



# **Admissions Policy 2023-2024**

# HORSFORTH SCHOOL

## Admissions Policy

### **1 Background Information**

- 1.1 The school will remain a neighbourhood comprehensive school primarily serving the community of Horsforth.
- 1.2 The published admissions limit for 2023 is 225 pupils in Years 7 to 11.
- 1.3 The published admissions limit for 2023 for external Post 16 students (students who did not complete Year 11 at Horsforth School) is 100 in Year 12.
- 1.3 The school has been over-subscribed in Year 7 since 2008.
- 1.4 Horsforth School Academy Trust is the admission authority for Horsforth School
- 1.5 Horsforth school complies with placement through a Fair Access Panel.
- 1.6 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**

The School's Admissions policy will be evaluated every year by the Board of Trustees to ensure it is still fit for purpose.

### **3 Authors**

This policy has been updated by PCB in September 2021.

## **Appendix I: Admissions Policy 2023-24**

### **Applying for a place in Year 7**

The school's Published Admission Number – that is number of places available for admission to year 7 at the school in September 2023 is 225.

You can apply for a place in Year 7 online from 1 August 2022 or use the common application form (CAF) which will be available from Leeds City Council in September 2022. You can return the common application form (CAF) to either the Admissions Team at Horsforth School or to Leeds City Council admissions team by the deadline date 31 October 2022.

### **Late applications**

Late applications will be administered in accordance with the Leeds City Council Co-ordinated scheme.

### **Applying for a place in Year 12**

The schools published admissions number for **external students** (students who have not studied at Horsforth School in Year 11) is 100 in Year 12. Students who have studied at Horsforth School during Year 11 can transfer automatically **provided they meet the Sixth Form entry requirements**.

You can apply for a place in Year 12 through the online application on the Horsforth School Website: <http://www.horsforthschool.org/> or via Leeds City Council <http://www.startinleeds.com/start-to-apply/> Paper copies available upon request.

### **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 Years 7 to 11:**

If the number of applications does not exceed the number of places available, all applicants will be offered 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 or children previously looked after by a 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 2023-2024. 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. Our catchment area is defined as the 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 (straight line distance). (See notes 5 and 6)

#### **Criteria 5**

Any other children: where Horsforth **is not** the nearest school.

#### **Oversubscription in any criteria**

If we have more applications meeting one of these priorities than there are places available, we will offer places in order of distance from the school – so those living closer to the school would be offered a place before those living further away, when measured in a straight line.

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, witnessed by an independent person.

The drawing of lots for random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family where they are tied for the final place. We will admit them all, exceeding the PAN for the school.

#### **Notification and acceptance of places**

In accordance with the coordinated admissions policy, on 1 March 2023 Leeds City Council Admissions Team will make the formal offer of a place to Parents or Carers on behalf of the Trustee Board of the School. Parents should contact the School by telephone or letter by 30 March 2023 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 Trustees' 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 lists**

The school will operate a waiting list for each year group until the end of the academic year (July 2024). It will be open to any parent to ask for their child's name to be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list

## **Admission out of chronological age group**

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should apply in the normal admission round and also submit a written request addressed to the headteacher specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. There is no right of appeal against a decision relating to admission out of chronological age. Admission out of year group is not preferenced over admissions in chronological year group.

## **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 (see the definition in Section 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 a Child Arrangements Order

### **Note 2**

Priority will be given to children based on their Special Educational Needs or exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child’s need and why they must attend this school rather than any other, based on those needs. This evidence must be submitted by a written request addressed to the headteacher. If evidence is not submitted to the school with the application, a child’s medical or social needs cannot be considered. ‘Social need’ does not include a parent’s wish that a child attends the school because of a child’s aptitude or ability or because their friends attend the school. ‘Medical need’ does not include mild medical conditions.

To receive this assistance you should contact the Leeds Special Educational Needs and Disability Advice Support Service (SEND IAS) on: 0113 378 5020

### **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 such as foster children and stepchildren. 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. The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’s residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a

fraudulent address. We will investigate any queries about addresses and this may result in withdrawal of a school place offer, even if the child has already started at the school.

In this case, you will be asked to supply two of the following documents as evidence. All documents must be dated before the 15<sup>th</sup> January 2023:

- Copy of a Council Tax bill
- Copy of a signed Tenancy agreement
- Mortgage statement from current address.
- Letter from social services or housing department confirming the child's placement at address
- Copy of child's medical card or GP records showing home address
- 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/or current utility

If you are moving home after the submission of your application form, you are entitled to appeal for a school place and will be asked to provide evidence.

In addition to the above, we may ask for further documents or evidence, if we receive an allegation that a fraudulent or misleading address has been used.

### **Note 5**

In Leeds we use a straight-line distance system. We use Geographic Information System (GIS) mapping in our school-admission system. The program measures the 'straight-line' distance from a defined point on the main school building to your home address. The point we measure to at your home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If we are not able to match your address with the LLPG then we will use a manually identified point at the centre of your dwelling.

### **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.

### **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 or from Leeds City Council:

<https://www.leeds.gov.uk/docs/In%20year%20common%20transfer%20form%20%28%28CPF%29.pdf>

### **Fair Access Protocol**

As part of the coordinated 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**

### **Sixth Form Entry Requirements**

Existing Year 11 students at Horsforth School wishing to remain at school beyond Year 11 into Sixth Form education will be able to do so providing they meet the minimum entry requirements. The minimum entry requirement for progression into sixth form is a grade 5 in English and Maths and 3 other grade 5's or higher at GCSE, although individual courses may have higher entry requirements (outlined in the Sixth Form prospectus).

Students attending other schools in Year 11 are able to apply for places in Year 12 at Horsforth School. All applicants wishing to join the school for the first time in Year 12 are subject to the same entry requirements as those set out for existing students.

### **Allocation of places in Sixth Form**

Children in Year 11 are not required to apply to re-enter the school in Year 12. Provided they have met the entry requirements, they will be permitted to move up to Year 12. Where places are not filled by internal applicants and there are more applicants than places, students will be offered places (subject to meeting the entry requirements above) in order of priority listed above.