

Policies & Procedures

Admissions Arrangements 2019

Date policy approved	Spring 2018
Approving body	Local Governing Body
Next review date	Autumn 2019
Previous review date	

Lightcliffe Academy Admissions Policy 2019

The admission criteria for Lightcliffe Academy in September 2019 are as follows:

Admission at age 11

Children are admitted without reference to ability or aptitude. The Published Admissions Limit (PAL) for the academic years commencing September 2019 is 250 in each year.

Children with special educational needs will be admitted to the Academy, where the Academy is named within a Statement of Special Educational Needs or Education, Health and Care Plan.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children will be offered places:

- 1 Pupils who are in public care. This includes children who ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order within the regulations set out by the School Admission Code of December 2014.
- 2 Applications from those children who attend the primary schools of Akroyden Primary Academy; Bailiffe Bridge J & I, Cliffe Hill Community Primary, Lightcliffe CE (VA) Primary, Northowram Primary, Salterlee Primary, Shelf J & I, St Michael's and All Angels CE Primary; St Joseph's Catholic Primary School (Halifax).
- 3 Those children who have a brother or sister attending the Academy at the time of their admission and residing at the same address.¹
- 4 The child(ren) of staff working at the Academy. 'Staff' for this purpose are defined as anyone employed by the Academy who has a permanent contract with the Academy for at least one term prior to application for admission for their child(ren) is under consideration.
- 5 Children will then be admitted in the order of the proximity of the child's home address to the Academy, with those living nearest having higher priority. Distance will be calculated using a straight line measurement from the pupil's permanent home to the nearest designated Academy gate. Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency, all measurements will be carried out using the Local Authority's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken.

Tie breaker: For those children living equidistant from the Academy eg where two or more applicants live equidistant from the Academy, as measured by the Local Authority, the remaining places will be allocated by random allocation; this process will be independently supervised.

¹ Includes; step/half-brother/sister; adopted brother/sister; permanently resident in the same household and currently attending the Academy (excluding pupils who it is reasonably anticipated are in their final year). "Currently attending the Academy" will include attendance in the 6th Form unless it can reasonably be anticipated that such an attendee is in their final year.

Notes

- There is no charge or cost related to the admission of a child to the Academy.
- In accordance with legislation, children who have a statutory statement of special educational need or Education Health and Care Plan that names a particular Academy setting will be admitted to that Academy. This may reduce the amount of places available to other applicants.
- Relevant Looked After Children means children who are in the care of a Local Authority in accordance with section 22 of the Children Act 1989 (ie a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were 'looked after' but have been adopted or have become subject to a residency or child arrangement order or special guardianship order.
- It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Academy will not seek to obtain this information on behalf of the applicant.
- The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the closing date of 31 October i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

“In-Year Transfer” Arrangements

Parents or carers seeking to transfer to the Academy should make an application using the In Year Application Form which can be obtained from Calderdale MBC (www.calderdale.gov.uk/admissions). All transfer requests are considered at a fortnightly Behaviour and Attendance Collaborative (BAC) meeting, which are held during term time only. Each Calderdale secondary school is represented at these meetings. Parents are required to ensure that Part B of the application form is completed by their child's current/previous school prior to submitting the In Year Application Form.

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 the Academy receives more applications for places than there are places available, a waiting list for year 7 places will operate until the end of the Autumn Term. Waiting lists will be maintained for all year groups by the Academy Trust 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.

A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list as it will be determined solely in accordance with the oversubscription criteria set out above. Where a place becomes vacant, this will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Appeals

In all admissions cases, parents who have been unsuccessful in securing a place for their child will have the right to appeal. Where an offer of a place cannot be granted, parents/carers should appeal to an independent admission appeal panel set up under the School Standards and

Framework Act, 1988, as amended by the Education Act, 2002. Parents should notify Lightcliffe Academy within 20 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. They will normally receive 14 days' notice of the place and time of the hearing.

Admissions Post 16 (Going into the 6th Form)

The Academy will operate with a maximum number of external students in Year 12 of 50.

- 1 Lightcliffe Academy 6th 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.
- 2 Although pupils on roll in Year 11 at Lightcliffe Academy have a guaranteed place subject to satisfactory qualifications for the course for which they have applied, they are required to make an application to the 6th Form which will be regarded as a statement of intent with regard to subject choice.
- 3 Places are available for external applicants. Places will be offered subject to appropriate, viable courses being available and students meeting the entry requirements.
- 4 Pupils from other schools will be required to complete an application form and submit it by the published deadline.
- 5 If any places in Year 12 remain unfilled from students already on roll at the Academy then these will be offered to New Entrants to the Academy subject to a maximum of 50 New Entrants be admitted into Year 12 in any single year.
- 6 Applications from New Entrants will be judged according to set entry requirements for the course(s) of study requested by the applicant and updates of these can be found in the annual Academy 6th Form Prospectus.
- 7 Where applications for a particular course exceed the number of places available applications will be ranked according to student prior attainment levels with higher ranked students given priority.
- 8 Those students who are unsuccessful in securing a place on a course due to over subscription will, where the total number of New Entrants is less than 50, be offered an alternative course where one is available.
- 9 Applications should also be made directly to the Academy on a Post 16 Application form.
- 10 All applicants will be required to take part in an information, advice and guidance meeting prior to admission.
- 11 Offers of places to external applicants will be provisional subject to entry requirements being met, receipt of a satisfactory Academy reference and, if necessary, implementation of oversubscription criteria.
- 12 Students will be required to read and sign a Post 16 Partnership document. Any students who do not comply with the requirements of this document will be required to leave the Academy.

Entry Requirements

Applicants applying for 3 A Level courses should have at least 5 GCSEs (including BTEC equivalents) at grade 5/C or above including in the subjects they wish to study or other related subjects.

- Applicants applying for 4 A Level courses should have at least 8 GCSEs (including BTEC equivalents) with at least grade 5 or B or above in the subjects they wish to study.
- Certain subjects require specific GCSE specifications to have been followed (see Course Handbook). Certain subjects require higher grades than C at GCSE and/or particular subjects to have been taken at GCSE to grade C or above. Admission to other courses will not have the same minimum requirement but suitability will be discussed on application.
- Principal/Vice Principal or Assistant principal (Head of Sixth Form) have discretion to vary the above on an individual basis, where appropriate.

Oversubscription criteria

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

- 1 Pupils who are in public care. (A child who is looked after by the Local Authority in accordance with Section 22 of the Children's Act 1989). This includes children who ceased to be looked after because they were adopted or became subject to a residence order or special guardianship order within the regulations set out by the School Admission Code of December 2014.
- 2 Pupils who have a brother or sister attending the Academy at the time of their admission.
- 3 The child[ren] of staff working at the Academy. "Staff" for this purpose are defined as anyone employed by the Academy who has a permanent contract with the Academy for at least one term at the time the application for admission of their child[ren] is under consideration.
- 4 Pupils will then be admitted in the order of proximity of their home address to the Academy.
- 5 Distance will be calculated using a straight line measurement from the pupil's permanent home to the nearest designated Academy gate. Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency, all measurements will be carried out using the Local Authority's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken.

Tie breaker: For those children living equidistant from the Academy eg where two or more applicants live equidistant from the Academy, as measured by the Local Authority, the remaining places will be allocated by random allocation; this process will be independently supervised.

Appeals

- 1 Any pupil refused the offer of a place in the 6th Form has the right of appeal.
- 2 Appeals will be conducted in accordance with the procedures set out in the Schools Admissions Code and the Schools Admissions Appeals Code issued in 2012

False Information

Where the Academy has made the offer of a place in the Academy on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the Academy to a pupil with a stronger claim, the offer of a place will be withdrawn.