



Pudsey  
Grange  
field  
School

# ADMISSIONS POLICY

## 2017 - 2018

*This policy applies to in-year admissions during the Year 2017/18, and the procedures to apply for admissions into Year 7 for 1<sup>st</sup> September 2017.*

This policy has been agreed by the Governing Body of Pudsey Grange  
School.

Date approved: 4 February 2016

Date amended: 4 February 2016

Date to be reviewed : annually

*Admissions Policy 2017/18*

## **Pudsey Grangefield School (Maths and Computing College)**

Parents/Carers can apply for a place at Pudsey Grangefield School either using the Local Authority online system from **1<sup>st</sup> August 2016** – [www.educationleeds.co.uk/admissions](http://www.educationleeds.co.uk/admissions) or use the common preference form which should be completed and returned to your primary school or to The Leeds Admissions Team by the deadline date **31<sup>st</sup> October 2016**.

Parents living within the boundaries of a different Local Authority may choose Pudsey Grangefield as a preferred school and should complete the preference form and return to their Local Authority who will then pass on the information to The Leeds Admissions Team.

### **Admissions Criteria:**

- Children with a statement of special educational needs who have a Statement which names Pudsey Grangefield School will be allocated a place at the school.

### **Allocation of places:**

- If the number of applications does not exceed the number of places available, all applicants will be granted a place at Pudsey Grangefield 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 2)
- b) Pupils without a statement but who have Special Educational Needs, or with exceptional medical or mobility needs, that can realistically only be met by Pudsey Grangefield School. (See note 3)

#### **Criteria 2**

Children with brothers or sisters who will be on roll at Pudsey Grangefield School at the start of the academic year and are living at the same address (see note 4).

#### **Criteria 3**

Children for whom Pudsey Grangefield School is the nearest secondary school. (see notes 5 and 6)

#### **Criteria 4**

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 Pudsey Grangefield School will, therefore, be allocated a place before those who live further away. (see notes 4, 5 and 6)

#### **Late Applications**

If you return the preference form after the deadline we cannot guarantee to consider your preferences at the same time as those received on time. Any secondary applications returned after **10 December 2016**, will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons.

#### **Notification of acceptance of offers**

In accordance with the co-ordinated admissions policy, on **1<sup>st</sup> March 2017** the Leeds Admissions Team will make the formal offer of a place to parents or carers on behalf of the

Governing Body of Pudsey Grangefield School. This will be in the form of a letter. Parents will be asked to accept the offer of a school place by contacting the school direct. This will not affect their position on any waiting list for a higher preference, or their right to appeal. Parents who do not wish to accept the offer, or do not accept the offer within a reasonable time, may have the place withdrawn.

### **Waiting list for incoming Year 7**

After offers have been made on 1<sup>st</sup> March for Secondary schools, parents can ask to go on the waiting list for any school. The waiting list will be held in criteria order of the admission policy and will close on **20 July 2018**. Waiting lists will be held in each year group for applications outside of the normal admission round closing on **20 July 2018**.

### **Appeals procedure**

Parents who want to appeal against the decision not to offer their child a place at Pudsey Grangefield School must appeal in writing to the Leeds Admissions Team within 20 school days from the date on the offer letter. 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. If they wish, parents may be accompanied by an advisor or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Temporary School Site**

If a 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.

### **Applications outside the normal admission round**

All applications outside the normal admission round should be made on Leeds' In-year Common Preference Form. From September 2013 you should return the form directly to your preferred school. If the school is full you will be offered a right of appeal. Where no house move has taken place you will only be offered a place to start at the beginning of the next term.

### **In-year applications**

From September 2013, all entries and application for a place at the school should be addressed to the **school directly**. An application form is available from the school reception.

***Where parents/carers simply wish for their child to change school an in-year application form should be completed and returned to Pudsey Grangefield School. The application will be considered and parents/carers will be advised of the decision by the school which will be confirmed in writing.***

Where a child is refused because the school is full, he/she will be placed on the waiting list until the end of that academic year when all lists will close.

For all in-year application forms, please contact Pudsey Grangefield School on (0113 255 8277).

### **Fair Access Protocol**

As part of the co-ordinated admissions arrangements with the 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 admission policy.

### **Sixth Form Admissions**

In addition to this policy, admissions into Pudsey Confederation (Pudsey Grangefield School, Crawshaw Academy and Priesthorpe School) is based on students achieving in their GCSE 5+A\*-C including GCSE A\* - C in English and maths. Where a student has not achieved grade C+ in GCSE maths and English, we would expect the student to continue studying these subjects at GCSE level in our sixth form until they have achieved the required grade. In certain subjects, GCSE grade B or higher would normally be required for study at AS/A2 level. Places would be subject to each school in the confederation carrying out its reference checks, as well as the qualifications requirement and the suitability of the courses for individual students.

Ten places are available for students outside of Pudsey Confederation of schools. These applications will be subject to the normal Pudsey Confederation expectations for admissions as outlined above in this policy. We would require two satisfactory references from a senior member of staff from their school/college. However, the school reserve the right to seek additional information from different stakeholders before making the decision to accept or reject the application.

#### **Note 1**

If we cannot offer parents or carers a place for their child at any school they put on their preference form, we will offer their child a place at the nearest school that has places available when we make the offer (this may include voluntary aided and foundation schools or academies where their governing bodies have given us permission to do so).

**Note 2**

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 (criterion 1a).

**Note 3**

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking the Authority 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 SEN Assessment and Provision Service on 3951100.

**Note 4**

For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

**Note 5**

In Leeds we use a straight-line distance system.

We use a national computer system to run our school-admission system. As part of this system there is a program that measures the 'straight-line' distance from the centre of the main school building to your home address. The point we measure to at your home address is determined by the Royal Mail Postcode Address File. This information provides us with coordinates for every dwelling. If we are not able to match your address with the Postcode Address File then we will use the centre of your dwelling.

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots.

**Note 6****If you live in Leeds**

If you live in Leeds and your nearest school is a school in another local authority, then your nearest Leeds school by straight-line distance will be your nearest eligible school. You can apply for any school but the nearest priority only applies to Leeds schools.

**If you don't live in Leeds**

If you live in another local authority and the nearest school to your home in a straight line is a Leeds community, voluntary-controlled or foundation school, or academy we will give you the relevant priority under our admissions policy.

If you live in another local authority and the nearest school to your home, by straight line, is a school not in Leeds you are still able to apply for a Leeds School but criterion 3 will not apply.

**Nearest School**

When we say the 'nearest' school, we do not include voluntary-aided (faith based) schools. This is because they apply their own admissions policies and, if they are oversubscribed, they mainly offer places based on the religion practised by the child and family.

**Address**

For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. We will investigate any queries about addresses and, depending on what we find; we may change the school we offer your child. When we make an offer, we assume your address will be the same in the following September as we have on record. If you plan to move house, you must still give your current address. If you move house after the deadline of **31<sup>st</sup> October 2016** for Secondary places you must tell us your new address as we may have to offer your child a place at another school