



# Admissions Policy 2019-20

Learning for Life

Reviewed by: Governors

Date of Policy: September 2019

To be reviewed: September 2020

Cockburn John Charles Academy is part of a Multi-academy Trust. The Governing Body will act as the Admissions Authority for the school as part of the coordinated scheme with Leeds City Council Children's Services. Following due consultation in accordance with the National Schools' Admissions Code the Governing Body has agreed the following Admissions Policy for the academic year 2019-20. Parents and carers of children in Year 6 must apply for a place in the school using the Common Preference Form which must be completed and returned as specified on the form. Alternatively, parents and carers may apply directly to Leeds City Council Children's Services online. Only under exceptional circumstances will late applications be accepted - until 10th December. Applications received after this date will only be considered following those applications which have been submitted on time.

Parents and carers living within the boundaries of different education authorities may still choose Cockburn John Charles Academy as a preferred secondary school but must complete the preference form provided by their local authority who will then pass on the information to Leeds City Council Children's Services.

There will be 230 places available for Year 7 in September 2019.

Children with an Education Health Care Plan (EHCP) will be admitted to the school named in their plan.

### **Allocation of Places**

If the number of applications does not exceed the number of places available, all applicants will be granted a place at the school. If there are more applications than available places (oversubscription), the following oversubscription criteria will be used to allocate places:

#### **Priority 1**

A) Children in public care or fostered under an arrangement made by the local authority, special guardianship order or children who were previously looked after but ceased to be so because they were adopted or become subject to a Child Arrangements Order (See Note 1)

B) Students without an EHCP who have exceptional medical or mobility needs which the school feels can only be realistically met by Cockburn John Charles Academy. (See Note 2)

#### **Priority 2**

Children with brothers or sisters who are attending the school at the time the application is received and are living at the same address (See Note 3)

#### **Priority 3**

Children for whom Cockburn John Charles Academy is the nearest high school. (See Notes 4, 5 and 6)

#### **Priority 4**

Any other children

#### **Tie Break**

Within each criterion, if there is oversubscription, remaining places available will be allocated according to distance. Children living closest to the school will, therefore, be allocated a place before those who live further away. (See Notes 4 and 5)

### **Notification and Acceptance of Places**

In accordance with the coordinated Admissions Policy on 1st March Leeds City Council Children's Services will make the formal offer of a place to parents and carers on behalf of the Governing Body of the school.

Parents and carers must contact the school to confirm acceptance of the offered place by the published date. This will in no way affect the rights of parents and carers to appeal for a place at another school.

### **Appeals procedure**

Parents and carers who want to appeal against the governors' decision not to offer their child a place at the school must appeal directly to the authority. Appeals should be addressed in writing to the authority within 20 days of receiving the decision letter from Leeds Children's Services. The envelope should be clearly marked 'Admission Appeal'. The appeal will be heard by an independent appeals panel. Parents and carers will receive notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents and carers may be accompanied by an adviser or a friend. Following the appeal the Clerk to the Appeals Panel will write to parents and carers with the decision.

### **Waiting List for Incoming Year 7**

Unsuccessful applicants will have the opportunity to ask for their child's name to be added to the waiting list. Any places which become available will be filled from 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.

### **Details and Explanations**

#### **Note 1**

Children who have been adopted from local authority care, children with a child arrangement order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children (Priority 1a).

#### **Note 2**

Applications in this category must be supported by a statement in writing from a doctor or another relevant professional. This is necessary because you will be asking the authority to assess your child as having a stronger case than other children. Each case will be considered on its merits in consultation with the school concerned. To receive this assistance you must contact the SEN Assessment and Provision Service on 0113 3951100.

#### **Note 3**

For these purposes, brothers and sisters must be living at the same address as your child. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house. This includes Years 7-11

#### **Note 4**

The Local Authority use a national computer system to run the school admissions system. As part of this system is a programme that measures the "straight line" distance from the centre of the main school building to your home address. The point measured at your home address is determined by the Local Land and Property Gazetteer (LPPG). This information provides the local authority with coordinates for every dwelling. If the local authority are not able to match your address with the LLPG then they will use coordinates taken from the centre of your dwelling. In the unlikely event there are insufficient places for

two (or more) students 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.

**Note 5**

If the school has to move to a temporary site for any reason, such as the building being damaged by fire, we will base our distance measurements on the school's permanent site.

**Note 6**

For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a child-minder or relative. We will investigate any queries about addresses and, depending upon what we find, we may withdraw the offer of a place for your child. When we make an offer, we assume your address will be the same in the following September as we have on record. If you plan to move house, you must still give your current address. If you move house after the deadline of 31 October 2018 for secondary places, you must tell us your new address as this may affect the offer of a place at Cockburn.

**Applications Outside the Normal Admission Round (In Year Applications)**

All applications outside the normal admission round should be made on the Leeds In-year Common Preference Form and you should return the form directly to Cockburn John Charles Academy. If a place is available but no house move has taken place, you may only be offered the place to start at the beginning of the next term.

If the school is full you will be offered a right of appeal. Waiting Lists will be held in each year group for applications outside the normal admission round, in line with the published oversubscription criteria.

**Fair Access Protocol**

As part of the coordinated admission arrangements with Leeds Children's Services the school may accept hard-to-place students onto the school roll from time to time in accordance with the In-Year Fair Access agreement.