



**BRIGSHAW**  
LEARNING PARTNERSHIP

# Admission Policy 2024-25

## Brigshaw High School

### *Monitoring and Review of this Document:*

The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice.



## Document Controls

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## ***Brigshaw High school Admission Policy for September 2024 to July 2025***

**This admissions policy applies to Brigshaw High School. We are an Academy and our school's admission authority is The Brigshaw Learning Partnership (BLP). The BLP are responsible for determining the school's admissions arrangements including this policy and deciding who can be offered a place in accordance with the policy.**

Where there are fewer applicants than places available, all applicants will be offered a place.

### **Children with a school named on their Education, Health and Care (EHC) plan**

Children with Brigshaw High school named on their Education, Health and Care (EHC) plan will be given a place in the school.

### **How we prioritise school places (oversubscription criteria)**

If our school has more applications than places (called being oversubscribed) we will give children priority for places in the following order:

#### ***Priority 1 – Looked after and previously looked after children***

A looked after child is defined as a child who is (one of the following):

- in the care of a local authority
- being provided with accommodation by a local authority's social services (see the definition in [Section 22\(1\) of the Children Act 1989](#))

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted
- became subject to a Special Guardianship order
- became subject to a Child Arrangements Order
- in state care outside of England and were then adopted

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 or state care outside England) with your application.

#### ***Priority 2 – Children with exceptional social or medical 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. Our Trust Board 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 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
- You must attach supporting evidence from an independent professional, such as a medical specialist which confirms exactly what your child's needs are and why, in their view, only our school can meet that need. Without this evidence, your child's needs cannot be considered.

***Priority 3 – Children who have a brother or sister attending our school***

**To get this priority, the sibling must:**

- live at the same address as the child applying
- still go to our school when the child applying starts (in September)
- be a full, half, step or foster sibling (this priority does not include cousins or other family members sharing a house)
- if an older sibling is attending our sixth form, they must have been going to the school in Year 11 to be considered as a sibling in this priority.

***Priority 4 – Children eligible for Free School Meals Pupil Premium***

To get this priority, pupils must be in receipt of Free School Meals Pupil Premium on the first school day after 31<sup>st</sup> December 2024. A total of 48 eligible pupils will be accepted under this priority. If you meet this criterion and are not eligible for priority 1,2 or 3, You must attach supporting evidence and a Supplementary Information Form. See Appendix 1.

This priority does not include children who have only been eligible to receive Universal Infant Free School Meals.

The BLP will initially confirm eligibility for this priority using the DfE Electronic Checking Service (ECS). If the ECS check reveals you are not currently eligible, you will need to provide further evidence to confirm eligibility before the end of January 2025.



### **Priority 5 – BLP and associate schools**

**Children who, at the time of application, are on roll at the primary schools in the Brigshaw Learning Partnership, including associate member schools. The schools are:**

- Allerton Bywater Primary school
- Kippax Ash Tree Primary school
- Kippax Greenfield Primary school
- Kippax North Primary school
- Methley Primary school
- Swillington Primary school
- Great Preston Church of England Primary school
- Lady Elizabeth Hastings Ledston Church of England Primary school.

### **Priority 6 – Distance**

Any other children wishing to gain a place at Brigshaw High School, prioritised by straight line distance.

### **If children meet the same priority (tie break)**

In any priority, children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our school. For example, if there are 4 places remaining at our school, the 4 children living closest to the school will be allocated those places.

If two or more children live exactly the same distance from our school (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the Published Admissions Number for our school.

### **How many children are admitted to a school (Published Admission Number)**

Our school has a Published Admission Number (PAN) of 240. This is the number of places we can admit into year 7 in September 2024.

### **Application process (normal round)**

When applying to start in the entry year, all applications are coordinated by local authorities across England.

You apply to your home Local Authority (the council who empty your bins) by the closing date of 31 October 2024. All offers will be made by your home Local Authority on offer day: 1 March 2025.



### ***Applying after the national closing date***

If you apply after the national closing date, we cannot guarantee to consider your preferences at the same time as those received on time.

Until 31<sup>st</sup> December, all applications submitted or changed will be treated as if they were on-time.

After 31 December, any applications submitted or changed will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by us.

All applications submitted after 31 December are considered late and won't be allocated a school place until after national offer day.

Priority for Children eligible for the Early Years Pupil Premium or the Free School Meals Pupil Premium will not apply to late applications.

### ***Definitions and special circumstances***

#### **Distance measurements**

We use a straight line distance system provided by Leeds City Council admissions' team. The program measures the straight line distance from a defined point on the main school building to a defined point on your home address.

The point we measure at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

#### **Free School Meals Pupil Premium**

The Free School Meals Pupil Premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Your child will be eligible if they are registered as eligible for free school meals or have been registered as eligible for free school meals at any point in the past 6 years.—The priority includes families who remain eligible for Free School Meals under the transitional arrangements related to Universal Credit and Covid.

You are eligible to be registered for free school meals if you receive either: Income Support, Income-based Jobseekers Allowance, income-related employment and support Allowance, support under Part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit, Universal Credit (dependent on amount of income).

#### ***Temporary school sites***

If our school is based on a temporary site for any reason we will base our distance measurements on our school's permanent site.



## Which Address To Use

When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

### ***If the child lives in different properties (shared care)***

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

### ***If parents disagree on an application made in the normal round***

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 the local authority has 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.

### ***Moving home***

When offers are made on national offer day, we assume your address will be the same when you take up our school place in September. If you are planning to move house, you must still use your current address on your application.

As soon as you move house, you must tell Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you. Find out more on Leeds City Council's [making changes to your application page](#).

### ***Accepting offers***

You will need to accept the offer of a school place directly with our school. This will not affect your position on any waiting list for any other school or your right to appeal.



If you refuse the offer, or do not accept the offer within a reasonable time, your place at our school may be withdrawn. This will leave your child without a school place in September.

### ***Waiting lists***

After offers have been made in March, you can ask for your child to go on the waiting list for our school.

If you ask that your child is added to a waiting list after offer day and a place becomes available before the new school year starts, your child will automatically be allocated the place at your higher preference school. The Local Authority will also automatically withdraw the place at a lower preference school to give it to another child.

#### **We hold waiting lists for all the year groups as follows:**

- your child's place on a list is decided by the oversubscription criteria in the school's admission policy (the rules for prioritising places). The Pupil Premium priority only applies to on-time applications for Y7.
- each time a child is added or removed, the list is ranked again and your child can move down if another child meets higher criteria
- the waiting list will close at the end of the academic year (July). You must reapply for a new school place to be on the list the following year
- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list

### ***Admission out of chronological age***

You can ask for your child to be admitted outside of their normal age group, for example if your child is gifted and talented or has experienced problems such as ill health.

You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by any deadline date and we recommend you send the request to each school you intend to apply for, as it is possible for one school to refuse a request that another school agrees.

#### **To apply, you must sent to us a written request that explains:**

- why admission out of normal year group is being requested
- the year group you wish your child to be allocated a place

If you have it, you can also attach any available evidence that supports your request.

The Brigshaw Learning Partnership Trust will consider each application individually and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

This request is separate to any decision about offering a place at our school. There is no right of appeal against a decision relating to admission out of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application.



## **Moving schools (in-year applications)**

We have the responsibility for considering requests to join our school in-year, or for year 7 places after the start of the school year (1 September).

To apply for a place, go to the Leeds application portal at [www.leeds.gov.uk/moveschools](http://www.leeds.gov.uk/moveschools) to submit an online in-year application to Leeds City Council.

The Council will send the application on to all the school(s) you have applied for at the same time. Our school will decide whether we can offer a place and contact you with a decision. If we refuse to offer a place, we will confirm this in writing to you, explaining our reasons, and that you have the right of appeal. We must give you a written decision within 15 school days

Your child will be added to our school's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

The priority given to children who qualify for Free School Meal Pupil Premium pupils does NOT apply for in-year applications

[Find out more including any current vacancies in Leeds schools.](#)

## **Appeals**

If you have applied but not been offered a place at our school, you have the right to appeal. Our appeals are arranged by Leeds City Council

Appeals submitted for a year 7 place in the normal round will need to be received by Leeds City Council's deadline to guarantee being heard before the new school year starts. [Find Leeds City Council's appeals timetable containing deadlines and timescales](#)

Appeals against a decision for an in-year application can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued).

## **Fair Access Protocol**

All schools must take part in the Fair Access Protocol arrangements. It is a legal requirement and the protocol applies to all Leeds schools. The protocol operates outside of the Admissions policy.

The policy applies to in-year applications and only to children who do not have a current school place. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible. It also ensures that no school (including those with places) is asked to take a disproportionate number of vulnerable children. [Read the Leeds Fair Access Protocol.](#)



## ***Complaints***

An individual wishing to make a complaint about any admission matter should discuss this with the School in the first instance.

- If the complaint can be dealt with by pursuing an admission appeal, the school will advise parent(s) / carer(s) of this.
- If the issue is not resolved and can't be dealt with by pursuing an admission appeal, then a complaint may be made, following the complaints procedure as set out in the Brigshaw Learning Partnership Complaints Policy.



## Appendix 1: Supplementary Information Form (SIF)

### BLP Admissions Supplementary Information Form

This additional form is to be completed in addition to the Common Application Form (CAF) from your local authority if you wish your child to be considered under priority 4 or 5 of the over subscription criteria: Children eligible\* to be registered for free school meals Pupil Premium or children in receipt of the Early Years Pupil Premium and attending the school nursery.

This does not include children who have only been eligible to receive Universal Infant Free School Meals. This form does not constitute a valid application for a place. This form must be sent direct to the school you are applying to by **15<sup>th</sup> January 2024**. If you are applying to other BLP schools, one form can be completed for all schools.

Schools within the BLP Trust which you are applying for – cross out schools you are <u>not</u> applying for	Allerton Bywater/ Methley/Kippax North/Kippax Ash Tree/Kippax Greenfield/Swillington
Surname of child	
First name of child	
Date of birth of child	
Address	
Postcode	
Contact telephone number	
Name of Parent	
Parent's date of birth	
What pupil premium are you in receipt of?	Early Years/ Free School Meals/ Looked after child
National Insurance number of parent	
National Asylum Seeker support reference number (NASS)	

NI number or NASS will be used to check your child's eligibility to Pupil Premium using using an electronic checking service such as the LGFL or the DfE Electronic Checking Service (ECS)

**Declaration:** I confirm that the details supplied are correct and agree that the school can use the information provided to process my application to be considered under priority 4 of the over subscription criteria: Children eligible to be registered for Free School Meals or Early Years' Pupil Premium, By signing this form I am confirming that I have read and fully understood the above declaration.

Signed:.....

Name of parent:.....Date.....

**N.B. This form must be signed by the person who is in receipt of the qualifying benefit**



If you use assistive technology (such as a screen reader) and need a version of this document in a more accessible format, please contact us. It will help us if you say what assistive technology you use.

**\*Free School Meals Pupil Premium eligibility for the purposes of the school's admission policy you are considered to be entitled to Free School Meals Pupil Premium if you or your child receive the following:**

- Universal credit
- Income Support
- Income-based Jobseekers Allowance
- an Income-related Employment and Support Allowance
- support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on ( the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit



## **Appendix 2: Post 16 (Year 12 And 13) Admission Policy 2024-2025**

### **1. Introduction**

The following information gives the requirements for entry into Sixth Form at Brigshaw High School. For an external candidate a meeting and discussion with the Assistant Principal: Post 16 or the Post 16 Officer is strongly recommended for potential students to fully understand our offer.

Where appendix and definitions are quoted, please refer to the Brigshaw High School main admissions policy for further information.

### **2. Entry Levels**

Academic entry levels are the same for external and internal candidates.

**2.1 Academic courses:** To follow A level courses a minimum of five GCSE grades 4-9 are required which must include at least 2 of the core subjects of English, Mathematics and Science. Students failing to meet the grades for their preferred course option may be offered an alternative choice of course if available. Students who do not have Maths and English to at least GCSE grade 4 will be expected to follow a compulsory retake course in either one or both subjects. Maths and Science subjects may require a Grade 6 or above to study to A Level.

**2.2 Specific curriculum subjects** may have specific requirements and varied upper limits in terms of numbers. These requirements are published annually in the Post 16 Prospectus.

**2.3 All candidates** for a Sixth Form place, internal or external, should apply via the Leeds Common Application Process on UCAS Progress. Candidates should also make their choices known directly with the school during the internal application stage.

### **3. Attendance/Reference**

**3.1** We expect that internal students should have an attendance record of at least 85% in Years 10 and 11. Specific cases can be looked at on individual merit.

**3.2 External candidates** will be requested to provide one academic referee which must be received before a student may start their courses.

**3.3 External candidates** are required to submit copies of GCSE/BTEC qualifications to the school on starting in September.

### **4. Admission Procedure and Oversubscription Criteria**

Internal applications have an upper limit of 150 in Year 12 and in year 13 with additional places for 50 external candidates in Year 12 and in Year 13.

Children with an Education, Health and Care Plan (EHCP) will be admitted to Brigshaw High School if Brigshaw High School is named on their plan.

If the school is not oversubscribed, all applicants will be offered a place. In the event that more applications than places are received, after the admission of pupils with EHCPs where Brigshaw High School is named, places will be offered according to the following oversubscription criteria, in priority order:



### **Priority 1: Looked after and previously looked after children**

A looked after child is defined as a child who is (one of the following):

- in the care of a local authority
- being provided with accommodation by a local authority's social services (see the definition in [Section 22\(1\) of the Children Act 1989](#))

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted
- became subject to a Special Guardianship order
- became subject to a Child Arrangements Order
- were in state care outside of England and were then adopted

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 or state care outside England) with your application.

### **Priority 2: students without a statement but who have Special Educational Needs,**

or with exceptional medical or mobility needs that can only be met at Brigshaw High School;

### **Priority 3: Y11**

Students who attended Y11 at Brigshaw High School.

### **Priority 4: Brother and Sister**

- a) Children with siblings who will be at the School at the start of the academic year when the applicant child attends and are living at the same address (See Appendix A – Definition 1.1 and 1.2 above).

### **Priority 5: Children eligible for Free School Meals Pupil Premium**

To get this priority, pupils must be in receipt of Free School Meals Pupil Premium at the point of application. A total of 40 eligible pupils will be admitted under this priority and if you meet this criterion and are not eligible for priority 1, 2 or 3, you must attach supporting evidence and a Supplementary Information Form. See Appendix 1

The BLP will initially confirm eligibility for this priority using the DfE Electronic Checking Service (ECS). This will be assessed on the first school day after receipt of the application. If the ECS check reveals you are not currently eligible, further evidence will be required to establish priority.

### **PRIORITY 6:**

- a) Any other student wishing to attend Brigshaw High School Sixth Form prioritised by distance

Students have the right to appeal if the entrance requirements are met but provision cannot be obtained. See appeals process (6) below



### **Tie breaker:**

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused.

**TIE BREAKER 1:** A straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by a straight line

**TIE BREAKER 2:** 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, witnessed by an independent person.

### **5. Decisions**

The Trust will confirm places within 21 days of receipt.

### **6. Appeals**

The timeline for appeals will be displayed on the Brigshaw Learning Partnership website.

Where the offer of a place is refused upon exam results, appeals must be heard within 30 school days of confirmation of those results;

Where the offer of a place would not have been conditional upon exam results, appeals must be heard within 40 school days of the deadline for lodging appeals;

For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.

### **7. Waiting Lists**

Where a child is formally refused admission, you can ask that a child is added to the waiting list. Each time a child is added to the waiting list, the list will be ranked again in line with the published oversubscription criteria

### **8. Complaints**

An individual wishing to make a complaint about any Admission matter should discuss this with the School in the first instance.

- If the complaint can be dealt with by pursuing an Admission appeal, the School will advise parent(s) / carer(s) of this.
- If the issue is not resolved and can't be dealt with by pursuing an Admission appeal, then a complaint may be made, following the complaints procedure as set out in the Brigshaw Learning Partnership Complaints Policy.