



Admissions Policy

2018 - 2019

HORSFORTH SCHOOL

Admissions Policy

1 Background Information

- 1.1 The nature of Horsforth School cannot change. An academy cannot alter its admission arrangements without the permission of the Secretary of State. The school will remain a neighbourhood comprehensive school primarily serving the community of Horsforth.
- 1.2 Once changed the Admissions Criteria cannot be changed for 2 years.
- 1.3 The agreed admissions limit is now 225.
- 1.4 The school has been over-subscribed in Year 7 for the past nine years.
- 1.5 The school vigorously defends any appeals that take place.
- 1.6 All matters concerning admissions are dealt with by a member of the Leadership Team.
- 1.7 A waiting list will be kept for a minimum of one term.
- 1.8 Placement through a Fair Access Panel is still a requirement.
- 1.9 Any pupil who has been Permanent Excluded twice can be refused admission for 2 years from the beginning of the latest Permanent Exclusion.
- 1.10 An Academy can be directed to take children in care by the Local Authority or the School Adjudicator even when the School is full.

2 Evaluation

This policy will be evaluated every year by the Pastoral Committee of the Governing Body to ensure it is still fit for purpose. Circumstances may require more frequent modifications.

3 Authors

This policy has been updated by RHA in June 2016.

4 Procedures

Procedures to support this Policy are appended. (See Appendix 1)

Appendix I: Admissions Policy 2018 - 2019

The number of places available for the 2018 school year will be 225. You can apply for a place online from 1 August 2017 or use the common preference form which will be available in September 2017. You can return the common preference form to either the Admissions Team at Horsforth School or your primary school by the deadline date 31 October 2017.

Admissions Criteria

Children with special educational needs who have an Educational Health and Care Plan (EHCP) which names Horsforth School will be allocated a place at Horsforth School. This is a statutory entitlement under the S.324 of the Education Act 1996.

Allocation of places:

If the number of applications does not exceed the number of places available, all applicants will be granted a place at Horsforth School.

If there are more applications than available places (oversubscription), the following oversubscription criteria will be used to allocate places:

Criteria 1

- a) Children in public care or fostered under an arrangement made by the local authority. (see Note 1)
- b) Pupils without an EHCP but who have special educational needs, or with exceptional medical or mobility needs, which can only reasonably be met at Horsforth School. (see Note 2)

Criteria 2

Children with brothers or sisters who will be on roll at the School in Years 8 – 11 at the start of the academic year 2018 – 19. 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 living in Horsforth. This will be determined by properties with an LS18 postcode. Evidence of this may be required from Parents / Carers. (See Note 4)

Criteria 4

Children for whom Horsforth School is the nearest High School. (See notes 5, 6 and 7)

Criteria 5

Any other children.

Notification and acceptance of places

In accordance with the co-ordinated admissions policy, on 1 March 2018 the Admissions Team will make the formal offer of a place to Parents or Carers on behalf of the Governing Body of the School. Parents should contact the School by telephone or letter by 15 March 2018 to either accept or reject the offer of a place. This will in no way affect parents' right to appeal for a place at another school.

Appeals procedure

Parents who want to appeal against the governors' decision not to offer their child a place at the School must appeal directly to the School, not through the Leeds City Council Admissions Team. Appeals should be addressed in writing to the Admissions Officer at the School within 20 school days of receiving the decision letter from the Admissions Team. The envelope should be clearly marked "Admission Appeal".

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

A waiting list will be drawn up from unsuccessful applicants, giving priority 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 those as outlined by the Admissions Team in their booklet "Starting Secondary School in Leeds – a guide for Parents and Carers 2018 – 2019". 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 summer term in July 2019.

Governors' Policy on 'Out of Year' students

When admitting a student into Horsforth School, either directly on transfer from Primary School or into Years 7 – 13, the student will be placed into the school year which is appropriate for their chronological age, unless there are compelling medical reasons why this is not appropriate.

Details and explanations

Note 1

Children who have been adopted from local authority care prior to applying for a school place, 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 School to assess your child as having a stronger case than other children. Each case will be considered on its merits. To receive this assistance you must contact the Leeds Special Educational Needs and Disability Advice Support Service (SEND IAS) on: 0113 3951 200

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

Parents / Carers may be asked to provide proof of a child's home address. In this case, you will be asked to supply two of the following documents as evidence. All documents must be dated before the 15th January 2018.

- Copy of a recent Child Benefit letter or statement showing your name, the child's name and the home address
- Copy of a recent Child Tax Credit letter or statement showing your name, the child's name and the home address
- Letter from social services or housing department confirming the child's placement at address
- Copy of child's medical card showing home address

- Copy of a letter from a solicitor confirming that contracts have been exchanged on the property you have sold and are buying
- Copy of a letter from a Housing Association confirming that you and the child are living at the address
- An exit utility bill from your old property and current utility
- Mortgage statement from current address

If you are moving home after the 15th January 2018, you are entitled to appeal for a school place and will be asked to provide evidence.

Note 5

The distance between home and the School is measured as a straight line between the centre of the School 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 6

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 7

For admission purposes, the home address is where the child usually lives with their Parent or Carer. 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 School and the local authority of the new address.

In Year Transfers

Parents are now able to apply directly to the School at any time for an in-year transfer. The Admissions Team of the School will notify parents of the procedure and outcome of the application. An application form is available from the School.

Fair access protocol

As part of the co-ordinated admissions arrangements with local authority the School 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

There is a separate Admissions Policy for the sixth form which is displayed on our web site.