



**GUISELEY
SCHOOL**

Admissions Policy and Guidelines for Entry in September 2022

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Governors' Committee:	Full Governing Body
Responsible Officer:	Deputy Headteacher – Pastoral

Please note: An accessible version of this policy for family members with visual impairments is available upon request

Introduction

Guiseley School as a Foundation School has the authority to offer places to all students in years 7 to 13. The Governing Body manage all admissions to the school with the exception of initial entry into Year 7. Guiseley School have agreed an Admissions Lead Governor to ensure admissions deadlines can still be met in line with local guidance. The lead admissions Governor has delegated authority to make decisions around admissions and will feed back to the full Governing Body.

When applying to start in the entry year (year 7), all applications are coordinated by local authorities across England. You apply to your home Local Authority (the council who you pay your council tax to) by the closing date of 31 October 2021. All offers will be made by your home Local Authority, on our behalf, on offer day of 1 March 2022.

The Headteacher or school-based staff are not authorised to offer a child a place for this year group.

The published admission number for Guiseley School is 210

Important dates for admissions in September 2022:

- Applications for places in Year 7 open either on line or by post on the 1 August 2021
- The deadline for applications is the 31 October 2021
- National offer day is the 1 March 2022, you will either receive an e-mail if you applied on line or the offer will be posted on the 1 March by second-class post.
- The deadline for accepting offers for Guiseley School is the 29 March 2022, failure to accept an offer by this date may result in the place being withdrawn and offered to another applicant.
- Places are allocated from waiting lists and appeals from March 2022 to September 1st 2022
- Waiting lists for Year 7 will be maintained throughout the academic year and offers made where places become available.
- All applications to Guiseley School after September 1st 2022 should be made directly to the school

This policy is updated for Academic Year 2022/23 and reflects up-to-date Local Authority guidance around admissions based on the Admissions Code 2014

Please note, any reference to 'we' through the policy refers to Guiseley School as the admitting school, any reference to 'you' refers to parents and families of children making applications.

Children with an Education Health and Care Plan (EHCP) will be admitted to Guiseley School where Guiseley School is named on the Education, Health and Care Plan

We will offer places to children in the following order of priority:

Priority 1

- a) Children in public care or fostered under an arrangement made by the local authority. (see note 2).
- b) Pupils without an EHCP but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at Guiseley School. (See note 3).

Priority 2

Children with older brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 4). This priority will not apply where the older sibling joined the sixth form from a different school.

Priority 3

We will give priority to parents who put their nearest school (see note 6). If we have more applications than there are places, we will offer places first to children living nearest to the school (measured in a straight line) (see note 5).

Priority 4

We will give priority to parents who choose Guiseley School, when it is not the one nearest to their home address (see note 6). If we have more applications than there are places, we will offer places first to children based on straight line distance (see note 5).

Note 1

Guiseley School does not make 'placement offers'. A placement offer is where the applicant child does not qualify for a place at any of the preferenced schools, but to ensure that the child has a school place, Leeds City Council offers a place at the school closest to home that has places available at the time. This means that you must preference our school to be allocated a place.

Note 2

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 are children who will receive Priority 1a if:

- *they are children currently looked after by a local authority;*
- *children fostered under an arrangement made by the local authority;*
- *those who have been adopted from local authority care;*
- *children who reside with a person named on a Child Arrangements Order immediately following being looked after by the local authority;*
- *those with a Special Guardianship Order immediately following being looked after by the local authority*

Where necessary, you must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority care) with your application.

Note 3

Priority 1b – Children with SEN, exceptional medical or mobility needs that can only be met at our school

This priority is a request for admission to our school because your child has exceptional needs that can only be met at our school. It must be supported by professional evidence.

All schools in Leeds have experience of supporting a wide range of social and medical needs. However, in exceptional cases, there may be compelling reasons why a child needs to attend our school. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, our school and how our school can meet your child's needs in a way that no other school can. It must be supported by professional evidence.

Our Governing Body will review your request for this priority. Cases will be considered individually.

*A request would **not be** granted where a parent wishes for their child to attend a school based on the child's abilities, because their friends attend the school or due to childcare arrangements. Any request for this priority must outline why the child's circumstances are exceptional, and why only our school is suitable. You can find out more on Leeds City Council's [check if you need to submit extra information page](#).*

You must provide the following information to our school at the time you apply:

- *your child's name, date of birth and address*
- *What precise support your child requires due to their specific needs*
- *Why only our school can provide the support needed to meet your child's needs and no other school can*
- *What extra support or funding your child currently receives*

Advice and support can be sought from the Leeds SEND Information Advice and Support Service on 0113 395 1222.

Note 4

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.

Note 5

Leeds City Council uses the Local Land and Property Gazetteer (LLPG) to determine addresses. Leeds use a national computer system to run our school-admission system. As part of this system there is a program that measures the 'straight-line' distance from the a defined point of the main school building to your home address. The point measured to at your home address is determined by the LLPG. This information provides coordinates for every dwelling. If unable to match your address with the gazetteer, then the centre of your dwelling will be used.

In the unlikely event there are insufficient places for two (or more) pupils 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 6

The nearest priority area has been defined by the straight line distance between our school and the next nearest school that is non-faith based admissions policy.

Voluntary-aided (faith based) schools are not included as a 'nearest school'. This is because they apply their own admissions policies and, if they are oversubscribed, they mainly offer places based on the religion practised by the child and family. If Free Schools open subsequently that have not included a 'nearest' priority these would also be excluded.

If you live in Leeds and your nearest school is a school in another local authority, then your nearest Leeds school by straight-line distance will be your nearest eligible school.

If you live in another local authority and the nearest school to your home in a straight line is Guiseley School you will be given the relevant priority under our admissions policy.

If you live in another local authority and the nearest school to your home, by straight line, is a school not in Leeds you are still able to apply for a Guiseley School but priority 4 will not apply.

Address

For admission purposes, the home address is where the child usually lives with their parent or carer. Applicants must not give the address of a childminder or relative. Leeds City Council will investigate any queries about addresses and, depending on what is found may change the school offer made to your child. When an offer is made, it will assume your address will be the same in the following September as is currently 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 2021 for Secondary places, you must tell Leeds City Council Admissions your new address as they may have to offer your child a place at another school.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents 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 local authority 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

Late Applications

If you apply after the deadline, Leeds City Council Admissions cannot guarantee to consider your preferences at the same time as those received on time. Any applications submitted or changed after 28 November 2022 will be dealt with according to the Leeds Coordination Scheme and we will adopt any late dates they use.

Accepting Offers

Parents will be asked to accept the offer of a school place. This will not affect their position on any waiting list for a higher preference, or their right to appeal. Parents who do not wish to accept the offer, or do not accept the offer within a reasonable time, may have the place withdrawn.

Waiting List

After offers have been made on 1st March, parents can ask to go on the waiting list for Guiseley School. All waiting lists will be held in criteria order of the admission policy. **The waiting list will close at the end of the academic year – July 2023.** Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy. Under the Admissions Code, children looked after and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Temporary School Site

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

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 should still apply in the normal admission round for 2022, 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 Headteacher and any relevant accompanying evidence should be attached. These applications must be submitted to the School by the closing date.

These applications will be put before the Governing Body who will consider the applications and notify the parents in writing whether the request is agreed. There is no right of appeal against a decision relating to admission out of chronological age.

If parents disagree on an application

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until we have received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

In-Year Transfers

Introduction

Guiseley School Governing Body will deal with all admissions enquiries from Years 8 to 13 and in year transfers that happen during Year 7.

Full details about Guiseley School can be found on the website or in the school prospectus.

Procedure

- Applications must be made directly to the school and not through the City Council.
- If parents wish to talk through their application before making it then they should contact the school and ask to speak to the member of staff who has direct responsibility for admissions.
- The school application form (ICPF) can be obtained from the School website, emailing the school or in person from reception.
- Parents are asked to complete all details of the form, they must also make sure that section '5B additional information' is completed by the current school if applicable.
- The form should be returned directly to school.

- Where an offer is made an appointment will be set up for parents and the student to meet members of the school staff. Guiseley School will seek to have the student on roll within five working days of this appointment to allow for form allocations, timetabling and options choices etc
- If the Year group is fully subscribed the student's application will be placed on a waiting list. The position on the waiting list will be determined solely in accordance with the oversubscription criteria above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Under the Admissions Code, children looked after and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.
- In the event a place is not offered, Guiseley School will write to the family outlining their reasons for refusal and giving the parents right to appeal.

Fair Access Protocol

As part of the co-ordinated admissions arrangements with the local authority, Guiseley School may accept hard-to-place pupils onto the school roll from time to time in accordance with the Fair Access Protocol agreement. These are special cases that fall outside the boundaries of this Policy but are Governed by locally agreed Fair Access Protocols.

Published Admission Number

Guiseley School operates a on a Published Admission Number of 210 in Year 7. The school then operates a prejudicial limit in subsequent years whereby curriculum, groupings and pastoral resources are allocated in line with current and historical numbers, transition to alternative educational providers at key transition points and the required timetable and logistical changes around the options processes. The Governing Body require school leaders to review and quantify the prejudicial limit for each Year Group at least annually, but more often if required.

Sixth Form applications

Guiseley School Sixth Form is one of the highest performing Sixth Forms in Leeds. We welcome applications from students who have attended other schools in years 7-11.

Students will study for three or, in some circumstances, four A levels.

Further details about the Sixth Form can be found on the school website.

Guiseley School expects to have 180 students on roll in Year 12 and 180 students on roll in Year 13. The published admission number for entry into 6th form (Year 12) for external applicants is 25.

Application procedure for external students

If a student wishes to apply for Guiseley School Sixth Form then they should apply using the application form that can be found on the Guiseley school website. Alternatively if the student has access to the Start to Apply platform then they can use this to apply.

Application procedure for Guiseley School students

Guiseley School students wishing to apply for the Sixth Form must apply using the Start to Apply platform.

Entry requirements

Five GCSEs Grade 4-9, this must include Maths and English Language or Literature.

Students are expected to achieve a minimum of grade 5 in the subjects that they wish to study at post 16.