



## Policies and Procedures

# Admissions Policy 2019

## Contents

<b>Policy, Numbers, Applications for Year 7 Intake 2019</b>	<b>3</b>
<b>Criteria for allocating places</b>	<b>4</b>
<b>Tie break</b>	<b>5</b>
<b>Reporting on the governors' decision</b>	<b>5</b>
<b>Appeals procedure</b>	<b>5</b>
<b>Waiting list</b>	<b>6</b>
<b>Admissions for outside the normal admission round (in-year transfers)</b>	<b>6</b>
<b>Admissions Post 16 for 2019 (Going into the Sixth Form)</b>	<b>7</b>
<b>Entry Requirements</b>	<b>7</b>
<b>Oversubscription Criteria</b>	<b>7</b>
<b>How to Apply</b>	<b>8</b>
<b>Appendix 1: Admissions Policy Category 3 – “Churches Together in England”</b>	<b>9</b>
<b>Appendix 2: Diocese of Leeds deaneries map</b>	<b>10</b>
<b>Appendix 3: Place of Worship Verification Form</b>	<b>11</b>
<b>Appendix 4: Supplementary Information Form</b>	<b>12</b>

## Admissions Policy for 2019

### Policy, Numbers, Applications for Year 7 Intake 2019

As a Church of England Academy, Abbey Grange exists to serve the whole city of Leeds, drawing students from around 70 different primary schools, including many of the 38 C of E primaries in the Leeds area. The Academy's distinctive Christian nature is very important to the governors, parents/carers, students and staff; many students come from families who worship regularly. In this context our key aim is to provide an environment in which the Academy can work with parents/carers to help its students to grow spiritually. This policy therefore places a Faith criterion for admission at its heart in order to support our ongoing vision, working in conjunction with the Diocese of Leeds.

In order to make a valid application to Abbey Grange C of E Academy, you must complete a common preference form. The common preference form must be returned to the local authority by 31 October 2018; this is a legal requirement under the Admissions Code 2014. In order to apply for a place at Abbey Grange C of E Academy under the faith oversubscription criteria, a supplementary information form must also be completed, and must be returned to the academy by 31 October 2018.

You must complete the common preference form by 31 October 2018. Information about how to complete this form can be obtained from the Local Authority.

The supplementary information form is attached, and a paper copy will be available from the Academy office or on the Academy website from 1 August 2018. You must return the supplementary information form to Abbey Grange C of E Academy by 31 October 2018.

If you are making an application for a place under the Faith criteria, we will need to verify your attendance at worship at your place of worship for at least two years prior to your application. You must indicate on the supplementary information form: the name, email, postal address and phone number of a priest, minister of religion, pastor or other appropriate spiritual leader. The Academy will contact the person named to verify the information you have supplied on the supplementary information form. We advise you to inform the person named that the Academy will contact them to verify the information supplied. If we do not receive verification from the person named, your application will be placed into category 8.

Offers of places in year 7 do not depend on students' ability or aptitude. The published admission number (PAN) for the academic year beginning on 2 September 2019 will be 240.

## Criteria for allocating places

Children with an Education, Health and Care (EHC) plan which names the school will be allocated a place. This is a statutory entitlement under the S.324 of the Education Act 1996.

If the academy receives more applications than the number of places available, places will be offered in the following order:

1. “Looked after” children (ie a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were previously “looked after” but have been adopted or have become subject to a residence or child arrangement order or special guardianship order.<sup>5</sup>
2. Up to 152 places to those who worship within the Church of England. These places will be offered in the following order:
  - (i) to children whose immediate<sup>4</sup> family is at the heart of the church<sup>1</sup>, who have a brother or sister<sup>3</sup> attending Abbey Grange in Years 8-11 in September 2019.
  - (ii) to children whose immediate<sup>4</sup> family is at the heart of the church<sup>1</sup>, who **do not** have a brother or sister<sup>3</sup> attending Abbey Grange in Years 8-11 in September 2019.
  - (iii) to children whose immediate<sup>4</sup> family is attached to the church<sup>2</sup>, who have a brother or sister<sup>3</sup> attending Abbey Grange in Years 8-11 in September 2019.
  - (iv) to children whose immediate<sup>4</sup> family is attached to the church<sup>2</sup>, who **do not** have a brother or sister<sup>3</sup> attending Abbey Grange in Years 8-11 in September 2019.
3. Up to 58 places to those who worship within churches which are affiliated to Churches Together in England, or are in full sympathy with its Trinitarian stance (see appendix 1). These places will be offered in the following order:
  - (i) to children whose immediate<sup>4</sup> family is at the heart of the church<sup>1</sup>, who have a brother or sister<sup>3</sup> attending Abbey Grange in Years 8-11 in September 2019.
  - (ii) to children whose immediate<sup>4</sup> family is at the heart of the church<sup>1</sup>, who **do not** have a brother or sister<sup>3</sup> attending Abbey Grange in Years 8-11 in September 2019.
  - (iii) to children whose immediate<sup>4</sup> family is attached to the church<sup>2</sup>, who have a brother or sister<sup>3</sup> attending Abbey Grange in Years 8-11 in September 2019.
  - (iv) to children whose immediate<sup>4</sup> family is attached to the church<sup>2</sup>, who **do not** have a brother or sister<sup>3</sup> attending Abbey Grange in Years 8-11 in September 2019.
4. Up to 12 places to those who worship within one of the following world religions (Buddhism, Hinduism, Islam, Judaism or Sikhism). These places will be offered in the following order:
  - (i) to children whose immediate<sup>4</sup> family is at the heart of the place of worship<sup>1</sup>, who have a brother or sister<sup>3</sup> attending Abbey Grange in Years 8-11 in September 2019.
  - (ii) to children whose immediate<sup>4</sup> family is at the heart of the place of worship<sup>1</sup>, who **do not** have a brother or sister<sup>3</sup> attending Abbey Grange in Years 8-11 in September 2019.
  - (iii) to children whose immediate<sup>4</sup> family is attached to the place of worship<sup>2</sup>, who have a brother or sister attending<sup>3</sup> Abbey Grange in Years 8-11 in September 2019.
  - (iv) to children whose immediate<sup>4</sup> family is attached to the place of worship<sup>2</sup>, who **do not** have a brother or sister<sup>3</sup> attending Abbey Grange in Years 8-11 in September 2019.
5. Any remaining applications in excess of 152 who meet the criteria under category 2. The places will be offered in accordance with the order specified in category 2.
6. Any remaining applications in excess of 58 who meet the criteria under category 3. The places will be offered in accordance with the order specified in category 3.
7. Any remaining applications in excess of 12 who meet the criteria under category 4. The places will be offered in accordance with the order specified in category 4.

## 8. Any other children.

### Definitions:

<sup>1</sup> 'At the heart of the church/place of worship' means someone whose family worships twice a month or more. The worshipper might be the child or one or more parents/carers. This must be for a period of at least two years prior to the date of application (where families have moved within the last 2 years, they may also ask for their previous place of worship to provide a reference).

<sup>2</sup> 'Attached to the church/place of worship' means someone whose family worships at least once every 2 months. The worshipper might be the child or one or more parents/carers. This must be for a period of at least two years prior to the date of application (where families have moved within the last 2 years, they may also ask for their previous place of worship to provide a reference).

<sup>3</sup> A brother or sister is defined as someone who has one or both of the same parents or carers and lives at the same home address. This includes fostered siblings, but not cousins living at the same address.

<sup>4</sup> Immediate family is defined as one or more parents or carers or the child.

<sup>5</sup> 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after.

### Tie break

If there are more applicants than places available in any criteria, places will be offered:

- First to the children who live within the areas of the Allerton, Armley, Headingley or Whitkirk deaneries, or in the other parishes within the boundary of the Leeds City unitary authority (please see Appendix 2 for a map showing the deaneries).
- Then to the children who live nearest to the academy, as measured by a straight line from the main academy building to the child's home/primary address, using the information supplied for this purpose by the local authority from the national school admission system. Further details on the straight-line distance system can be found within the local authority's admission policy, available from: [www.leeds.gov.uk/residents/Pages/Determined-admissions-arrangements.aspx](http://www.leeds.gov.uk/residents/Pages/Determined-admissions-arrangements.aspx) .

Where more than one applicant would qualify for the final place available, (meeting the same priority and living equidistant from the academy) the final place will be allocated by random allocation; this process will be independently supervised.

### Reporting on the governors' decision

The governors will categorise and rank the applications in accordance with the admissions criteria detailed above. Information provided on the supplementary information forms will be used by the governors to rank applications under the different faith oversubscription priorities 2 – 7. On Friday 1 March 2019, the local authority will make 240 formal offers of a place to parents or carers on behalf of governors.

### Appeals procedure

Where the Governors are unable to offer a place because the Academy is oversubscribed, parents/carers have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents/carers, who intend to make an appeal against the Governing Body's decision to refuse admission, must submit a notice of appeal within twenty one school days of receiving the refusal letter to:

Admission Appeal Clerk  
PO Box 1694  
Huddersfield  
HD1 9DL

Telephone: 07949707868

Email: [churchschoolappeals@gmail.com](mailto:churchschoolappeals@gmail.com)

The Clerk to the Independent Appeal Panel will give information about how to make this appeal. Completed appeals should be returned to the Clerk to the Independent Appeal Panel by Friday 29 March 2019; these appeals will be held in mid-May. Appeal requests will be acknowledged within seven calendar days of receipt. The date, time and venue for the appeal hearing will be sent to parents/carers at least ten school days prior to the appeal hearing.

For applications made in the normal admissions round, appeals will be heard within forty school days of the deadline for lodging appeals.

You can choose to be accompanied by your spiritual leader or a friend. Following the appeal hearing, the Clerk to the Independent Appeal Panel will write to you with its decision.

### **Waiting list**

Parents/Carers can contact the academy or the Admissions Team at the Local Authority to have their child's name placed on the waiting list. Applicants who exercise their right to appeal will automatically be added to the waiting list. Names will be placed on the list in the order of the priority explained previously, not in the order of them being added to the list. All waiting lists will be ranked when new applicants have been added, ahead of any allocations being made. The waiting list will remain open for the duration of the academic year for which the application was made; at the end of that year all names will be removed. Parents/Carers who want their child to remain on the waiting list into a subsequent year will need to complete and submit a new In Year Common Preference Form.

### **Admissions for outside the normal admission round (in-year transfers)**

Forms can be obtained from the Academy office for admissions outside the normal admission round (telephone 0113 275 7877 or email [info@abbeygrangeacademy.co.uk](mailto:info@abbeygrangeacademy.co.uk) Upon receipt of the completed in-year common preference form, and the supplementary information form (where application is made under the faith oversubscription criteria), the governors will inform parents/carers whether or not a place can be offered. We will attempt to advise parents/carers in writing of the outcome within 5 school days; however this is subject to receiving verification from the place of worship (where applicable).

## Admissions Post 16 for 2019 (Going into the Sixth Form)

Admission is on to AS courses only. Admission onto A2 subjects is only for those students achieving a pass in the AS examinations (either internal or external assessments) in at least two subjects. Re-sitting AS courses will only be permitted in exceptional circumstances.

Abbey Grange C of E sixth form is available to all existing year 11 students who wish to enrol providing that an appropriate viable course is available and students meet the requirements for entry to post 16 courses set out below.

Students from other schools are invited to apply if they meet the relevant entry requirements. The minimum published admission number (PAN) for new entrants to the Academy will be 25, however the Academy may enrol above this PAN if sufficient spaces are available. The anticipated capacity for Year 12 from September 2019 (taking into account both internal and external candidates) is 240; this is based on the published admission number for the year 11 group for the academic year 2018/2019.

Places will be offered subject to appropriate, viable courses being available and students meeting the entry requirements for post 16 courses set out below.

### Entry Requirements

- Students applying for 3 A Level courses should have at least 5 GCSEs (not including BTEC courses) at grade 5 or above. Anyone not achieving the entry requirements will need to speak to the Director of Post 16 about potential pathways available to them.
- Students applying for 4 A Level courses will need to have a discussion with the Director of Post 16 in order to ensure suitability.

### Oversubscription Criteria

Students from Abbey Grange C of E Academy who meet the specified entry requirements will be offered a place in Sixth Form. If the number of external applications exceeds 25, after the admission of students with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plan which names the academy, priority to other students will be given in the following order:

- A. "Looked after" students who are currently in the care of the local authority (for example, children in foster care) or who were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after<sup>5</sup>.
- B. Those who worship within the Church of England, or churches affiliated to Churches Together in England or are in full sympathy with its Trinitarian stance. These places will be offered in the following order:
  - (i) to students whose immediate<sup>4</sup> family is at the heart of the church<sup>1</sup>.
  - (ii) to students whose immediate<sup>4</sup> family is attached to the church<sup>2</sup>.
- C. Those who worship within one of the following world religions (Buddhism, Hinduism, Islam, Judaism or Sikhism). These places will be offered in the following order:
  - (i) to students whose immediate<sup>4</sup> family is at the heart of the place of worship<sup>1</sup>.
  - (ii) to students whose immediate<sup>4</sup> family is attached to the place of worship<sup>2</sup>.
- D. Students who have a parent/carer employed by Abbey Grange C of E Academy at time of application. (In order to fulfil this requirement, the member of staff must fulfil either or both of these circumstances: a) where the member of staff has been employed at the academy for two or more

years at the time at which the application for admission to the academy is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.)

E. Any other students who do not meet the criteria for categories A-D above.

Within each category listed above, priority will be given to those students who live closest to the Academy (see Tie Break section on page 5 for further details on how we measure distance).

In order to take any faith commitment into account for a post 16 application, we will require a supplementary information form to be completed.

## How to Apply

- Current Year 11 students can either apply through the Leeds Pathways website or alternatively they can complete a Post 16 Application form, obtainable from the Academy.
- External students may apply through the Leeds Pathways website ([www.ucasprogress.com](http://www.ucasprogress.com)). Log in details are usually provided by the academy currently enrolled with. Applications may also be made directly with the Academy on a Post 16 Application form from 1 November 2018 and by no later than 31 January 2019. Any applications received after this date will not be considered until after the on-time applications have been processed.

Abbey Grange Church of England Academy

**Admissions Policy Category 3 – “Churches Together in England”**

The member churches\* of “Churches Together in England” are:

- Antiochian Orthodox Christian Archdiocese of the British Isles and Ireland
- Apostolic Pastoral Congress
- Armenian Orthodox Church
- Assemblies of God
- Baptist Union of Great Britain
- Catholic Bishops' Conference of England and Wales
- Church of England
- Church of God of Prophecy
- Church of Scotland (Presbytery of England)
- Churches in Communities International
- Congregational Federation
- Coptic Orthodox Church
- Council of African and Caribbean Churches UK
- Council of Lutheran Churches
- Council of Oriental Orthodox Christian Churches
- Elim Pentecostal Church
- Evangelical Lutheran Church of England
- Evangelische Synode Deutscher Sprache in Großbritannien
- Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate)
- Free Church of England
- Ground Level
- Ichthus Christian Fellowship
- Independent Methodist Churches
- International Ministerial Council of Great Britain
- Joint Council for Anglo-Caribbean Churches
- Malankara Orthodox Syrian Church (Indian Orthodox Church)
- Mar Thoma Church in Europe
- Methodist Church
- Moravian Church
- New Testament Assembly
- New Testament Church of God
- Oecumenical Patriarchate
- Pioneer
- Redeemed Christian Church of God
- Religious Society of Friends
- Ruach Network of Churches
- Russian Orthodox Church (Moscow Patriarchate)
- Salvation Army
- Seventh-day Adventist Church (observer)
- Transatlantic Pacific Alliance of Churches
- Unification Council of Cherubim + Seraphim Churches (Europe Chapter)
- United Kingdom World Evangelism Trust
- United Reformed Church
- Wesleyan Holiness Church

For contact details, see the Churches Together in England website:

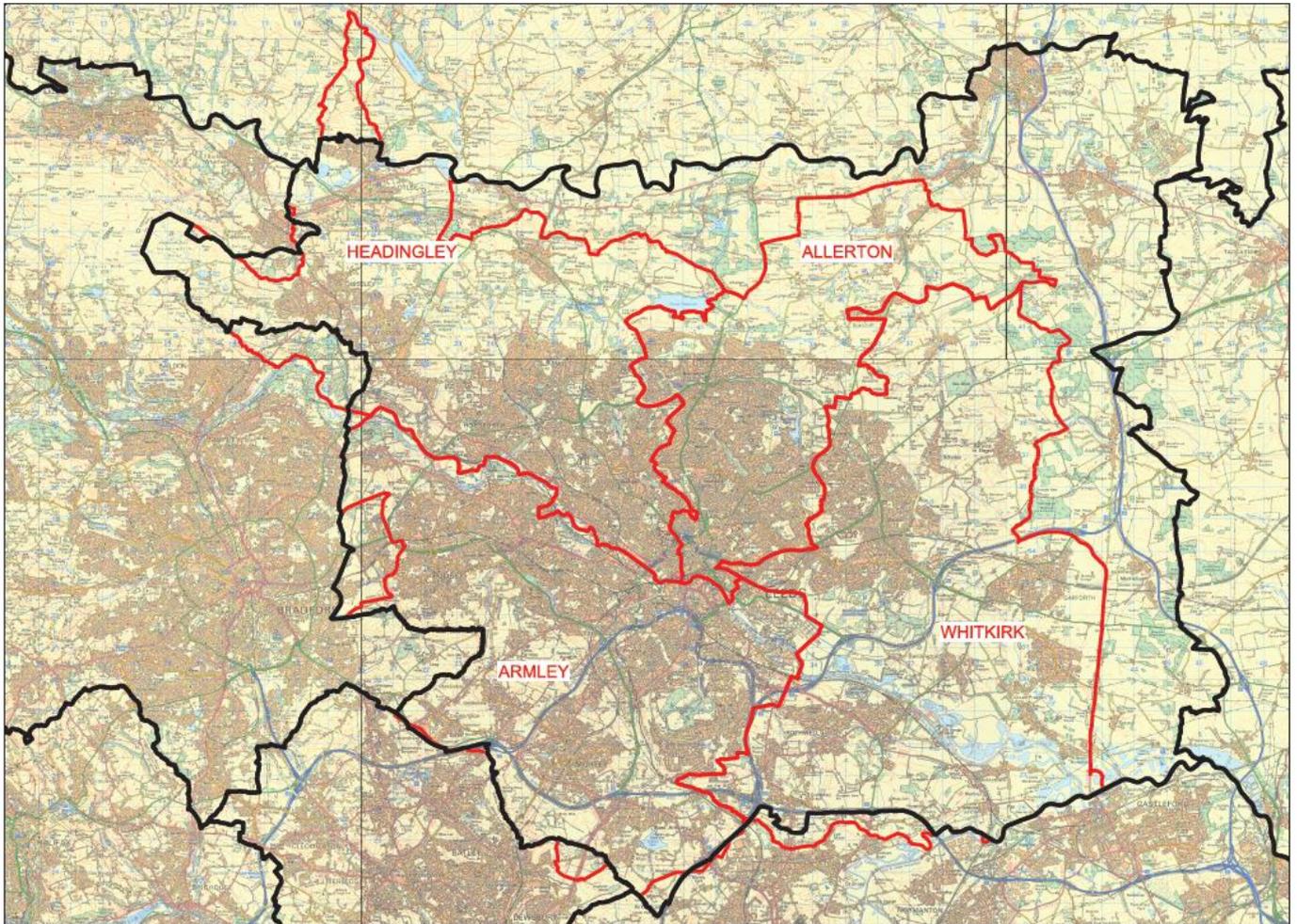
[http://www.cte.org.uk/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx)

\*Please note that, when applying the admissions criteria, the Governors will regard any branch of the Christian Church that is not a full member of Churches Together in England but which is in full sympathy with its Trinitarian stance as being affiliated. If in doubt, please consult one of your church leaders.

Appendix 2

Diocese of Leeds Deaneries map

Showing the extent of the four Deaneries of the Leeds Episcopal Area (in red) and of Leeds City unitary authority (in black)



Scale 1:125,000 at A3

Diocese of West Yorkshire and the Dales  
Digital map from Dotted Eyes  
© Crown Copyright 2015  
Ordnance Survey licence number 100050148

Appendix 3: Place of Worship Verification Form

Abbey Grange Church of England Academy  
Butcher Hill, Leeds, LS16 5EA  
0113 275 7877

## Church / Place of Worship Verification Form 2019

Child Name:	«Child_Name»	Parent/Carer Name:	«ParentCarer_Name»
Address:	«Applicant_Address»	Contact Number:	«Applicant_Contact_Number_»

Name of Vicar / Minister / Faith Leader:	«Faith_Leader»	Name of Church or Place of Worship:	«Place_of_Worship_Name»
Email address of Church or Place of Worship:	«Place_of_Worship_email»	Address of Church or Place of Worship:	«Place_of_Worship_Address»

We are contacting Churches/Places of Worship to request information from the Vicar/Minister/Faith Leader for prospective students for Year 7 intake in September 2019. The above family have given your name as a referee and will hopefully have already discussed this with you.

Please complete a to d below as appropriate and return this form to me by **Friday 30<sup>th</sup> November 2018**. The Governors admission panel will then be able to make decisions based on verified information.

Please return this form by email from an official Church/Place of Worship email address (email addresses that are not published on the Church/Place of Worship website or do not contain the Church/Place of Worship name will not be accepted). If replying by post, please stamp the reverse with your Church/Place of Worship stamp or attach your letterhead paper.

The Governors are very much aware of the extra work involved, and wish to thank you in advance for your kind co-operation.

a) **Attendance of immediate family members at worship:** please confirm which category is the most appropriate fit

<input type="checkbox"/> At the heart of the Church / Place of Worship	This means someone whose family worships twice a month or more. The worshipper might be the child or one or more parents/carers. This must be for a period of at least two years prior to the date of application.
<input type="checkbox"/> Attached to the Church / Place of Worship	This means someone whose family worships at least once every 2 months. The worshipper might be the child or one or more parents/carers. This must be for a period of at least two years prior to the date of application.

*<sup>1</sup>Immediate family is defined as one or more parents/carers.*

<p>b) <b>Attendance Start:</b> Please confirm when this family started attending your place of worship (i.e. more than 2 years):</p> <input style="width: 100%;" type="text"/>	<p>c) <b>Attendance End</b> (if applicable): If this family no longer attends, please advise when they stopped attending (approximately):</p> <input style="width: 100%;" type="text"/>
--	---

d) **The Church/Place of Worship is:**

<input type="checkbox"/> Church of England	<input type="checkbox"/> A full member of Churches Together in England
<input type="checkbox"/> Not A Full Member of Churches Together in England but in sympathy with its Trinitarian stance	<input type="checkbox"/> Another world faith (ie Buddhism, ,Hinduism, Islam, Judaism or Sikhism)

Signature:	Role within the Church / Place of Worship:	
Name:	Tel No:	Date:



1. Please list here any brother or sister who will be at Abbey Grange C of E Academy in years 8 – 11 in September 2019.

Full Name:

Year:

Form:

2. Attendance of <sup>1</sup>immediate family members at worship: please tick the box which you think best describes your situation.

At the heart of the Church/Place of Worship

This means someone whose family worships twice a month or more. The worshipper might be the child or one or more parents/carers.

Attached to the Church /Place of Worship

This means someone whose family worships at least once every 2 months. The worshipper might be the child or one or more parents/carers.

*<sup>1</sup>Immediate family is defined as parents/carers or brothers or sisters of the child.*

For how long?

More than 2 years

Less than 2 years:

If less than 2 years, please also provide details of your previous church if applicable.

3. Please indicate which Church or Place of Worship you usually attend.

Your Religious Denomination:

Your Church or Place of Worship's Name:

Address:

4. Please give the name and contact details of your Vicar/Minister/Faith Leader to whom we can contact to request information about your Church/Place of Worship attendance. Please provide a church/place of worship email address where possible (email addresses that are not published on the Church/Place of Worship website or do not contain the Church/Place of Worship name will not be accepted). *We recommend that you contact your Faith Leader before returning this form; note that he/she will be sent a separate form.*

Name of Vicar/Minister/Faith leader:

Church Email Address:

Address:

Tel/Mob No:

Please sign below to give permission to share your details with the faith leader you have named above.

Parent/Carer Signed:

Date:

Please return this form to: Admissions, Abbey Grange Church of England Academy, Butcher Hill, Leeds, LS16 5EA or [info@abbeygrangeacademy.co.uk](mailto:info@abbeygrangeacademy.co.uk) Closing date for receipt is 31 October 2018

**PRIVACY NOTICE:** For information on how we collect, store and use personal data you provide; please refer to our 'Privacy Notice for Students' and 'Privacy Notice for Parents/Carers' available on our website at [www.abbeygrangeacademy.co.uk](http://www.abbeygrangeacademy.co.uk) or on request from the academy office