L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Admissions Policy 2019/20

Admission Policy 2019/2020

The published admission numbers for the L.E.A.D. Academy Trust's academies are:

60 for Rainbow Forge Primary Academy
60 for Birley Spa Primary Academy
90 for Birley Primary Academy
60 for Charnock Primary Academy

All applications for places are made on the applicant's home local authority application form. In the majority of cases, this will be the Sheffield City Council (the local authority) common application form which is available from the local authority. Although the Academy Trust has responsibility for deciding on admissions, under law the local authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

Applications for the Reception Year in 2019/20

For entrance to the academy in September 2019 the closing date of the coordinated admission scheme is 15th January 2019. Offers of places will be made on the national offer date of 16th April 2019.

Late Applications for the Normal Year of Entry

Sheffield City Local Authority and the Academy Trust may be willing to accept applications which are received late.

- Late applications/ changes in circumstances/ changes to preferences received by the Authority up to 31 January 2019, will be allocated a place on 16 April 2019.

- All other late applications/ changes in circumstances/ changes to preferences for Reception received after 31 January 2019 by the Authority will be dealt with after 16 April 2019.

Each case will be treated on its merits.

Other local authorities might have different policies when dealing with late applications. We would advise that you contact your home local authority to find out what their policies are.

Applications Outside the Normal Year of Entry

Details of how to apply for places in any year group, made during the school year from September 2019 onwards, will be made available on the academy's website nearer the time. If the respective year group total is below the published admission number for that year group, the child will be offered a place unless paragraphs 2.15 and/or 3.8 of the School Admissions Code are applicable. If the respective year group total is full, the child will only be offered a place if there are very exceptional circumstances and if the Academy Trust decides that the admission of an additional pupil would not prejudice the provision of efficient

education or the efficient use of resources.

Allocation and Acceptance of Places and Appeals

Parents will have **14 days** to accept the offer of a school place.

If there is oversubscription within any year group the academy will maintain a waiting list. Details will be provided on request. Inclusion in an academy's waiting list does not mean that a place will eventually become available.

If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within 20 school days of the date of the decision letter.

Local Authorities are required to have **Fair Access Protocols** in order to make unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

Admission of Children Below Compulsory School Age and Deferred Entry to School

Offers for entry to reception will be made for children to start in the September following their fourth birthday. Where a child is below compulsory school age on 1 September, parents may:

- request that the date that their child is admitted to the academy is deferred until later in the academic year or until the term in which the child reaches compulsory school age; and
- request that their child takes up the place part-time until their child reaches compulsory school age.

Admission out of the normal age group

Parents/carers may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate, and they should only be educated out of their normal age group in very limited circumstances. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. You can contact the academy or your home local authority for advice on how to request admission for your child outside their normal age group.

Oversubscription Criteria

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the academy, as measured in a straight line (by a computerised geographical information system) from a point on the academy site to a point

at the pupil's home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the Academy Trust).

Pupils who have a Statement of Special Educational Need or Education, Health and Care Plan, where the relevant academy is named in the child's statement or plan, will be admitted. This will reduce the number of places available for other pupils.

1. Places will first be allocated to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order[1].

2. Places will then be allocated to pupils who, at the closing date for applications, are resident within the relevant catchment area, whose parents have requested a place at the relevant academy and who, at the time of admission, will have a brother or sister[2] attending the academy.

3. Places will then be allocated to other pupils who, at the closing date for applications, are resident within the catchment area and whose parents have requested a place at the academy.

4. Places will then be allocated to pupils who are resident outside the relevant catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister attending the relevant academy.

5. Places will then be allocated to other pupils who are resident outside the catchment area of the relevant academy, whose parents have requested a place at the academy.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at the named academy (e.g. where the academy has specialist provision)*;
- children of travellers;
- pupils with exceptional medical, mobility, or social grounds that can only be met at the name academy*.

---

[1] A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

[2] See page 7 for the definition of 'brother' and 'sister'

*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the academy to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Academy Trust.

Withdrawing an Offer

An offer of a place may be withdrawn in the following circumstances:

- it was made in error;
- it was made on the basis of a fraudulent or intentionally misleading application (e.g. a false claim to residence in the catchment area);
- a place offered at the relevant academy is not accepted within 14 days originally specified or after a repetition of the offer allowing a further 7 days for acceptance and specifying that the offer may be withdrawn if it is not accepted within that period.

Waiting List

If, after the offer of available places has been made, the academy is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the academy in partnership with the local authority for the duration of the co-ordinated admissions scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the academy. A waiting list will also be in operation for any other years where the academy receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year

Where the number of students in a particular year group falls below the admission number for the relevant academy, the person whose name appears first on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the academy's published oversubscription criteria.

Parents are welcome to ask what position they currently hold on the list. However, because the academies constantly receive applications for admission throughout the year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the academy in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

Independent Appeals

Parents have the right to an independent appeals panel in the event that their child is declined admission to the academy. Repeat applications in the same academic year will not be

considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to the Clerk to Governors at the Academy **within 20 school days** of notification that child has not been given a place.

Definitions of terms used in these arrangements:

Resident in the Catchment Area

A child will be considered 'resident in the Catchment Area' if the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form is within the Catchment Area designated for the academy. If a child's parents live at separate addresses the child's permanent place of residence will be whichever of the two addresses the child permanently spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday each week. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months tenancy agreement from the date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be the address shown on the child benefit letter.

Brothers or Sisters – sibling connection

1. For admission purposes the Academy Trust considers the following as siblings:

    - a brother or sister who share the same parents;
    - a half-brother or half-sister, where two children share one common parent;
    - a step brother or step sister, where two children are related by a parent's marriage;
    - adopted or fostered children living in the same household under the terms of a Child Arrangements Order.

2. The Academy Trust does not consider these as siblings:

    - cousins or other family relationships not included in 1 above;
    - siblings who at 1 September 2019 will not be registered pupils at the relevant academy.

Where applications are received in respect of twins, triplets or children of other multiple births, the relevant academy will endeavour to offer places in the same school, admitting above the planned admission number where necessary. In these cases, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

Catchment Area

Details of the relevant academy's defined catchment area can be found on the Sheffield City Council web site, obtained from the School Office or by contacting the School Admissions Team at the Sheffield City Council.