



## **POST 16**

# **ADMISSIONS POLICY 2025-26**

### **Introduction**

Garforth Academy offers an exciting and innovative 6<sup>th</sup> Form environment committed to high standards of teaching and learning. Garforth Academy has a highly qualified and dedicated team of teaching and pastoral staff who strive to ensure there are no barriers to achievement and attainment.

The Garforth Academy Advisory Board (AAB) will act as the Admissions Authority for the Garforth Academy 6<sup>th</sup> Form. Following due consultation in accordance with the revised Schools Admissions Code (2021) the Governing Body has agreed the following 6<sup>th</sup> Form Admissions policy for the academic year 2025-26.

**It should be noted that this policy relates only to the academic year 2025-26. There is no guarantee that the policy will not change in future years.**

There will be 250 places available in Year 12 at Garforth Academy 6<sup>th</sup> Form in September 2025. A minimum of 20 of the 250 places will be available for external applicants. Students should note that each course also has its own specific minimum entry requirement. Garforth Academy offers a wide range of Post 16 courses. Please consult the course entry requirements document for clarification of the required qualifications for each of the Post 16 courses on offer at Garforth Academy. This is available on request.

N.B. Students who have studied and achieved qualifications outside of the UK contact the Director of 6<sup>th</sup> Form for clarification of how these qualifications meet the course entry requirements.

### **Oversubscription Criteria**

Where there are more applications than places available, students who meet the 6<sup>th</sup> Form course entry criteria will be offered places in the order of priority listed below:

1. Looked after children (LAC) and previously looked after children. (Note 1)
2. Students on roll in Year 11 at Garforth Academy applying for a place in Year 12 for the following September.
3. Students living nearest to the Academy who meet course entry requirements. A measurement in a straight line will be made from the Academy to the applicant's home address. (Notes 2,3,4)

In the extremely unusual circumstances that two or more students are tied for an individual place then the drawing of lots will be used to decide the allocation of the final place. This process would be overseen by an impartial adjudicator.

### **Late applications**

Applications received after the closing date of 1<sup>st</sup> March 2025 will be placed on a waiting list and will only be considered if places become available.

### **Offer of places**

Students will receive a conditional offer in April 2025. Applicants will be required to formally accept their place through our Admissions+ application management system and on GCSE results day in August. Any applicant who cannot be offered a place will also be notified.

### **Allocation to courses**

Each course has its own specific minimum entry requirement which a student must meet. Each course has a predetermined number of teaching groups each with a maximum number of places. This number will vary from course to course.

External applications to the 6<sup>th</sup> form must meet the same minimum course entry requirements as the internal students. Places will be offered to external students as long as the maximum number of places on a course is not exceeded. In the event of a course being oversubscribed then places will be allocated in accordance with the oversubscription criteria on page 1.

### **Waiting lists**

If there are more applicants than places, those applicants who have been unsuccessful may request to be placed on a waiting list which will be kept until December of that year. Places may become available, for example if students do not achieve the results they need or applicants decide to take up an offer of a place elsewhere. Any available places will be offered in accordance with the oversubscription criteria on page 1.

### **In Year Applications**

Students wishing to join the 6<sup>th</sup> Form at Garforth Academy after the start of the academic year should contact the Director of 6<sup>th</sup> Form. In year applications will also be subject to course entry requirements being met

### **Appeals**

Any unsuccessful applicant may appeal the decision to an independent appeals panel. Parents or students wishing to do so should contact the Director of 6<sup>th</sup> Form who will be able to offer advice and supply the relevant appeal forms.

Appeals will be heard by an independent appeals panel and parents/students will receive written notification of the date and time of their appeal which they are entitled to attend in person. Following the appeal, the Clerk to the appeals panel will write to the parent/student with the outcome of the panel's decision.

## Application procedure

1. A 6<sup>th</sup> Form open evening is held each year. Please consult the Academy website or phone 0113 2127127 for date and details.
2. Students are asked to apply formally through our website at:  
<https://www.garforthacademy.org.uk/post-16/>
3. All applicants will be invited to a meeting to provide guidance on particular courses which will be based on the student's predicted grades and Year 11 mock examination scores in January. External students will be asked for evidence of their predicted grades at GCSE at interview and our admissions management system will communicate with candidates and reference providers to address the criteria mentioned above.

All applications must be submitted before the relevant year's closing date. The closing date for receipt of applications for 2025/26 academic year is 1<sup>st</sup> March 2025.

## 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 submit evidence of your child's previously looked after status to the Admissions Team at Leeds City Council, with a copy of the court order and evidence of being in local care so the Local Authority can verify this priority.

For applications for children who were in state care outside of England and were then adopted you must submit evidence to the Admissions Team at Leeds City Council with your application so that this priority can be verified. The evidence must show your child's adoption (an adoption order or adoption birth certificate) and that they were in state care outside England (a letter from the state).

### Note 2

We use a straight line distance system provided by Leeds City Council admission team. The program measures the straight line distance from a defined LLPG point on the main school building to a defined point on your home address. The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

### **Note 3**

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 4**

Which address to use

When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

If the child lives in different properties (shared care)

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

If parents disagree on an application made in the normal round

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply.

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

### **Moving home**

When offers are made on national offer day, we assume your address will be the same when you take up our school place in September. If you are planning to move house, you must still use your current address on your application.

As soon as you move house, you must tell Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you. Find out more on Leeds City Council's making changes to your application page.