



Admissions Policy 2023-24

Reviewed by: Governors

Date of Policy: February 2022
To be reviewed: February 2023

Cockburn John Charles Academy is part of a Multi-academy Trust. The Governing Body will act as the Admissions Authority for the academy 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 2023-24. Parents/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/carers may apply directly to Leeds City Council Children's Services online. Only under exceptional circumstances will late applications be accepted – until 10th December 2023. Applications received after this date will only be considered following those applications which have been submitted on time. Parents/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.

Allocation of Places

The academy has an admission number of 240 for entry in year 7 in September 2023

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

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

Priority 1

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 or Special Guardianship Order (See Note 1)

Priority 2

Children with brothers or sisters who are attending the academy at the time the application is received and are living at the same address (See Note 2)

Priority 3

Children for whom Cockburn John Charles Academy is the nearest high school. (See Notes 3, 4 and 5)

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 3 and 4)

If two or more children of multiple birth (twins, triplets etc.) from the same family are tied for the final place, we will admit them all and exceed our PAN.

Late applications

If you return the preference form after the deadline we cannot guarantee to consider your preferences at the same time as those received on time. Late applications will be administered in accordance with the Leeds Secondary Co-ordinated scheme.

Children educated outside of their chronological age group

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents/carers should still apply in the normal admission round for 2023, and indicate their request on the preference form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. In addition, applications should be made by letter addressed to the Head of School, any relevant accompanying evidence should be attached. These applications must be submitted to the academy by the closing date. These applications will be put before the academy's Governing Body who will consider the applications and notify the parents/carers in writing whether the request is agreed. There is no right of appeal against a decision relating to admission out of chronological age.

Notification and Acceptance of Places

In accordance with the coordinated Admissions Policy on 1st March 2023 Leeds City Council Children's Services will make the formal offer of a place to parents/carers on behalf of the Governing Body of the academy. Parents/carers must contact the academy to confirm acceptance of the offered place by the published date. This will in no way affect the rights of parents/carers to appeal for a place at another school/academy.

Waiting Lists

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. Each time a child is added, the academy will require the list to be ranked again in line with the published oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the academy in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

Appeals

Parents/carers who want to appeal against the governors' decision not to offer their child a place at the academy 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/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/carers may be

accompanied by an adviser or a friend. Following the appeal, the Clerk to the Appeals Panel will write to parents/carers with the decision.

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 1).

Note 2

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 3

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 (LLPG). This information provides the local authority with coordinates for every dwelling. If the local authority is 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 4

If the academy 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 academy's permanent site.

Note 5

For admission purposes, the home address is where the child usually lives with their parent/carer. You must not give the address of a child-minder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. We will investigate any queries about addresses and, depending upon what we find, we may withdraw the offer of a place for your child.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents/carers must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the academy will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

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. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the academy.

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 academy 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 academy may accept hard-to-place students onto the school roll from time to time in accordance with the In-Year Fair Access agreement.