospective parents are aware of the admissions procedures;
- to guarantee that all applications will be processed efficiently and within an agreed time span;
- to demonstrate that our procedures comply with the School Admissions Code;
- to provide an appropriate Appeal procedure for those who are dissatisfied with the outcome of their applications which complies with the School Admission Appeals Code.

## Procedures for Year 7 entry

### The admission arrangements are:

- a) There are 200 places available.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on local authorities' websites and in Leeds Local Authority's booklet "Starting Secondary School in Leeds". Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- c) Applications have to be made on the Common Application Form (CAF) provided by the local authorities by the deadline of 31<sup>st</sup> October.

### Oversubscription criteria

The Academy will admit up to 200 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 200 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- a) Looked-after children or children who were previously looked after e.g. because they were adopted or became subject to a child arrangement or special guardianship order. (See note 1 for a definition of the term 'looked-after child'.)

Those wishing to apply for a previously looked-after child need to complete Leeds local authority's **Priority 1a Supplementary Form** and submit this to the local authority with a copy of the adoption certificate or court order.

The local authority will discuss the application with the Academy and allocation of a place will be decided based on the information received.

- b) Children who have *exceptional* medical or social need, supported by a written recommendation from the child's paediatrician/doctor or other relevant professional.

Those wishing to apply under this category need to complete Leeds local authority's **Priority 1b Supplementary Form** and submit this with supporting evidence from a medical specialist (paediatrician/doctor) or social worker of the child's need and why the child must attend this particular school rather than any other, based on those needs.

The local authority will discuss the application with the Academy and allocation of a place will be decided based on the information received.

- c) Up to four children of staff who have been in post for at least two years or to staff recently appointed to a post for which there is a demonstrable skill shortage. See note 2 for how to apply.
- d) Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission (see note 3 for a definition of sibling).
- e) Admission of children on the basis of proximity to the Academy using straight-line measurement from the school to the home address (see note 4). Straight-line measurements is from a defined point on the main school building to the home address. The point Leeds LA measure to as the home address is determined by the LLPG (Local Land and Property Gazetteer) which provides coordinates for every dwelling. If the address cannot be matched, the centre of the dwelling will be used.

Where a child is allocated a place and they have a sibling/s (brothers or sisters) applying for the same year group, the sibling/s will also be offered a place/s (see note 5).

#### *Tie-break*

If in categories c) and d) above, a tie-break is necessary to determine which child is admitted, the place will be decided based upon proximity to the Academy using straight-line measurements (as detailed in category e)).

Where two or more children live equidistant from the Academy, the decision of who will be offered the place will be made by using a random number generator programme. This process will be undertaken by an independent body unconnected with the Academy Trust.

#### *Notes*

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. Applications must be in the form of a letter or e-mail sent to the Admissions Officer, stating the name, post, and length of service of the member of staff and the child's name and date of birth.
3. In addition to brothers and sisters, the term sibling includes legally adopted children, and step- and half-brothers or sisters *living at the same address*. Please note that if we are heavily oversubscribed, we cannot guarantee to offer a place to every sibling.

4. 'Home address' is identified as where the child usually lives with their parent or carer. Where shared care arrangements are in place, both parents must agree which address will be used on the application to Leeds local authority and this should be the address where the child lives for the majority of the week. If no declaration is received by the closing date, Leeds LA will take the home address as being where the child is registered with their GP. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.
5. Where twins or triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining sibling/s will also be offered a place/s above the admission number.

### **Calendar for admission**

#### *September 2019*

Local authority booklet and common application form (CAF) is made available.

Open evening.

#### *31<sup>st</sup> October 2019*

Deadline for completion and receipt of the local authorities' common application forms.

Deadline for receipt of the completed Priority 1a and Priority 1b supplementary forms and any documentation in relation to these applications.

#### *1<sup>st</sup> March 2020*

Local authorities write with offers made to parents for all schools in their schemes.

## **Waiting lists and appeals**

### **In-year admissions**

- There are 200 places in each of the year groups.
- Applications should be made on the local authorities' 'In Year Common Preference Form' (ICPF) which needs to be returned directly to the local authority. On receipt of an ICPF, the authority will send a copy of this to the Academy.

Where vacancies occur, places are not offered based on the length of time names have been on the list. They are filled in coordination with the local authorities and in line with the oversubscription criteria stated above. It is, therefore, possible that a child may be added to the list who qualifies higher within the criteria than children already on the list.

### **Waiting lists**

If your child is not offered a place at the Academy, your child's details will automatically remain on the waiting list until the end of the academic year (July 2021). You will need to contact the local authority in early July to ask about the process for keeping your child on the waiting list for the following year.

When places become available they will be filled as described above.

## **Fair access protocol**

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the district, to admit a proportion of these children.

## **Appeals**

You can make a formal appeal to an independent appeal panel, for any school that you have applied for. This is a legal process and places are not 'reserved' for appeal panels to offer. You can get further details about the appeals process and download the appeal forms from the Local Authority website:

<http://www.leeds.gov.uk/residents/Pages/Admissions-Appeals.aspx>

Further details about appeals is also available by contacting the local authority via:

Telephone: 0113 222 4414

Email: [education.admissions@leeds.gov.uk](mailto:education.admissions@leeds.gov.uk)