



**GUISELEY  
SCHOOL**

# **Admissions Policy and Guidelines for Entry in September 2022**

<b>Approved on:</b>	
<b>Last Reviewed:</b>	Summer 2020
<b>Review Date:</b>	Autumn 2023
<b>Governors' Committee:</b>	Full Governing Body
<b>Responsible Officer:</b>	Deputy Headteacher – Pastoral

## **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.

The Chief Executive of Leeds City Council, which is the admissions authority for Year 7, makes all offers of a school place for Year 7 on behalf of Guiseley School. 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offers for Guiseley School is the 29 March 2022, failure to accept an offer by this date may result in the place being withdrawn and offered to another applicant.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 July 2022

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.***

## **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 a specific 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 living nearest to the school (measured in a straight line) (see note 5).

***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***

### **Note 1**

*Guiseley School does not make 'placement offers'. These offers are where a child cannot be offered any of their preferenced schools, they will be placed at the nearest school accepting 'placements' with space in that year group.*

### **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*

### **Note 3**

*Leeds City Council promotes inclusion for all children and young people across the city.*

*In line with the Children and Families Act 2014 and the ethos that every child where possible should be able to have their needs met in local mainstream provision, it is an expectation in Leeds that all mainstream schools are able to provide for all children with low level Special Educational Needs (SEN) and also the majority of children with Complex SEN Needs. It is also an expectation that all Leeds schools provide an inclusive and nurturing environment that can meet the needs of those vulnerable children who have social, emotional and mental health needs.*

*All schools have a duty to provide care and support for those pupils who have a medical condition.*

*Children with exceptional needs who require additional support above that expected of a mainstream school. e.g. blind children who need to access Braille, Deaf children who need access to specialist teachers will usually have an Education Health and Care plan (EHCP) naming a particular school.*

*1b admissions priority is specifically for pupils who have a significant physical disability or complex sensory impairment - e.g. pupils with a visual, hearing, or physical difficulty or those with pragmatics difficulties/autism, who do not have an EHCP and where higher level Funding for Inclusion is in place. It is expected that children and young people that require specific provision to meet additional and SEN needs will have professionals involved with them, these professionals ordinarily will have already alerted the Local Authority to any specific provision that a child needs who, in turn, will consult with Guiseley to ensure needs can reasonably be met.*

***When making an application under 1b parents and carers must be able to state the provision that is needed to meet a specific SEN need that is only available at Guiseley School.***

*Applications in this category must be supported by a SEN Supplementary Information Form, available from the Admissions Team. This must include a statement in writing from a paediatrician/doctor or other relevant professional who can evidence why a particular provision is needed over another. Leeds City Council colleagues supporting the application must use the appropriate professionals form available from the Admissions team. The supporting statement must also evidence why Guiseley School is the only school that can meet the particular need in question. This is necessary as the LA will be assessing if your child has a stronger case than other children.*

*Cases will be considered individually by the Governing Body where Guiseley School is preferred.*

*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 centre 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**

*Most schools in Leeds have a catchment area. The area has been defined by the straight-line distance between the school and the next nearest school with a non-faith based admission policy. **Guiseley School does not have a catchment area and offers places based upon the straight line distance after other priorities have been taken into account.***

*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.*

#### **Nearest School**

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.

#### **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 return the preference form after the deadline Leeds Admissions cannot guarantee to consider your preferences at the same time as those received on time. Any secondary applications returned after 27<sup>th</sup> November 2021 will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications will be considered before 'placements' are made (where no preference could be met)

### **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.

## 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.

Guiseley School will continue to abide by the admissions priority criteria as set out in the Leeds City Council guidelines on applying for a place at secondary school.

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.
- If there is space in the Year group then a place will be offered providing ***it is not considered that offering a place would cause prejudice to the existing provision or efficient use of school resources***. Where an offer is made an appointment will be set up for parents and the student to meet members of the school staff.
- In the event a place is not offered, Guiseley School will write to the family outlining their reasons for refusal and signposting the parents right to appeal.
- Based upon the discussion the student will be allocated a Form and timetable and will usually start within five working days.
- If the Year group is fully subscribed the student's application will be placed on a waiting list that is held and maintained by Leeds City Council. 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.

### 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. Students are also able to study for an EPQ.

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 6<sup>th</sup> 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.



## **EQUALITY REVIEW – POLICY IMPACT STATEMENT**

### ***Step 1 – Further information***

Policy title	Admissions Policy
Person responsible for carrying out the assessment	Paul Carney
New or previously approved policy?	Previously approved policy
Date of approval / last review (if known)	Sept 22

### ***Step 2 – Further information***

1. Who is responsible for the policy that is being assessed?	Paul Carney – Deputy Headteacher Paul Clayton - Headteacher
2. Describe the main aims, objectives and purpose of the policy	To ensure clear, transparent and consistent guidance on the admissions process for school in line with Leeds City Council protocols.
3. Are there associated objectives of the policy? If so, please explain.	
4. Who is expected to benefit from this policy?	Students of Guiseley School Families of Guiseley students Prospective parents.
5. Who was consulted on this policy?	Leeds City Council Guiseley School Senior Leaders School Governors
6. How has the policy been explained to those who would be directly or indirectly affected by it?	The policy explains both process and criteria to prospective parents of the school.
7. What outcome(s) are meant to be achieved from this policy?	A fair admissions process that sits alongside Leeds City Council. Clarity on which children will receive priority within the Leeds Admissions cycle.
8. What factors could contribute to the outcome(s)?	Local demographics.
9. What factors could detract from the outcome(s)?	Failure to implement the policy in line with guidance issued.

**Step 3 – Assess the impact on different groups of people**

Equality Target Group	Positive impact	Negative impact	Neutral impact	Reasons / comments
Men			Yes	
Women			Yes	
People from black and minority ethnic communities			Yes	
Disabled people	Yes			Priority is given to students with complex needs through Priority 1
Gay, Lesbian and Bisexual People			Yes	
Transgender people			Yes	
Disadvantaged / Pupil Premium Students	Yes			Fair access to a high quality educational environment will ensure a positive impact
Older people (50+)			Yes	
Younger people (17 – 25)			Yes	
Faith or belief groups			Yes	

**Step 4 – Promoting equality**

10. Please give a brief description of how this policy promotes equality.	The promotion equal access to high quality education. Protection for vulnerable students and families through priorities and FAP allocations.
11. If there is no evidence that the policy promotes equality, what changes, if any, could be made to achieve this?	n/a
12. If there is a negative impact on any equality target groups, can this impact be legally and objectively justified? <i>(If no, then a full Equality Impact Assessment should be completed).</i>	n/a

**Step 5 – Recommendation**

13. Is a full Equality Impact Assessment required?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>
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