



# **ADMISSIONS TO GARFORTH ACADEMY**

**Advice for Parents and Carers**

**Sep 2015**

For any enquiries regarding the admissions process please contact:

**Tom O'Reilly**  
**Strategic Leader of Admissions/Attendance Improvement**  
**Garforth Academy/GLPA/EGPA**  
**Tel: 0113 2127127 ext: 27119**

## **The Admissions Policy for Garforth Academy 2015-16**

Garforth Academy is a member of the School Partnership Trust Academies (SPTA) 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 and reflected this close relationship in its admissions policy by allowing pupils attending named, local trust schools a higher level of priority in its admissions 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 2015-16 admission arrangements, details of which are shown below.

The Garforth Academy Governing Body 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) the Governing Body of the Academy has agreed the following Admissions Policy for the academic year 2015-16.

**It should be noted that this policy relates only to the academic year 2015-16. 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 2014 or as specified on the form. Only under exceptional circumstances will late applications be accepted for consideration at the same time as on-time applications – until 1 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 2015.

### **Allocation of places:**

- i) Children who have a statement of special educational needs which names the Academy will be allocated a place.
- 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 a statement 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 2015-16. 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 supported by the Garforth School Partnership Trust. These 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.

#### **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 2015 the local authority will make the formal offer of a place to parents or carers on behalf of the Governing Body of the Academy. Parents must contact the Academy by telephone or letter by 31 March 2015 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 two 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 fraudulent 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 uses an appeals organisation separate to that of Leeds City Council but in full accordance with the national School Appeals Code. 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 Lists for other Year groups**

Parents can ask for their child to be added to the waiting list for any Year group 7-11. The lists 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 again ask 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. For help with this assistance you should contact the SEN Assessment and Provision Service on 3951035.

### **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 2014 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 Strategic Leader of Admissions, Tom O’Reilly on: 0113 2127127 ext.27119

### **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.

### **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.

#### **A. Applications for next year’s Year 7**

Parents should read carefully the information contained in this document as well as that found in the local authority (LA) booklet “Starting Secondary School in Leeds”.

If you wish to apply for a place in next September’s Year 7 you will need to complete the common preference form for all children who are in Year 6 at a Leeds primary school. **No applications direct to the Academy will be accepted.**

When filling in the preference form you should follow the advice given in the booklet “Starting Secondary School in Leeds”. You will need to enter on the form the names of at least **three** and up to five schools which you have chosen, in order of preference. Do not write down just one school as this would lead to you having no second preference if you are not granted a place at your first choice school.

Submit the completed form either on line or else directly to the local authority no later than the date given on the form. Do not send the form to the Academy.

### **Notification of the award of places**

On 1<sup>st</sup> March the local authority will send out letters informing parents of the secondary school in which their child has been offered a place. Do not try to contact either the Academy or the local authority about places before that date as nobody will be given information about places prior to 1<sup>st</sup> March.

If your child is offered a place at the Academy it is important that you to let us know whether you intend to accept or decline the place offered. Failure to do so could result in the offer of a place being withdrawn and offered to another child.

### **What to do if you do not gain a place at the Academy**

With the letter informing parents of the allocation of places there will also be a leaflet explaining how you can appeal against the decision you have been given, if you are unhappy with it. In the case of Garforth Academy you will need to contact the Academy directly, rather than LA. Please contact:

Tom O’Reilly, Strategic leader Admissions: 0113 2127127 Ext: 27119  
Alternatively you can email him at: [o'reillyt@garforthacademy.org.uk](mailto:o'reillyt@garforthacademy.org.uk) /  
[info@garforthacademy.org.uk](mailto:info@garforthacademy.org.uk)

Garforth Academy is a very popular school with parents and every year there are far more applications for places than we can hope to accept. Our admission number for Year 7 is 300 and to accept any additional pupils above that figure could undermine the quality and variety of education which pupils receive here.

## **B. In-Year school transfers**

### **i) Transfers from another Leeds Secondary School**

If the child already has a place in a Leeds secondary school, we may accept in-year transfer applications to start at the Academy only for the beginning of a term. The only exception to this could be if the family has moved into the Garforth area from another part of the city and travel to the existing school would be unrealistic.

Parents who are considering applying for a place in Years 9, 10 or 11 need to be aware that GCSE courses start at the beginning of **Year 9** here at Garforth Academy. In many other secondary schools these courses start in Year 10. If a child were to start at the Academy much after the start of Year 9, s/he would have great difficulty in catching up the work. Their GCSE results could well suffer as a result. It may even be necessary to limit new pupils' choice of courses, in an attempt to put together a curriculum which would be manageable for them.

Changing your child's school is not a decision to be taken lightly. Many parents request a transfer because their child is "unhappy" or because there are problems with friendship groups or bullying at school. Every possible step should be taken to try to resolve these problems before a request to transfer schools is made, as a change of school is in itself a stressful event for children and can bring with it a range of new problems. You can discuss your concerns with your child's class teacher, Head of Year, Head teacher or even a governor of the school. On the transfer form you will be asked to provide evidence that you have taken such steps to try to resolve the issues.

Should you require any further advice or guidance about resolving your concerns, please contact the following:

- A member of staff at your child's current school.
- The Parent Partnership Service helpline 0113 395 1200.
- The Education Welfare Officer for your child's school. The school secretary will be able to give you the telephone number.

If you wish to continue with a transfer request, you will need to complete an In-Year Common Preference Form (ICPF) which can be obtained from our website or from Mr O'Reilly (Admissions).

Please make sure the form is fully completed and signed by the Headteacher of your child's current school.

### **ii) Requests for places for children new to the Garforth area, Leeds or the UK**

Children who have moved into the Garforth area from another country, city or a different part of Leeds are effectively out of education and therefore need to

be treated as special cases. Such applications will be considered at any time during the school year and, if a place is available, it will be offered for a start date as soon as possible.

### **Availability of places**

In the case of both types of in-year transfer requests, upon receipt of the completed “In-Year Common Transfer Form” places will be offered by the Academy’s Governing Body, whenever the year group in question has places available.

Where the year group is full, parents or carers will be advised of this and they may contact LA to enquire about the availability of places in other Leeds secondary schools and/or lodge an appeal against the decision not to award their child a place at Garforth Academy.

The Academy has produced a separate booklet “Admissions Appeals – Advice for Parents” which you may find useful and is available on our website or from Mr O’Reilly (Admissions).

If you have completed the “In-Year Common Preference Form” and have been informed that the year group is full, you can then contact the Academy and request a copy of the Appeals Advice Booklet and an Appeal Application Form.

### **Where can I get more information and advice?**

The Academy admissions team is committed to treating all parents and children fairly. We do not want any parents feeling that they are not in possession of all the facts or that they are unsure how to proceed. Should you have any questions, please contact Mr O’Reilly (Admissions) at the Academy. Alternatively, you may wish to contact one or more of the following for further help, advice and guidance:

- a) The local authority Admissions Dept. Tel. 2224414
- b) CHOICE Advisory Service. Tel. Amy Williamson 3950596
- c) ACE Tel. 08088005793
- d) Parent Partnership helpline Tel. 3951200