



Policies and Procedures

Admissions Policy 2018

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Admissions Policy for 2018

Policy, Numbers, Applications for Year 7 Intake 2018

As a Church of England Academy, Abbey Grange exists to serve the whole city of Leeds, drawing students from around 70 different primary schools, including many of the 38 C of E primaries in the Leeds area. The Academy's distinctive Christian nature is very important to the governors, parents, students and staff; many students come from families who worship regularly. In this context our key aim is to provide an environment in which the Academy can work with parents to help its students to grow spiritually. This policy therefore places a Faith criterion for admission at its heart in order to support our ongoing vision, working in conjunction with the Diocese of West Yorkshire and the Dales.

In order to make a valid application to Abbey Grange, you must complete a common preference form and a supplementary information form. The common preference form must be returned to the local authority by 31 October 2017; this is a legal requirement under the Admissions Code 2014. The supplementary information form must be returned to Abbey Grange by 31 October 2017. **If both of these forms are not received by the due date, you will not be considered to have made a valid application.** Applicants who have failed to complete both forms will be placed into category 10.

You must complete the common preference form online by 31 October 2017. Information about how to complete this form can be obtained from the Local Authority.

The supplementary information form will be available from the Academy office or on the Academy website from August 2017. You must return the supplementary information form to Abbey Grange by 31 October 2017.

If you are making an application for consideration under the Faith criteria, we will need to verify your commitment at your place of worship for at least two years prior to your application. You must give on the supplementary information form: the name, email, postal address and phone number of a priest, minister of religion, pastor or other appropriate spiritual leader. The Academy will contact the person named to verify the information you have supplied on the supplementary information form. We advise you to inform the person named that the Academy will contact them to verify the information supplied. If we do not receive verification from the person named, your application will be placed into category 9.

Offers of places in year 7 do not depend on students' ability or aptitude. The published admission number (PAN) for the academic year beginning on 4 September 2018 will be 240.

Criteria for getting places

Children with an Education, Health and Care (EHC) plan which names the school will be allocated a place. This is a statutory entitlement under the S.324 of the Education Act 1996.

If the school receives more applications than the number of places available, places will be offered in the following order:

1. To children from Faith families⁵ (those families who satisfy the criteria under categories 2, 3 and 4 below) who are currently in the care of the local authority (for example, children in foster care) or who were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after⁶.
2. Up to 152 places to members of the Church of England living in the 5 areas of Leeds (namely the 4 Deaneries of the Leeds Episcopal Area, which are Allerton, Armley, Headingley and Whitkirk, and a 5th group consisting of the other parishes within the boundary of the Leeds City unitary authority; see appendix 2). The number of places allocated to each area will be in proportion to the number of applications from each area in this category. These places will be offered in the following order:
 - (i) to children whose immediate⁵ family is at the heart of the church¹.
 - (ii) to children whose immediate⁵ family is attached to the church².
 - (iii) to children whose immediate⁵ family is known to the church³.
3. Up to 58 places to members of churches which are affiliated to Churches Together in England or are in full sympathy with its trinitarian stance (see appendix 1) living in the 5 areas of Leeds (namely the 4 Deaneries of the Leeds Episcopal Area, which are Allerton, Armley, Headingley and Whitkirk, and a 5th group consisting of the other parishes within the boundary of the Leeds City unitary authority; see appendix 2). The number of places allocated to each area will be in proportion to the number of applications from each area in this category. These places will be offered in the following order:
 - (i) to children whose immediate⁵ family is at the heart of the church¹.
 - (ii) to children whose immediate⁵ family is attached to the church².
 - (iii) to children whose immediate⁵ family is known to the church³.
4. Up to 12 places to children of another religious faith, as long as the appropriate religious leader confirms that the children and their parents or carers practise the faith and attend worship, living in the 5 areas of Leeds (namely the 4 Deaneries of the Leeds Episcopal Area, which are Allerton, Armley, Headingley and Whitkirk, and a 5th group consisting of the other parishes within the boundary of the Leeds City unitary authority; see appendix 2). The number of places allocated to each area will be in proportion to the number of applications from each area in this category. These places will be offered in the following order:
 - (i) to children whose immediate⁵ family is at the heart of the church¹.
 - (ii) to children whose immediate⁵ family is attached to the church².
 - (iii) to children whose immediate⁵ family is known to the church³.
5. Any remaining applications in excess of 152 who meet the criteria under category 2. The places will be offered in accordance with the order specified in category 2.
6. Any remaining applications in excess of 58 who meet the criteria under category 3. The places will be offered in accordance with the order specified in category 3.
7. Any remaining applications in excess of 12 who meet the criteria under category 4. The places will be offered in accordance with the order specified in category 4.
8. Other looked after children⁶.

9. Any other children who have completed a supplementary information form who do not meet the criteria for categories 1-8 above (e.g. those without a religious commitment for at least two years).
10. Any other children who have not made a valid application (i.e. those who have not completed both common preference form and a supplementary information form).

In the event of there being more applications than available places within points 1 to 10 above priority would be given to those children who have a brother or sister⁴ who will be attending Abbey Grange in Years 8-11 in September 2018.

Definitions:

¹ 'At the heart of the church' means someone whose family worships twice a month or more. The worshipper might be the child or one or both parents. This must be for a period of at least two years prior to the date of application.

² 'Attached to the church' means someone who is a regular but not frequent worshipper, for example, one or all of the family may attend monthly or church parade services or be regularly involved in a weekday church activity which includes an element of worship. This must be for a period of at least two years prior to the date of application.

³ 'Known to the church' means someone who is an occasional but not frequent worshipper, or someone who is known through a family connection, or one or all of whose family may be involved in church activities such as uniformed organisation. This must be for a period of at least two years prior to the date of application.

⁴ A brother or sister is defined as someone who has one or both of the same parents or carers and lives at the same home address.

⁵ Immediate family is defined as parents or carers or brothers or sisters of the child.

⁶ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after.

Tie break

In all cases, where two or more children have equal priority, a place will be given to the child using up to two tie breaks which will be applied in the following order:

1. to the child who attends a Church of England primary school;
2. to the child who lives nearest the school, as measured by a straight line from the main school building to the child's home/primary address, using the information supplied for this purpose by the local authority from the national school admission system. Further details on the straight-line distance system can be found within the local authority's admission policy, available from: www.leeds.gov.uk/residents/Pages/Determined-admissions-arrangements.aspx.

Where two or more applicants live equidistant from the school, as measured by the local authority, the remaining places will be allocated by random allocation; this process will be independently supervised.

Reporting on the governors' decision

The governors will categorise and rank the applications in accordance with the admissions criteria detailed above. Information provided on the supplementary information forms will be considered by the governors; applicants who have not completed a supplementary information form will be placed into category 10. On Thursday 1 March 2018, the local authority will make 240 formal offers of a place to parents or carers on behalf of governors.

Appeals procedure

Where the Governors are unable to offer a place because the Academy is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents, who intend to make an appeal against the Governing Body's decision to refuse admission, must submit a notice of appeal within twenty one calendar days of receiving the refusal letter to:

The Clerk to the Independent Appeal Panel
C/o Church House
1 South Parade
Wakefield, WF1 1LP

Telephone: 07814 605108

Email: vaappeals@googlemail.com

The Clerk to the Independent Appeal Panel will give information about how to make this appeal. Completed appeals should be returned to the Clerk to the Independent Appeal Panel by Friday 30 March 2018; these appeals will be held in mid-May. Appeal requests will be acknowledged within seven calendar days of receipt. The date, time and venue for the appeal hearing will be sent to parents/carers at least ten school days prior to the appeal hearing.

For applications made in the normal admissions round, appeals will be heard within forty school days of the deadline for lodging appeals.

You can choose to be accompanied by your spiritual leader or a friend. Following the appeal hearing, the Clerk to the Independent Appeal Panel will write to you with its decision.

Waiting list

Applicants who exercise their right to appeal will be added to the waiting list. Names will be placed on the list in the order of the priority explained previously, not in the order of them being added to the list. All waiting lists will be ranked when new applicants have been added, ahead of any allocations being made. We will write to all applicants on the waiting list twice per year to ask if they wish to stay on the list, from the end of the autumn term; those that do not reply will be removed. Applicants that respond to the letter issued during the summer term will be added to the waiting list for the following school year, subject to a new in-year common preference being completed.

Please note that there is a separate waiting list for each deanery. If a place becomes available in any of categories 2 to 7 and there are no names on the list for that deanery, then the place would be offered to an applicant living in another deanery who has the highest worship commitment. If there is more than one applicant of equal commitment, then the previously outlined tie break rules will apply.

Admissions for outside the normal admission round (in-year transfers)

Forms can be obtained from the Academy office for admissions outside the normal admission round (telephone 0113 275 7877 or email info@abbeygrangeacademy.co.uk). All requests will be considered by the governors. Upon receipt of the completed in-year common preference form and the supplementary information form, the governors will inform parents/carers whether or not a place can be offered. We will attempt to advise parents/carers in writing of the outcome within 5 school days; however this is subject to receiving verification from the place of worship (where applicable).

Admissions Post 16 for 2018 (Going into the Sixth Form)

Admission is on to AS courses only. Admission onto A2 subjects is only for those students achieving a pass in the AS examinations (either internal or external assessments) in at least two subjects. Re-sitting AS courses will only be permitted in exceptional circumstances.

Abbey Grange sixth form is available to all existing year 11 students who wish to enrol providing that an appropriate viable course is available and students meet the requirements for entry to post 16 courses set out below.

Students from other schools are invited to apply if they meet the relevant entry requirements. The minimum published admission number (PAN) for new entrants to the Academy will be 25, however the Academy may enrol above this PAN if sufficient spaces are available. The anticipated capacity for Year 12 from September 2018 (taking into account both internal and external candidates) is 235; this is based on the published admission number for the year 11 group for the academic year 2017/2018.

Places will be offered subject to appropriate, viable courses being available and students meeting the entry requirements for post 16 courses set out below.

Entry Requirements

- Students applying for 3 A Level courses should have at least 5 GCSEs (not including BTEC courses) at grade 5 or above. Anyone not achieving the entry requirements will need to speak to the Director of Post 16 about potential pathways available to them.
- Students applying for 4 A Level courses will need to have a discussion with the Director of Post 16 in order to ensure suitability.

All admitted students will be required to read and sign a Post 16 Partnership document; any students who do not comply with the requirements of this document will be required to leave the school.

Oversubscription Criteria

Students from Abbey Grange who meet the specified entry requirements will be offered a place in Sixth Form. If the number of external applications exceeds 25, after the admission of pupils with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plan which names the school, priority to other students will be given in the following order:

- A. Students who are currently in the care of the local authority (for example, children in foster care) or who were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after⁶.
- B. Students who have a brother or sister⁴ attending Abbey Grange at time of application.
- C. Students who have been committed to a Christian church for a minimum period of 2 years.
- D. Students who have been committed to another religious faith for a minimum period of 2 years.
- E. Students who have a parent/carer employed by Abbey Grange at time of application.
- F. Any other students who do not meet the criteria for categories A-E above.

Within each category listed above, priority will be given to those students who live closest to the Academy (see Tie Break section on page 2 for further details on how we measure distance).

In order to take any faith commitment into account for a post 16 application, we will require a written reference from a priest, minister of religion, pastor or other appropriate spiritual leader from your place

of worship confirming that you have been attending your place of worship for a minimum period of 2 years.

How to Apply

- Current Year 11 students can either apply through the Leeds Pathways website or alternatively they can complete a Post 16 Application form, obtainable from the Academy.
- External students may apply through the Leeds Pathways website (www.ucasprogress.com). Log in details are usually provided by the school currently enrolled with. Applications may also be made directly with the Academy on a Post 16 Application form from 1 November 2017 and by no later than 31 January 2018. Any applications received after this date will not be considered until after the on-time applications have been processed.

Abbey Grange Church of England Academy

Admissions Policy Category 3 – “Churches Together in England”

The member churches* of “Churches Together in England” are:

- Antiochian Orthodox Christian Archdiocese of the British Isles and Ireland
- Apostolic Pastoral Congress
- Armenian Orthodox Church
- Assemblies of God
- Baptist Union of Great Britain
- Catholic Bishops' Conference of England and Wales
- Church of England
- Church of God of Prophecy
- Church of Scotland (Presbytery of England)
- Churches in Communities International
- Congregational Federation
- Coptic Orthodox Church
- Council of African and Caribbean Churches UK
- Council of Lutheran Churches
- Council of Oriental Orthodox Christian Churches
- Elim Pentecostal Church
- Evangelical Lutheran Church of England
- Evangelische Synode Deutscher Sprache in Großbritannien
- Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate)
- Free Church of England
- Ground Level
- Ichthus Christian Fellowship
- Independent Methodist Churches
- International Ministerial Council of Great Britain
- Joint Council for Anglo-Caribbean Churches
- Malankara Orthodox Syrian Church (Indian Orthodox Church)
- Mar Thoma Church in Europe
- Methodist Church
- Moravian Church
- New Testament Assembly
- New Testament Church of God
- Oecumenical Patriarchate
- Pioneer
- Redeemed Christian Church of God
- Religious Society of Friends
- Ruach Network of Churches
- Russian Orthodox Church (Moscow Patriarchate)
- Salvation Army
- Seventh-day Adventist Church (observer)
- Transatlantic Pacific Alliance of Churches
- Unification Council of Cherubim + Seraphim Churches (Europe Chapter)
- United Kingdom World Evangelism Trust
- United Reformed Church
- Wesleyan Holiness Church

For contact details, see the Churches Together in England website:

http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx

*Please note that, when applying the admissions criteria, the Governors will regard any branch of the Christian Church that is not a full member of Churches Together in England but which is in full sympathy with its Trinitarian stance as being affiliated. If in doubt, please consult one of your church leaders.

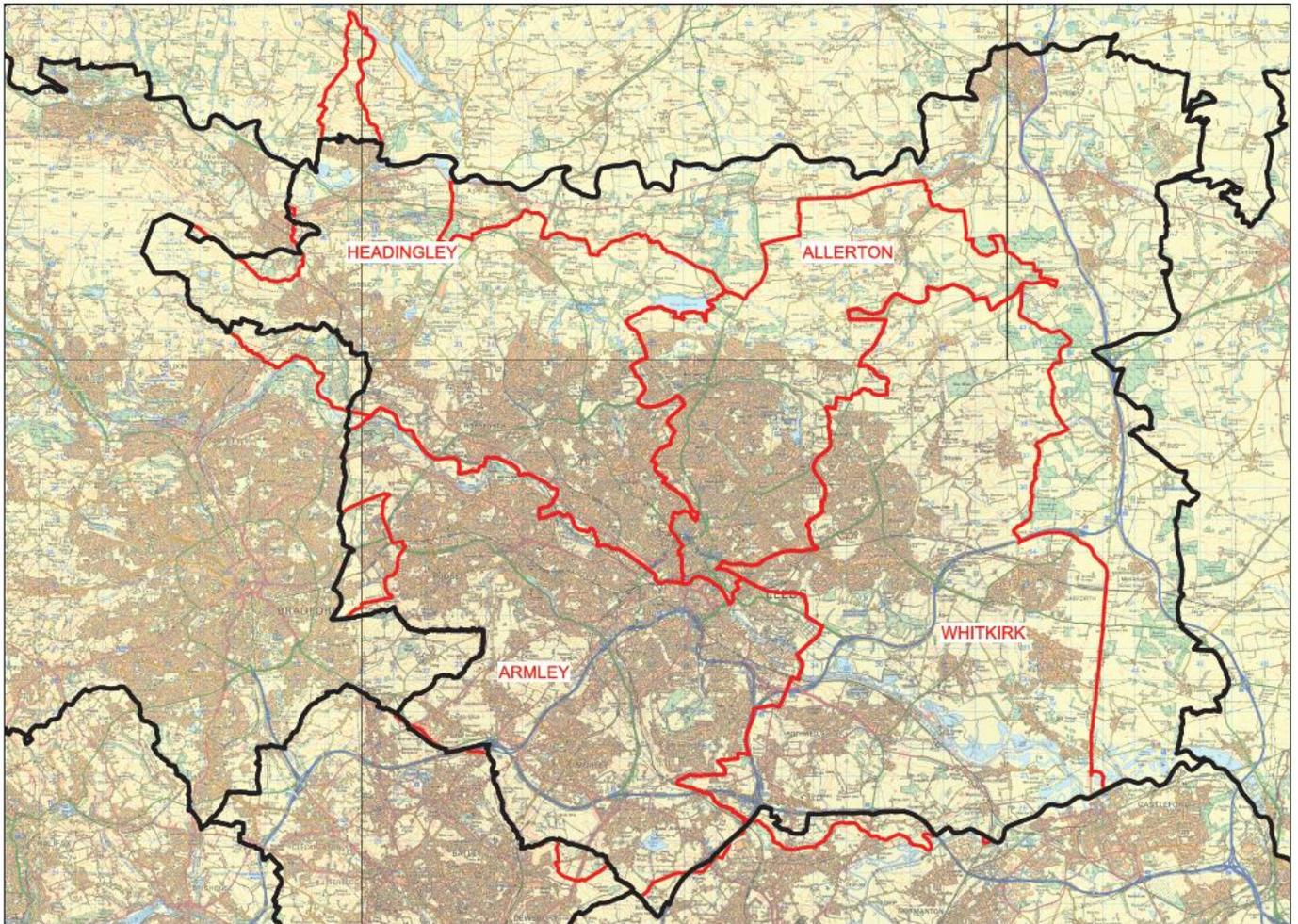
Appendix 2

Abbey Grange Church of England Academy

Diocese of West Yorkshire and the Dales deaneries map

DIOCESE OF WEST YORKSHIRE AND THE DALES

Showing the extent of the four Deaneries of the Leeds Episcopal Area (in red) and of Leeds City unitary authority (in black)



Scale 1:125,000 at A3

Diocese of West Yorkshire and the Dales
Digital map from Dotted Eyes
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