

**Respect - Dignity - Service
Aspiration - Endeavour**



Lightcliffe Academy

POLICIES & PROCEDURES

**Admissions Arrangements
September 2023**

**Date Policy Approved: 09 February 2022
Approving Body: Abbey MAT Trust Board
Next Review Date: September 2022
Previous Review Date: February 2021**

Lightcliffe Academy Admissions Arrangements 2023

The admission criteria for Lightcliffe Academy in September 2022 are as follows:

Admission at age 11

Children are admitted without reference to ability or aptitude. The Published Admissions Limit (PAL) for the academic year commencing September 2023 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. "Looked after" children and children who were previously "looked after" (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as children who appear to the Trust Board to have been in state care outside of England care, but ceased to be so as a result of being adopted.
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, e.g. 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.

¹Includes: 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).

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.
- 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 Residency Order or Special Guardianship Order) immediately following having been Looked After in England, as well as children who were adopted immediately following having been in state care outside of England (in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society).
- 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 relatives 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 21 school 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.

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.