

Policies & Procedures

Admissions

Arrangements

2020

Date policy approved	13 February 2019
Approving body	Abbey MAT Board and LGB
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Previous review date	



Part of



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Admissions Policy for 2020

Policy, Numbers, Applications for Year 7 Intake 2020

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/carers, 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/carers 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 Leeds.

In order to make a valid application to Abbey Grange C of E Academy, you must complete a common preference form. The common preference form must be returned to the local authority by 31 October 2019; this is a legal requirement under the Admissions Code 2014. Information about how to complete this form can be obtained from the Local Authority.

In order to apply for a place at Abbey Grange C of E Academy under the faith oversubscription criteria, a supplementary information form must also be completed, and must be returned to the Academy by 31 October 2019. The supplementary information form is attached, and a paper copy will be available from the Academy office or on the Academy website from 1 August 2019.

Any applications received after 31 October 2019 will be considered as late and will be dealt with once all other applications have been considered.

If you are making an application for a place under the Faith criteria, we will need to verify your attendance at your place of worship for at least two years prior to your application. You must indicate 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 1 September 2020 will be 240.

Criteria for allocating 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 academy receives more applications than the number of places available, places will be offered in the following order:

1. “Looked after” children (i.e. a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were previously “looked after” but have been adopted or have become subject to a Child Arrangements Order or Special Guardianship Order.⁵ If you are making an application under the priority for a previously looked after child, you will need to complete the Local Authority Priority 1a Supplementary Information Form available from the Local Authority and Appendix 5 and send this to Admissions Team at Leeds City Council, with a copy of the court order, so the Local Authority can verify this priority.
2. Up to 140 places to those who worship within the Church of England. These places will be offered in the following order:
 - (i) to children whose immediate⁴ family is at the heart of the church¹, who have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2020.
 - (ii) to children whose immediate⁴ family is at the heart of the church¹, who **do not** have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2020.
 - (iii) to children whose immediate⁴ family is attached to the church², who have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2020.
 - (iv) to children whose immediate⁴ family is attached to the church², who **do not** have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2020.
3. Up to 70 places to those who worship within churches which are affiliated to Churches Together in England, or are in full sympathy with its Trinitarian stance (see appendix 1). These places will be offered in the following order:
 - (i) to children whose immediate⁴ family is at the heart of the church¹, who have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2020.
 - (ii) to children whose immediate⁴ family is at the heart of the church¹, who **do not** have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2020.
 - (iii) to children whose immediate⁴ family is attached to the church², who have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2020.
 - (iv) to children whose immediate⁴ family is attached to the church², who **do not** have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2020.
4. Up to 25 places to those who worship within one of the following world religions (Buddhism, Hinduism, Islam, Judaism or Sikhism). These places will be offered in the following order:
 - (i) to children whose immediate⁴ family is at the heart of the place of worship¹, who have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2020.
 - (ii) to children whose immediate⁴ family is at the heart of the place of worship¹, who **do not** have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2020.
 - (iii) to children whose immediate⁴ family is attached to the place of worship², who have a brother or sister attending³ Abbey Grange in Years 8-11 in September 2020.
 - (iv) to children whose immediate⁴ family is attached to the place of worship², who **do not** have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2020.
5. Children who have a parent/carer employed by Abbey Grange C of E Academy at time of application. (In order to fulfil this requirement, the member of staff must fulfil either or both of these circumstances: a) where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.)
6. Any remaining applications in excess of 140 who meet the criteria under category 2. The places will be offered in accordance with the order specified in category 2.

7. Any remaining applications in excess of 70 who meet the criteria under category 3. The places will be offered in accordance with the order specified in category 3.
8. Any remaining applications in excess of 25 who meet the criteria under category 4. The places will be offered in accordance with the order specified in category 4.
9. Any other children.

Tie break

If there are more applicants than places available in any criteria, places will be offered:

- First to the children who live⁶ within the areas of the Allerton, Armley or Headingley deaneries, or in the other parishes within the boundary of the Leeds City unitary authority (please see Appendix 2 for a map showing the deaneries).
- Then to the children who live⁶ nearest to the academy, as measured by a straight line from the main academy 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 more than one applicant would qualify for the final place available, (meeting the same priority and living equidistant from the academy) the final place will be allocated by random allocation; this process will be independently supervised. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family where they are tied for the final place. We will admit them all, exceeding the PAN for the school.

Definitions:

¹ 'At the heart of the church/place of worship' means someone whose family worships twice a month or more. The worshipper might be the child or one or more parents/carers. This must be for a period of at least two years prior to the date of application (where families have moved within the last 2 years, they may also ask for their previous place of worship to provide a reference).

² 'Attached to the church/place of worship' means someone whose family worships at least once every 2 months. The worshipper might be the child or one or more parents/carers. This must be for a period of at least two years prior to the date of application (where families have moved within the last 2 years, they may also ask for their previous place of worship to provide a reference).

³ 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. This includes fostered siblings, but not cousins living at the same address.

⁴ 'Immediate family' is defined as one or more parents or carers or the child.

⁵ 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 child arrangements order or special guardianship order immediately following having been looked after.

⁶ 'Live' means the child's permanent home address where the child lives with their parent/carer. Parents/carers must not give the address of a relative or childminder. The Local Authority will investigate any queries about addresses and, depending on what they find, they may change the school offered to your child. For admissions purposes only one address can be used. 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. When we consider your application, we assume your address will be the same in the following September as you have provided on your application. If there is a plan to move house, parents/carers must still give their current address on the application. If parents/carers move after the deadline for submission of the preference form in October, they must inform the Academy and the Local Authority of the new address, proof may be required. If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a place, that place may be withdrawn, even if the child has already started at the school.

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 used by the governors to rank

applications under the different faith oversubscription priorities 2 – 4 and 6 – 8. On Friday 1 March 2020, 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/carers 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/carers, who intend to make an appeal against the Governing Body's decision to refuse admission, must submit a notice of appeal within twenty one school days of receiving the refusal letter to:

The Clerk to the Independent Appeal Panel
PO Box 1694
Huddersfield
HD1 9DL

Telephone: 07949 707868

Email: churchschoolappeals@gmail.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 27 March 2020; 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

Parents/Carers can contact the Academy or the Admissions Team at the Local Authority to have their child's name placed on the waiting list. Applicants who exercise their right to appeal will automatically 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. Each time a new applicant is added, the waiting list will be ranked again in line with the published over subscription criteria. Children allocated a place at the academy in accordance with a Fair Access Protocol must take precedence over those on a waiting list. The waiting list will remain open for the duration of the academic year for which the application was made; at the end of that year all names will be removed. Parents/carers who want their child to remain on the waiting list into a subsequent year will need to complete and submit a new In Year Common Preference Form.

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). Upon receipt of the completed in-year common preference form, and the supplementary information form (where application is made under the faith oversubscription criteria), 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).

Fair Access Protocols

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside of the boundaries of the Admissions Policy. It is a statutory requirement and the protocol applies to all Leeds schools. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children. Leeds City Council's Fair Access Protocol can be found

at www.leeds.gov.uk/admissions The Local Authority is responsible for communicating to parents/carers on all matters regarding the Fair Access Protocol.

Admission out of normal age group

When admitting a student into Abbey Grange, either directly on transfer from Primary School or into Years 7 – 13, the student will be placed into the school year which is appropriate for their chronological age. Parents/carers should submit a letter along with any supportive evidence to the Principal if they wish to request admission out of the normal age group.

Admissions Post 16 for 2020 (Going into the Sixth Form)

Admission is on to A-level/Level 3 courses only. Admission onto Year 13 is only for those students achieving a pass in the Year 12 examinations (either internal or external assessments) in at least two subjects. Re-sitting Year 12 will only be permitted in exceptional circumstances.

Abbey Grange C of E 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 2020 (taking into account both internal and external candidates) is 240; this is based on the published admission number for the year 11 group for the academic year 2019/2020.

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 4 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.

Oversubscription Criteria

Students from Abbey Grange C of E Academy 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 students with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plan which names the academy, priority to other students will be given in the following order:

- A. “Looked after” children (i.e. a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were previously “looked after” but have been adopted or have become subject to a Child Arrangements Order or Special Guardianship Order.⁵ If you are making an application under the priority for a previously looked after child, you will need to complete the Local Authority Priority 1a Supplementary Information Form available from the Local Authority and Appendix 5 and send this to Admissions Team at Leeds City Council, with a copy of the court order, so the Local Authority can verify this priority.
- B. Those who worship within the Church of England, or churches affiliated to Churches Together in England or are in full sympathy with its Trinitarian stance. These places will be offered in the following order:
 - (i) to students whose immediate⁴ family is at the heart of the church¹.

(ii) to students whose immediate⁴ family is attached to the church².

- C. Those who worship within one of the following world religions (Buddhism, Hinduism, Islam, Judaism or Sikhism). These places will be offered in the following order:
- (i) to students whose immediate⁴ family is at the heart of the place of worship¹.
 - (ii) to students whose immediate⁴ family is attached to the place of worship².
- D. Students who have a parent/carer employed by Abbey Grange C of E Academy at time of application. (In order to fulfil this requirement, the member of staff must fulfil either or both of these circumstances: a) where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.)
- E. Any other students who do not meet the criteria for categories A-D 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 5 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 supplementary information form to be completed.

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 academy currently enrolled with. Applications may also be made directly with the Academy on a Post 16 Application form from 1 November 2019 and by no later than 31 January 2020. Any applications received after this date will not be considered until after the on-time applications have been processed.

Appendix 1

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:

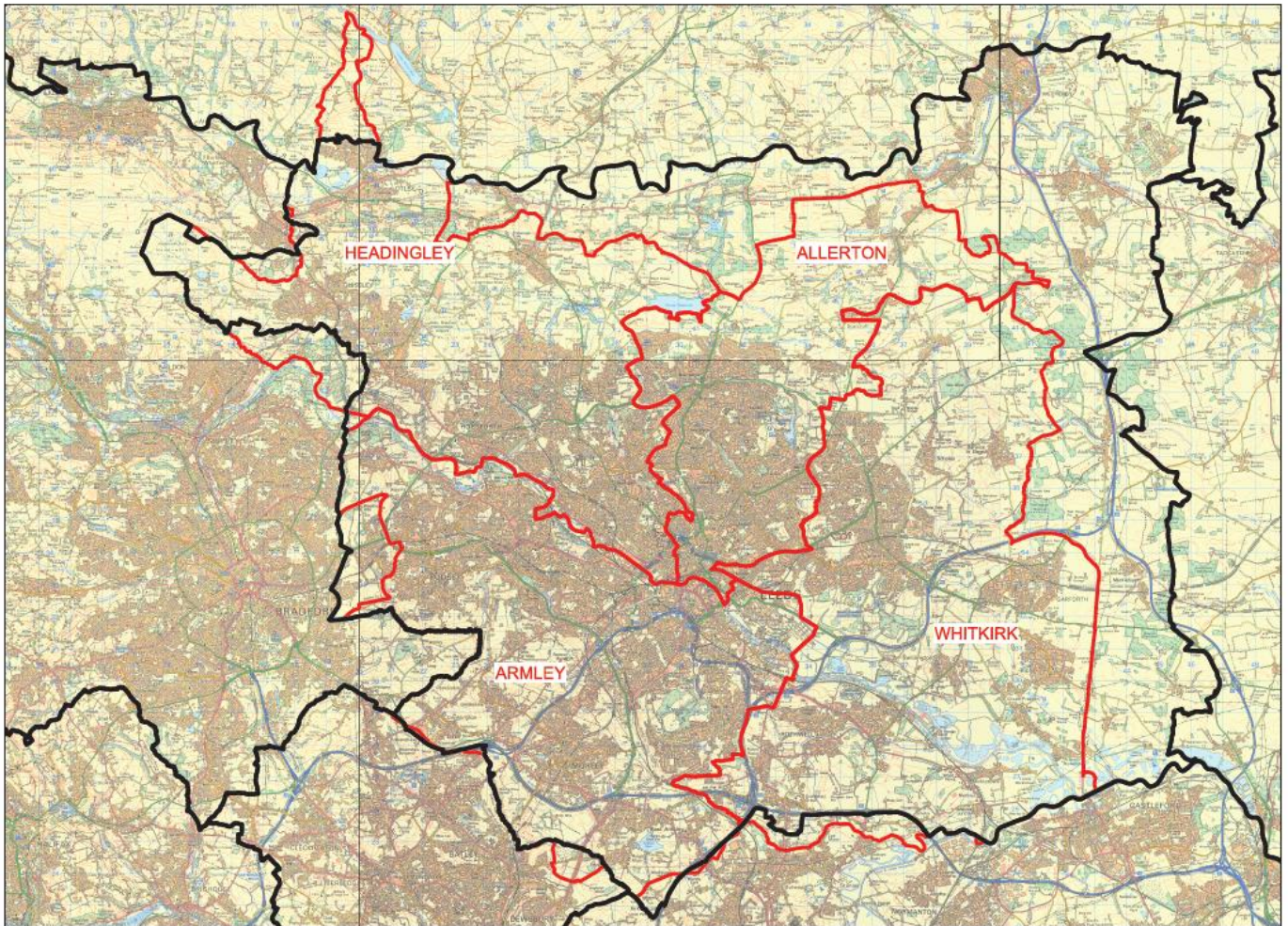
http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx

*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

Diocese of Leeds Deaneries map

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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Ordnance Survey licence number 100050148

Headingley, Allerton and Armley Deaneries are outlined in red
Leeds unitary authority is outlined in black



Abbey Grange Church of England Academy
Butcher Hill, Leeds, LS16 5EA
0113 275 7877

Supplementary Information Form for entry to the academy in September 2020

Closing date for receipt is 31 October 2019

Child's Legal Surname:

Gender:

Child's Legal Forename(s):

Date of Birth:

Parent/Carer Name:

Address:

Postcode:

Tel/Mob No:

Parent/Carer Email Address:

You should read and complete this form in conjunction with our admissions policy for 2020. Failure to correctly complete this form may affect your application as governors will not be able to rank your application against the faith oversubscription criteria.

**All applicants should fill in sections 1 to 4 as fully as possible
and should sign and date the reverse.**

1. Please list here any brother or sister who will be at Abbey Grange C of E Academy in years 8 – 11 in September 2020.

Full Name:

Year:

Form:

2. Attendance of ¹immediate family members at worship:

please tick the box which you think best describes your situation.

☐

At the heart of the Church/Place of Worship

This means someone whose family worships twice a month or more.
The worshipper might be the child or one or more parents/carers.

☐

Attached to the Church /Place of Worship

This means someone whose family worships at least once every 2 months. The worshipper might be the child or one or more parents/carers.

¹Immediate family is defined as parents/carers or brothers or sisters of the child.

For how long?

☐

More than 2 years

☐

Less than 2 years:

If less than 2 years, please also provide details of your previous church if applicable.

3. Please indicate which Church or Place of Worship you usually attend.

Your Religious Denomination:

Your Church or Place of Worship's Name:

Address:

4. Please give the name and contact details of your Vicar/Minister/Faith Leader to whom we can contact to request information about your Church/Place of Worship attendance. Please provide a church/place of worship email address where possible (email addresses that are not published on the Church/Place of Worship website or do not contain the Church/Place of Worship name will not be accepted). *We recommend that you contact your Faith Leader before returning this form; note that he/she will be sent a separate form.*

Name of Vicar/Minister/Faith leader:

Church Email Address:

Address:

Tel/Mob No:

Please sign below to give permission to share your details with the faith leader you have named above.

Parent/Carer Signed:

Date:

Please return this form to: Admissions, Abbey Grange Church of England Academy, Butcher Hill, Leeds, LS16 5EA or info@abbeygrangeacademy.co.uk Closing date for receipt is 31 October 2019

PRIVACY NOTICE: For information on how we collect, store and use personal data you provide; please refer to our 'Privacy Notice for Students' and 'Privacy Notice for Parents/Carers' available on our website at www.abbeygrangeacademy.co.uk or on request from the academy office

Appendix 4: Place of Worship Verification Form



Abbey Grange Church of England Academy

Butcher Hill, Leeds, LS16 5EA

0113 275 7877

Church / Place of Worship Verification Form 2020

Child Name:	«Child_Name»	Parent/Carer Name:	«ParentCarer_Name»
Address:	«Applicant_Address»	Contact Number:	«Applicant_Contact_Number_»

Name of Vicar / Minister / Faith Leader:	«Faith_Leader»	Name of Church or Place of Worship:	«Place_of_Worship_Name»
Email address of Church or Place of Worship:	«Place_of_Worship_email»	Address of Church or Place of Worship:	«Place_of_Worship_Address»

We are contacting Churches/Places of Worship to request information from the Vicar/Minister/Faith Leader for prospective students for Year 7 intake in September 2020. The above family have given your name as a referee and will hopefully have already discussed this with you.

Please complete a to d below as appropriate and return this form to me by **Friday 29th November 2019**. The Governors admission panel will then be able to make decisions based on verified information.

Please return this form by email from an official Church/Place of Worship email address (email addresses that are not published on the Church/Place of Worship website or do not contain the Church/Place of Worship name will not be accepted). If replying by post, please stamp the reverse with your Church/Place of Worship stamp or attach your letterhead paper.

The Governors are very much aware of the extra work involved, and wish to thank you in advance for your kind co-operation.

a) **Attendance of ¹immediate family members at worship:** please confirm which category is the most appropriate fit

<input type="checkbox"/>	At the heart of the Church / Place of Worship	This means someone whose family worships twice a month or more. The worshipper might be the child or one or more parents/carers. This must be for a period of at least two years prior to the date of application.
<input type="checkbox"/>	Attached to the Church / Place of Worship	This means someone whose family worships at least once every 2 months. The worshipper might be the child or one or more parents/carers. This must be for a period of at least two years prior to the date of application.

¹Immediate family is defined as one or more parents/carers.

b) **Attendance Start:**
Please confirm when this family started attending your place of worship (i.e. more than 2 years):

c) **Attendance End** (if applicable):
If this family no longer attends, please advise when they stopped attending (approximately):

d) **The Church/Place of Worship is:**

<input type="checkbox"/>	Church of England	<input type="checkbox"/>	A full member of Churches Together in England
<input type="checkbox"/>	Not A Full Member of Churches Together in England but in sympathy with its Trinitarian stance	<input type="checkbox"/>	Another world faith (i.e. Buddhism, ,Hinduism, Islam, Judaism or Sikhism)

Signature:		Role within the Church / Place of Worship:	
Name:		Tel No:	Date:

Priority 1a Admissions Supplementary Information Form



To be completed when requesting admission a previously looked after child.

Please do not complete this form if the child is currently looked after – the social worker should complete the online application

Transition stage (Please tick) : Nursery to Reception ☐ Year 6 to Year 7 ☐

**CHILD
DETAILS**

Surname: Forename(s):

Date of Birth: Gender: MALE/FEMALE

Postcode: Telephone:

**FAMILY/CARER'S
DETAILS**

Address (if different from above)

Other person/s with parental responsibility
Address (if different)

The Admission Code gives priority to children who were previously looked after by a Local Authority but have left care through an Adoption Order, Special Guardianship Order or Child Arrangements Order. To claim this priority for admission, please answer the following questions:

Which Local Authority cared for the child immediately before the order was made:
.....

Which court order do you hold for the child:

Adoption Order ☐ Special Guardianship Order ☐ Child Arrangements Order ☐

Please attach a copy of this order to the form - you can delete sensitive information (for example the name of the birth parents) if you wish to do so

The fact you have applied for admission under this priority will be known to the school. The court order will not stored against your child’s records.

PRIVACY NOTICE

Leeds City Council takes its obligations under the Data Protection legislation very seriously. The Admissions team collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against the Council's and school's policies for admissions. Our service also needs to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child's 25th birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council's assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact: dpfoi@leeds.gov.uk; or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council's privacy notice including contact information for the Council's Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

PARENTS/CARERS SIGNATURE REQUIRED

Signed.....Date.....

Please return this form to:

Education.annual.cycle@leeds.gov.uk Or By
post: Leeds City Council
PO Box 837
School Admissions
Leeds LS1 9PZ



Checklist

Have you included the following?

- ☐ Answered all the questions
- ☐ Attached a copy of the court order
- ☐ Signed and dated the form