



E-ACT

**LEEDS WEST ACADEMY
ADMISSIONS POLICY**
2011/2012

THE ADMISSION OF STUDENTS TO LEEDS WEST ACADEMY

GENERAL

- 1** This annex may be amended in writing at any time by agreement between the Secretary of State and Edutrust Academies Charitable Trust (“the Company”).
- 2** The Company will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the Company.
- 3** Notwithstanding the generality of paragraph 2 of this Annex B, the Company will take part in the Admissions Forum set up by the Leeds City Council Local Authority (“the LA”) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
- 4** Notwithstanding any provision in this Agreement, the Secretary of State may:

 - a. direct the Company to admit a named student to Leeds West Academy on application from a Local Authority. Before doing so the Secretary of State will consult the Company.
 - b. direct the Company to admit a named pupil to Leeds West Academy if the Company has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
- 5** The Company shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Company. The Independent Appeal Panel will be independent of the Company. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
- 6** The Company shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the

process. The Company may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

- 7 In paragraphs 5 and 6 above, 'relevant children' means:
- a. in the case of appeals for entry to a sixth form, the child, and;
 - b. in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

- 8 The Company shall consult the following parties on the Academy's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the 'Determination Year'¹:
- a. The LA
 - b. The admission forum for the LA
 - c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation
 - d. Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation
 - e. Affected admission authorities in neighbouring local authority areas
 - f. Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy
 - g. Community groups which the Academy considers relevant
 - h. Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act

¹ A 'determination year' is the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. consultation to end in March 2009 and determination to be in April 2009 for admissions in September 2010

1998 as amended, and Regulations under that section.

- 9** From 2011-12, and for subsequent years, consultation in line with paragraph 8 is not required in any year where the following conditions are met:
- a. the admission arrangements were consulted upon in one or both of the previous two years; and
 - b. there have been no changes, or proposed changes, since the last consultation.
- 10** As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 8 must be followed for the next determination year.

Company Determination of Admission Arrangements

- 11** The Company will consider comments made by those consulted in accordance with paragraph 8, including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.
- 12** The Company will determine the Academy's admission arrangements annually by 15 April of the Determination Year and notify consultees listed in paragraph 8 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

- 13** Where the Company has determined the Academy's admission arrangements and notified all consultees listed in paragraph 8, if any of those persons or bodies object to the Academy's admission arrangements, including the proposed admission number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

Secretary of State's Consent for Changes to Admission Arrangements

- 14** Where the admission arrangements determined in a Determination Year in accordance with paragraph 12 are different from the admission arrangements currently in existence for the Academy, the Company shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admission arrangements.

Secretary of State's Power to Accept, Modify or Reject Admission Arrangements

- 15** Where the Secretary of State has received any representations made in accordance with paragraph 13, the Secretary of State must consult the Company on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Company amends the proposed admission arrangements for the Academy. The Company shall comply with any such direction.
- 16** Where the Secretary of State has received an application made in accordance with paragraph 14 seeking his consent to any amended admission arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admission arrangements or direct that the amended admission arrangements are not implemented or must be modified. The Company must comply with any such direction.

Publication of Admission Arrangements

- 17** The Company shall each Determination Year publish Leeds West Academy's agreed admission arrangements by:
- a. copies being sent to the persons consulted in paragraph 8
 - b. copies being sent to primary and secondary schools in the LA's
 - c. area
 - d. copies being sent to the offices of the LA
 - e. copies being made available without charge on request from the Academy
 - f. copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons
 - g. a copy being uploaded to the Academy's website (if it has one).
- 18** The published admission arrangements will set out:
- a. the name and address of Leeds West Academy and contact details;
 - b. a summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;
 - c. a statement of any religious affiliation if relevant;

- d. numbers of places and applications for those places in the previous year; and
- e. arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by Leeds West Academy After Arrangements Have Been Published

- 19** Subject to paragraph 20, once the Academy's admission arrangements have been determined for a particular year and published, the Company will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
- a. the Company has consulted those who are required to be consulted under paragraph 8 above on the proposed variation;
 - b. following such consultation, the Company has applied to the Secretary of State to approve the change setting out:
 - i) the proposed change;
 - ii) reasons for wishing to make such a change;
 - iii) any comments or objections to the proposal from those consulted; and
 - c. following such application, the Secretary of State has provided his consent to the proposed variation.
- 20** The Company shall following the prior written agreement or direction of the Secretary of State vary the Academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.
- 21** Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 19 or 20 above must be published within the Academy's prospectus and on its website (if it has one) and be communicated within 7 days to those persons who must be consulted under paragraph 8.
- 22** The Company must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

- 23** Where a representation is made in accordance with paragraph 22, the Secretary of State may, after consulting the Company, direct that the Company modify its arrangements for the admission of students to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Company must comply with any such direction.
- 24** Records of applications and admissions to the Academy shall be kept by the Company for a minimum period of ten years and shall be open for inspection by the Secretary of State.

PROCEDURE FOR ADMITTING STUDENTS TO THE ACADEMY

The Leeds West Academy is a sponsored Academy that specialises in performing arts. The academy has its own admissions policy, though offers for places in year 7 will be made via Education Leeds.

Admission Number(s)

- 25** The Academy has the following agreed admission numbers for the year 2011/2012 and, subject to any changes approved or required by the Secretary of State, for subsequent years:
- a. 240 students in Year 7.
 - b. Leeds West Academy operates a sixth form for a total of 300 students. 170 places overall will be available in Year 12 (the Year 12 'capacity') for its own students progressing from Year 11. It will not admit external applicants to its sixth form unless undersubscribed by its own students.(See Para.35)
- 26** Leeds West Academy may set a higher admission number than its published admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 8. Students will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
- 27** If the Academy admits a total of 26 students in excess of its admission number in any 3 year period it will determine a higher admission number, after consulting those bodies listed at paragraph 8.

Process of Application

- 28** Arrangements for applications for places at Leeds West Academy will be made in accordance with the LA's co-ordinated admission

arrangements and will be made on the Common Preference Form provided and administered by the relevant local authority.

Parents can also apply on-line from 1 August each year.

- 29** The Academy will use the LA's timetable for applications to Leeds West Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within the Leeds City Council LA as agreed by the Admissions Forum, the LA, local schools and Academies
- a. By August - Leeds West Academy will publish its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2010 for admission in September 2011). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
 - b. September/October – Parents will be provided with opportunities to visit Leeds West Academy;
 - c. September/October – Common Preference Form to be completed and returned to the pupil's home LA to administer
 - d. Education Leeds notifies Leeds West Academy of applications
 - e. Applicants invited in for selection by aptitude in Performing Arts (Up to 24 reserved places)
 - f. The Academy sends list of students to be offered places to the LA;
 - g. February - the LA applies agreed scheme for own schools, informing other local authorities of offers to be made to their residents;
 - h. 1st March offers made to parents.
- 30** For 2011-12 there will be a national closing date for applications as follows:

31 October for secondary applications; and

The Academy will ensure its application processes enable parents to apply before this deadline.

Consideration of Applications

- 31** Leeds West Academy will consider all applications for places. Where fewer than the published admission number(s) for the relevant year groups are received, Leeds West Academy will offer places to all those who have applied.

Students with statements of Special Educational Needs are admitted as a result of Leeds West Academy being named in the statement and they are counted against the number of places available.

Procedures where the Leeds West Academy is oversubscribed

Secondary phase oversubscription criteria

Admission year 7

- 32** Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below.
- a. Children in public care or fostered under an arrangement by the local authority
 - b. 24 students (10% of the agreed admission number) will be admitted on the basis of aptitude in Performing Arts, using a specified assessment process (based on auditions) which will be set out in the published Academy prospectus.
 - c. Students whose siblings currently attend the school and who will continue to do so on the date of admission;²
 - d. Nearest school: Students for whom Leeds West Academy is the nearest in a straight line, taking into account the local Leeds Community Schools.
 - e. Admissions of students on the basis of proximity to the school using straight line measurement from the main entrance of the Academy to the main entrance to the child's home.

² Sibling is defined as

- Brothers or sisters, including half-brothers or sisters, step-brothers or sisters and foster children living at the same address
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989
- In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to exceed its Published Admission Number by one.
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33 Notification and acceptance of places

In accordance with the co-ordinated admissions policy, on 1 March 2011 Education Leeds will make the formal offer of a place to parents or carers on behalf of the Governing Body of the Academy. Parents should contact the Academy by telephone or letter by 15 March 2011 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.

34 Arrangements for appeals panels

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The decision of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. Parents who want to appeal against the governors' decision, not to offer their child a place at the Academy must appeal directly to the Academy. The appeal should be addressed in writing to the Academy.

35 Post 16 admission criteria

Leeds West Academy has capacity for 300 students in the sixth form. It will provide places for at least 170 internal and external students in year 12. The Academy will not admit external applicants unless it is undersubscribed by students progressing from its own Year 11, and in such circumstances it will apply the same academic entry requirements as it does to students already on roll in the Academy and, if a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria below.

The Academy will admit any Statemented students whose Statement names the Academy and which the Academy has agreed.

The Academy will publish specific criteria in relation to minimum academic entrance requirements for admission to the post-16 provision. Both internal and external students wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form. The academic entry requirements will be published annually in the LA's composite admissions prospectus and in the Academy's own prospectus.

In addition to the sixth form's minimum academic entry requirements, students will need to satisfy minimum entrance requirements for the

courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the Academy's prospectus and in the LA's composite admissions prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy academic entry requirements than the number of post-16 places available and after the admission of students with statements of Special Educational Needs where Leeds West Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

1. Children in public care
2. Students for whom Leeds West Academy is the nearest in a straight line taking into account the local Leeds Community Schools
3. Admission of students on the basis of proximity to the school.

- 36** There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.

The Academy may participate in local 14-19 partnerships which are likely to involve some Leeds West Academy students, if they follow relevant options, receiving part of their education at schools and colleges other than Leeds West Academy. There will be reciprocal arrangements for students on roll at other local schools and colleges.

NB: Local 14-19 partnership agreements will determine which national Diplomas will be offered within the local geographical area and by which local providers.

37 Operation of waiting lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year Leeds West Academy receives more applications for places than there are places available, a waiting list will operate until a term after the start of the school year. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an

unsuccessful application.

- 38** Students' position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 32, or for post-16 paragraph 33 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for Admitting Students to Other Year Groups, Including To Replace any Students who have left Leeds West Academy

- 39** From 2010-2011 local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the Academy's right to determine which applicants have priority for admission.
- 40** An in-year common preference form, available from the Academy or Education Leeds must be completed and returned to the Admissions Team at Education Leeds for admission to the Academy outside the normal admissions round. All requests will be considered by the Governors who will inform the local authority whether or not a place can be offered. The local authority will then send a letter to parents. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal. The Academy will not hold a waiting list for in-year admissions.
- 41** Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 32, or for post-16 places, paragraph 35, shall apply. Parents whose application is turned down shall be entitled to appeal.

Arrangements for Admission of students as Leeds West Academy Builds to its Full Capacity

- 42** Leeds West Academy opened on 1 September 2009 with a Published Admission Number relating solely to students in Year 7 and, where relevant, Year 12. Students in subsequent Years will have been transferred automatically from the predecessor school, Intake High School, which closed on 31 August 2009.

- 43** Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in Leeds West Academy and the efficient use of resources.
- 44.** There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants, paragraph 34.