



TEMPLE MOOR HIGH SCHOOL

**ADMISSIONS POLICY
2019-2020**

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ADMISSIONS POLICY FOR TEMPLE MOOR HIGH SCHOOL A CO-OPERATIVE SCHOOLS TRUST

1. INTRODUCTION

- 1.1 Temple Moor High School is a Foundation School which has a shared trust with a number of other local schools. The Temple Newsam Learning Partnership. A co-operative Schools Trust.
- 1.2 The Governing Board will act as the Admissions Authority for the school as part of the co-ordinated scheme with the Local Authority. Following due consultation in accordance with the national Schools Admission Code, February 2009, the Governing Board has agreed the following Admissions Policy for the academic year 2019-20.

2. THE LEEDS COMMON PREFERENCE FORM

- 2.1 An online application facility will be available during the application period **1 August 2018 – 31 October 2018**.
- 2.2 There will also be a standard form known as the Common Preference Form (CPF) to be used within the Local Authority (LA) area. The CPF will be used for the purpose of admitting pupils into the first year of secondary education, year 7. The CPF or online system must be used as a means of expressing up to five preferences by parents resident in Leeds:
 - 2.2.1 for admission to a school within the LA (including Voluntary Aided and Foundation schools or Academies);
 - 2.2.2 for admission to a school located in another LA's area (including Voluntary Aided, Foundation schools or Academies.)
- 2.3 Parents will be asked to express up to five preferences including, where relevant, any schools outside the LA's area, in rank order of preference. Where other LA's provide for additional preferences those parents will need to have expressed a preference for a Leeds school as one of their first five preferences to ensure Leeds parents are treated equitably.
- 2.4 Parents may give their reasons for each preference.
- 2.5 Parent will be informed that they will receive no more than one offer of a school place from the Local Authority and that:
 - 2.5.1 a place will be offered at the highest ranking preference for which a place may be available; and
 - 2.5.2 if a place cannot be offered at a preferred school, a place will be offered at the nearest school with places available.
 - 2.5.3 if a place cannot be offered at a nominated school, and the parent's address is not in Leeds, the home authority will be responsible for allocating an alternative school.
- 2.6 The closing date, **31 October 2018**, and where the form must be returned in accordance with the timetable will be specified.

- 2.7 The Local Authority will make appropriate arrangements to ensure:
- 2.7.1 that the CPF is available on request from the Admissions Team, on the website and from all primary schools in the Leeds area; and
 - 2.7.2 that the CPF is accompanied by a written explanation of the co-ordinated scheme in the parents guide to admissions booklet.
 - 2.7.3 that parents have the facility to make an online application for a school place up to the deadline for applications.
- 2.8 The Local Authority will take all reasonable steps to ensure that every parent resident in Leeds who has a child in their last year of primary education, year 6, can access a copy of the CPF (and a parent's guide) or apply online.
- 2.9 After the closing date of **31 October 2018** we will forward details of the applications, but not the parents ranking, to other admission authorities within the Leeds area, and to other LAs if a preference has been made for a school in another Local Authority area.

3. SUPPLEMENTARY INFORMATION FORM (SIF)

- 3.1 All preferences expressed online or on the CPF are valid applications. The governing boards of Voluntary Aided schools can require parents who have asked for their school to provide additional information on a Supplementary Information Form. This form can only be used where additional information is required for the Governing Board to apply their over subscription criteria to the application.

4. ROLE OF THE CHILD'S PRESENT LEEDS SCHOOL

- 4.1 At the start of a child's final year at a Leeds primary school we will send out information about the admissions timetable to all Leeds primary schools.
- 4.2 Where a parent chooses to return a paper preference form to a school, the school should:
- 4.2.1 gather in the completed forms and issue the parent a receipt;
 - 4.2.2 check them for factual detail;
 - 4.2.3 offer advice to the parent if the parent has misunderstood some aspect of the procedure;
 - 4.2.4 send the forms in a batch, keeping a record of all forms sent;
 - 4.2.5 ensure that a child joining year 6 later in the school year is not left out of the transfer procedure;
 - 4.2.6 advise parent of a child from another LA to contact that LA.

5. ALLOCATION OF PLACES

- 5.1 The Local Authority will act as a clearing house for the allocation of places by the relevant admissions authority in response to the applications and will only make any decision with respect to the offer or refusal of a place in response to any preference expressed where:
- 5.1.1 it is acting in its separate capacity as an admissions authority, or
 - 5.1.2 an applicant is eligible for a place at more than one Leeds school, or
 - 5.1.3 an applicant is not eligible for a place at any school that the parent has nominated and lives in Leeds.
- 5.2 The Local Authority will match the ranked list against the ranked lists of the other nominated schools and:

- 5.2.1 where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
 - 5.2.2 where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference;
 - 5.2.3 will use the over subscription criteria in the admission policy published in the Starting Secondary School Parents Guide for deciding places in Community and Controlled schools.
- 5.3 Where the child of a Leeds resident is not eligible for a place at any of the denominational schools, the child will be allocated a place at the nearest Community or Controlled school (or Aided or Foundation School, or Academy with the permission of the governing board) with a vacancy
- 5.4 Where the child is not eligible for a place at a nominated school, and the parents are not resident in Leeds, the home LA will be responsible for their education.
- 5.5 The Local Authority will notify the Academy, Foundation and Voluntary Aided admission authority of the single offer to be made by the deadline in this scheme.
- 5.6 The Local Authority will notify the home LA if a place is to be offered or not by the deadline in this scheme. The home LA will then make offers on behalf of Leeds LA. Leeds LA will endeavour to work with other LAs so that only a single offer is made.
- 5.7 There will be 210 places available in the Published Admissions Number (PAN) for Year 7 in September 2019.
- 5.8 Children with an Individual Education Health Plan & Care (EHCP) for Special Educational Needs or Disabilities (SEND) will be admitted to the school named on their plan.
- 5.9 The Local Authority will offer places to children in the following order of priority.
- 5.10 **Priority 1**
- 5.10.1 children in public care or fostered under an arrangement made by the Local Authority. (See note 1);
 - 5.10.2 pupils without an EHCP or a statement but who have SEND, or with exceptional medical or mobility needs, that can only be met at Temple Moor High School. (See note 2).
- 5.11 **Priority 2**
Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 3). This priority will not apply where the older sibling joined the sixth form from a different school.
- 5.12 **Priority 3**
Children who do not qualify under criteria 1 and 2 but for whom Temple Moor High School is the nearest high school. (See notes 4, 5 and 6)
- 5.13 **Priority 4**
Any other children.

5.14 **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)

5.15 The Local Authority does not give any priority to children whose parents rank the schools in a particular order (e.g. First preference first)

6. THE OFFER OF A PLACE

6.1 Parents will be notified by the Local Authority that they are being offered a place at the allocated school. This letter or email will be sent on **1 March 2019** and will give the following information:

6.1.1 the name of the school at which a place is offered. Parents must then contact the school to accept the place offered;

6.1.2 the reasons why the child is not being offered a place at any higher preference schools asked for;

6.1.3 information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;

7. APPEALS PROCEDURE

7.1 If you have not been given a place and want to appeal, you can do so to an independent appeals panel at Leeds City Council. You can appeal for more than one school at the same time. To do this, you must complete an appeals form. You will receive at least 10 school days' notice of any appeal hearing. Decision letters will be sent within 5 school days of the hearing.

7.2 The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

7.3 Contact details for the school and Local Authority (and those preferenced Academies, Foundation and Voluntary Aided schools where they were not offered a place, so that they can lodge an appeal with the Governing Board);

8. WAITING LIST FOR THE INCOMING YEAR 7

8.1 Unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list.

8.2 Criteria for updating and applying the waiting list will be those as outlined by the Local Authority in their booklet "Starting Secondary School in Leeds – a guide for parents and Carers".

8.3 If a child has been placed on the waiting list, parents will be informed in April 2019 and asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

9. DETAILS AND EXPLANATIONS

9.1 **Note 1**

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order will be included within the higher priority for looked after children.

9.2 **Note 2**

Applications in this category must be supported by a statement in writing from a doctor or other 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 3951035.

9.3 **Note 3**

For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to 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.

9.4 **Note 4**

The distance between home and the school is measured as a straight line between the centre of the school and the home. For this purpose we shall apply the distances provided by a national computer system. As part of this system there is a program that measures the 'straight-line' distance from the centre of the main school building to your home address. The point they measure to at your home address is determined by the Royal Mail Postcode Address File. This information provides them with coordinates for every dwelling. If they are not able to match your address with the Postcode Address File then they will use the centre of your dwelling.

9.5 **Note 5**

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

9.6 **Note 6**

For admission purposes, the home address is where the child usually lives with their parent or carer. Parents or carers must not give the address of a child-minder or relative. When we make an offer, we assume the child's address will be the same in the following September as the one we have on record. If there is a plan to move house, parents must still give the current address. If parents move after the deadline for submission of the preference form in October, they must inform the school and the Local Authority of the new address.

9.7 **Note 7**

Further information is available in our prospectus, which will be available at the school's Open Day in October or on request from the same date.

10. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OF 31 OCTOBER 2018

- 10.1 The closing date for applications to be received in school, directly to the Local Authority or online in the normal admission round is **31 October 2018**.

- 10.2 The Local Authority will endeavour to process any late applications until **10 December 2018** and liaise with the schools. Where the other admission authorities have already ranked their applications, or testing has taken place, any preference received after 31 October may not be able to be considered along with on time applications. Other LAs may not accept any late applications without proof of exceptional reasons.
- 10.3 After **10 December 2018** late applications will be considered only after all on time applications unless there are significant or exceptional reasons. Late applications will be considered before placements are made (where no preference could be met).

11. IN-YEAR APPLICATIONS

- 11.1 From September 2014 it is a requirement that all enquiries and applications for places in schools are addressed to the school. After contacting the school about the availability of places the school will contact the applicants with the result of their application and inform the Local Authority of the decision.
- 11.2 Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available. Where parents simply wish for their child to change schools, the application will be considered for the start of the following term.
- 11.3 For all in-year applications, please contact the school 0113 390 0770.

12. FAIR ACCESS PROTOCOL

- 12.1 As part of the co-ordinated admissions arrangements with the Local Authority the school may accept hard-to-place pupils onto the school roll from time to time in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy.

Secondary Timetable 2019 for Aided, Community, Foundation Schools and Academies

31 July 2018	Information packs sent out to Leeds' parents
1 August 2018	Applications open
31 October 2018	Closing date for the applications It is also the closing date for Supplementary Information Forms to be returned to individual Voluntary Aided schools, either via the primary school or direct to the secondary school. Voluntary Aided schools and the Local Authority will forward any forms sent to them in error
10 December 2018	Applications received after this date will be considered as late applications.
11 January 2019	Where the parent has expressed a preference for a school in another LA, Leeds LA will send the information to those LAs for them to apply their admission policies.
11 January 2019	Where the parent has listed a Voluntary Aided, Foundation or Academy without testing arrangements, Leeds will share details to those admission authorities for them to apply their admission policies.
11 January 2019	Voluntary Aided and Foundation Schools and Academies will inform the LA of the ranked list indicating who will and who will not be offered a place
14 January 2019 – 18 January 2019	Preferences data exchanged with other LAs
31 January 2019	Final run by Leeds LA
8 February 2019	Final exchange of confirmation of offers shared with other LAs.
15 February 2019	Parents of children with a statement of special educational need will be offered a school.
1 March 2019	National Offer Day
May and June 2019	Secondary Appeals.
April 2019 to end of August 2019	Reallocation of vacancies and communicating those results to other authorities
End of academic year (July 19)	Closure of waiting lists