



Pudsey  
Grange  
field  
School

# ADMISSIONS POLICY 2018/19

*This policy applies to in-year admissions during the Year 2018/19, and the procedures to apply for admissions into Year 7 for 1<sup>st</sup> September 2018.*

***\*\*Please note that as a temporary measure, we will admit 227 students into our Year 7 cohort on 1<sup>st</sup> September 2018***

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

Signed

(M Sheen)  
Chair of Governors

Date approved:

Date amended: 6 February 2017

Date to be reviewed : annually

## **Pudsey Grangefield School**

Our Pupil Admission Number (PAN) in Year 7 to 11 is 195.

Parents/Carers can apply for a place at Pudsey Grangefield School either using the Local Authority online system from **1<sup>st</sup> August 2017** – <http://www.leeds.gov.uk/residents/Pages/Admissions-Secondary-School.aspx> 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 2017**.

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.

The Chief Executive of Leeds City Council makes all offers of places in Year 7 on behalf of the Governing Body of Pudsey Grangefield which is the admission authority for the school. Head teacher or school-based staff are not authorised to offer a child a place in year 7 for September entry. The authority to convey the offer of a place has been delegated to schools for places in other year groups and Year 7 outside the normal admissions round.

Children with an Education, Health and Care Plan (EHCP) will be admitted to the school named on their plan if Pudsey Grangefield is deemed to be the most suitable provision for your child.

We will offer places to children in the following order of priority.

### **Priority 1**

- a) Children in public care or fostered under an arrangement made by the local authority. (see note 2)
- b) Pupils without an EHC plan but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at a specific school. (See note 3)

### **Priority 2**

Children with older brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 4). This priority will not apply where the older sibling joined the sixth form from a different school.

### **Priority 3**

We will give priority to parents who include a preference for their catchment priority school (see note 6). If we have more applications than there are places, we will offer places first to children living closest to the school (measured in a straight line) (see note 5).

### **Priority 4**

We will give priority to parents who choose a Leeds school, which is not their catchment area school (see note 6).

If we have more applications which meet one of these priorities than there are places available, we will offer places first to children living closest to the school, measured in a straight line. (see note 5).

**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 (priority 1a).

**Note 3**

Leeds City Council promotes inclusion for all children and young people across the city. In line with the Children and Families Act 2014 and the ethos that every child where possible should be able to have their needs met in local mainstream provision, it is an expectation in Leeds that all mainstream schools are able to provide for all children with low level Special Educational Needs (SEN) and also the majority of children with Complex SEN Needs. It is also an expectation that all Leeds schools provide an inclusive and nurturing environment that can meet the needs of those vulnerable children who have social, emotional and mental health needs.

All schools have a duty to provide care and support for those pupils who have a medical condition.

Children with exceptional needs who require additional support above that expected of a mainstream school. e.g. blind children who need to access Braille, Deaf children who need access to specialist teachers will usually have an Education Health and Care plan (EHCP) naming a particular school.

Leeds schools are highly inclusive and have developed provision over a number of years to ensure the inclusion and progress of children and young people with SEN and Complex Needs – very rarely is a school unable to cater for a child or young person's needs.

1b admissions priority is specifically for pupils who have a significant physical disability or complex sensory impairment - e.g. pupils with a visual, hearing, or physical difficulty or those with pragmatics difficulties/autism, who do not have an EHCP and where higher level FFI funding is in place. It is expected that children and young people that require specific provision to meet additional and SEN needs will have professionals involved with them, these professionals ordinarily will have already alerted the Local Authority to any specific provision that a child needs.

When making an application under 1b you must be able to state the provision that is needed to meet a specific SEN need that is only available in the school of preference.

Applications in this category must be supported by a SEN SIF, available from the Admissions Team, which must include a statement in writing from a paediatrician/doctor or other relevant professional who can evidence why a particular provision is needed over another. Leeds City Council colleagues supporting the application must use the appropriate professionals form available from the Admissions team. The supporting statement must also evidence why the school of choice is the only school that can meet the particular need in question. This is necessary as the LA will be assessing if your child has a stronger case than other children.

Cases will be considered individually by a LA panel and where necessary in consultation with the school that has been preferenced.

Advice and support can be sought from the Leeds SEND Information Advice and Support Service on 0113 395 1222.

#### **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**

##### Catchment areas

Each of the community secondary schools in Leeds has a catchment area. The area has been defined by the straight-line distance between the school and the next nearest school with a non-faith based admission policy. This catchment area was set in November 2015 based on the schools and academies expected to be admitting year 7s in September 2017. You can apply for any school but if you live in the catchment area for a community school you will receive a higher priority for it than families living outside of the catchment area. If you live in the catchment area you are not guaranteed a place at the school.

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

If you live in another local authority and you live in the catchment area for a Leeds community school, we will give you the relevant priority under our admissions policy.

#### **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 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.

#### **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 **8 December 2017**, will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications will be considered before placements are made (where no preference could be met)

### **Accepting Offers**

Parents will be asked to accept the offer of a school place. 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. **Please telephone Pudsey Grangefield School on (0113) 255 8277 to confirm your child's place in Year 7 once you have received confirmation from Leeds Admissions Department.**

### **Waiting List**

After offers have been made on 1 March for secondary, parents can ask to go on the waiting list for any school. Waiting lists will also be held for each year group for applications outside of the admissions round. All waiting lists will be held in criteria order of the admission policy and will close on 25 July 2018 i.e. at the end of the academic year. All waiting lists will be ranked when new applicants have been added ahead of any allocations being made.

### **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 (In-Year Transfers)**

All applications outside the normal admission round should be made using an in-year application form (ICPF). From September 2013 you return the form directly to your preferred school. If the school is full you will be offered a right of appeal.

The sibling priority will apply to younger and older siblings where families move during the school year. Where no house move has taken place you will be offered a place to start at the beginning of the next term, unless no other accessible school place is available to you. You can contact the Admissions Team to find out about vacancies in schools.

### **Sixth Form Applications**

If a school recruits external candidates to its sixth form they are required to set a Published Admission Number (PAN) for external students. Pudsey Grangefield PAN for entry into our Sixth Form for external students is 20.

Admission into sixth form is based on course requirements - you will need to contact the schools to confirm these. If the school is full in sixth form the oversubscription criteria above will apply.

### **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.

Twenty 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.