



**GUISELEY  
SCHOOL**

A THINKING SCHOOL

# **Admissions Policy and guidelines**

## **For entry in September 2018 and In Year transfers**

<b>Approved on:</b>	Spring 2017
<b>Review Date:</b>	Autumn 2019
<b>Governors' Committee:</b>	Curriculum and Policy
<b>Responsible Officer:</b>	Director of KS5

## **Introduction**

Guiseley School as a Foundation School has the authority to offer places to all students in years 7 to 13. The governors manage all admissions to the school with the exception of initial entry into Year 7.

The Chief Executive of Leeds City Council makes all offers of a school place for Year 7 on behalf of Guiseley School, which is the admissions authority. 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 240**

## **Important dates**

- Applications for places in Year 7 open either on line or by post on the 1 August 2017
- The deadline for applications is the 31 October 2017
- National offer day is the 1 March 2018, 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offers for Guiseley School is the 28 March 2018, failure to accept an offer by this date may result in the place being withdrawn and offered to another applicant.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 2018 to July 2018

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

Children with a statement of special educational needs will be admitted to the school named on their statement or education health care plan

### **Priority 1**

- a) Children in public care or fostered under an arrangement made by the local authority. (see note 2)
- b) Pupils without a statement 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).

**Note 1**

If Leeds City Council cannot offer parents or carers a place for their child at any school they put on their preference form, they will offer their child a place at the closest school that has places available when we make the offer (this may include voluntary aided and foundation schools or academies where their governing bodies have given us permission to do so).

**Note 2**

Children who have been adopted from local authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children (priority 1a).

**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.

Leeds schools are highly inclusive and have developed provision over a number of years to ensure the inclusion and progress of children and young people with SEN and Complex Needs – very rarely is a school unable to cater for a child or young person's needs.

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 FFI funding 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.

When making an application under 1b you must be able to state the provision that is needed to meet a specific SEN need that is only available in the school of preference.

Applications in this category must be supported by a SEN SIF, available from the Admissions Team, which 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 the school of choice 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 a LA panel and where necessary in consultation with the school that has been preferenced.

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 use a straight-line distance system. We 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 we measure to at your home address is determined by the Royal Mail Postcode Address File. This information provides us with coordinates for every dwelling. If we are not able to match your address with the Postcode Address File then we will use the centre of your dwelling.

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 we will give you 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**

When we say the 'nearest' school, we do not include voluntary-aided (faith based) schools. 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. You must not give the address of a childminder or relative. We will investigate any queries about addresses and, depending on what we find; we may change the school we offer your child. When we make an offer, we assume your address will be the same in the following September as we have 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 2017 for Secondary places, you must tell us your new address as we may have to offer your child a place at another school.

### **Late Applications**

If you return the preference form after the deadline we cannot guarantee to consider your preferences at the same time as those received on time. Any secondary applications returned after 10 December 2017 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. The waiting list will be held in criteria order of the admission policy and will close on 25 July 2018. Waiting lists will be held in each year group for applications outside of the normal admission round closing on 25 July 2018 i.e. the end of the academic year.

### **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, we will base our distance measurements on the school's permanent site.

### **In-Year Transfers**

#### **Introduction**

Guiseley School 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, e mailing the school or in person from reception.
- Parents are asked to complete all details of the form, they must also make sure that section 11 is completed and signed by the current school.
- The form should be returned directly to school.
- Contact with the current school will then be made to obtain academic and pastoral information.
- If there is space in the Year group then a place will be offered and an appointment set up for parents and the student to meet members of the school staff.

- 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 students application will be placed on a waiting list that is held and maintained by Leeds City Council. The position on the waiting list is based upon the following priorities:

#### **Priority 1**

- a. Children in public care or fostered under an arrangement made by the local authority (see note 1).
- b. Students without a statement or education health and care plan but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at a specific school (See note 2).

#### **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 3). 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 live closest to Guiseley School.

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 based upon postcodes).

Guiseley School uses a straight-line distance system.

#### **Note 1**

Children who have been adopted from local authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children (priority 1a).

#### **Note 2**

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.

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### **School transport**

Guiseley School has one school bus that travels to Menston. For all other travel needs you can read the full home-to-school policy by looking at Metro's website at [www.generationm.co.uk](http://www.generationm.co.uk). You can also phone Leeds Education Transport Assessment Team on 0113 3481121.

### **Sixth Form applications**

We expect 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.

If a student wishes to apply for Guiseley School Sixth Form then they should apply via the website UCAS Apply. If a student does not have access to UCAS apply then they should apply using the application form that can be found on the school website.

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

### **Entry requirements**

Grade 4 in Mathematics and English Language or Literature and 3 GCSEs A\*-C, in other subject areas. Students will be expected to achieve a grade B or grade 5 in the A level subjects that they wish to study.

Students who achieve a grade 4 in either English or Mathematics will need to retake their GCSE in order to secure a grade 5.

Progression onto A level requires satisfactory progress during the first year.