

ANNEX A  
(THE AGREED POLICY)



Prince Henry's Grammar School  
SPECIALIST LANGUAGE COLLEGE



**ADMISSIONS  
POLICY  
2020 -21**

## **Admissions Policy 2020 - 2021**

The governing board of Prince Henry's Grammar School is the admitting authority. Offers of a school place for Year 7 as part of the September intake are made by the Chief executive of Leeds City council on behalf of the admitting authority as part of the co-ordinated admissions arrangements.

The number of places available for the 2020 school year will be 255.

You can apply for a place online from 1 August 2019 or use the common preference form which will be available in September 2018. You can return the common preference form to either the Admissions Team or your primary school by the deadline date 31 October 2019.

### **Admissions Criteria**

Children with special educational needs who have a Statement/ EHC Plan which names Prince Henry's Grammar School will be allocated a place at the school.

### **Allocation of places:**

If the number of applications does not exceed the number of places available, all applicants will be granted a place at the school.

If there are more applications than available places (oversubscription), the following oversubscription criteria will be used to allocate places:

#### **Criteria 1**

- a) Children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local authority. (see Note 1)
- b) Pupils without a statement but who have special educational needs, or with exceptional medical or mobility needs, which can only reasonably be met at Prince Henry's. (see Note 2)

#### **Criteria 2**

Children with brothers or sisters who will be on roll at Prince Henry's at the start of the academic year 2020 – 2021. We can give priority for brothers and sisters only if they are living in the same house and we receive the application by the closing date. This priority will not apply where the older sibling has joined the sixth form from another school (see Note 3).

#### **Criteria 3**

Children for whom Prince Henry's is the nearest High School. (See notes 4, 5 and 6)

#### **Criteria 4**

Children who attend Bramhope Primary school or Pool in Wharfedale Church of England Primary school.

#### **Criteria 5**

Children of current Prince Henry's Grammar School staff (up to a maximum of 5 per year). Staff must have been employed by Prince Henry's Grammar School for at least two years at the time when the application for admission is made.

#### **Criteria 6**

Any other children.

#### **Tie break**

Within each criterion, if there is oversubscription, remaining places available will be allocated according to distance. Children living closest to the school will, therefore, be allocated a place before those who live further away. (See notes 4, 5 and 6)

In the unlikely event that there are insufficient places for two (or more) children living in the same building (eg flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots.

### **Notification and acceptance of places**

In accordance with the co-ordinated admissions policy, on 1 March 2020 the Admissions Team will make the formal offer of a place to parents or carers on behalf of the Governing Body of the school. Parents should contact Prince Henry's by telephone or letter by 16 March 2020 to either accept or reject the offer of a place. This will in no way affect parents' right to appeal for a place at another school.

### **Appeals procedure**

Prince Henry's Grammar School signs up to the Leeds City Council Admissions Service, therefore Parents who want to appeal against the decision not to offer their child a place at the school must contact the Admissions Team on 0113 222 4414. An Admissions Appeal Form must be completed and returned to the Leeds City Council Admissions Team at, PO Box 837, Admissions, Leeds LS1 9PZ. The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. This will include a final deadline for submitting any additional information. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Waiting list**

After offers are made on the 1<sup>st</sup> March, parents can ask to go on the waiting list. Any places subsequently becoming available will be filled from the waiting list. The waiting list will be ranked based on the criteria for oversubscription.

Waiting lists will also be held for all other year groups outside of the admissions round, these will be ranked in the same way and will be re – ranked whenever a new applicant is added.

All waiting lists will close at the end of the academic year and parents can re apply from September 1<sup>st</sup> of any subsequent year.

### **Details and explanations**

#### **Note 1**

Children will receive Priority 1a if

- . they are children currently looked after by a local authority
- . children fostered under an arrangement made by the local authority
- . those who have been adopted from local authority care
- . children with a child arrangements order following being looked after by the local authority
- . those with a special guardianship order immediately following being looked after by the local authority

#### **Note 2**

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary as you will be asking the Governors of the school to assess your child as having a stronger case than other children. Each case will be considered on its merits. To receive this assistance you must contact the SEN Assessment and Provision Service on 0113 3951035.

#### Note 3

For these purposes, brothers and sisters must be living at the same address as the child for whom a place is being requested. This also includes children living with the family. For example, foster children and stepchildren are also included. The definition does not include cousins or families sharing a house.

#### Note 4

The distance between home and the school is measured as a straight line between a defined point on the school building and the home address. The point which the Local authority measure to is determined by the Local Land and Property Gazetteer (LLPG). This provides co-ordinates for every dwelling. If the local authority are not able to match your address with the LLPG then the centre of your dwelling will be used.

In order to identify which school is nearest to the home address, parents are encouraged to contact the school directly or the Local Authority Admissions Team. This criterion does not include schools with a Faith based or otherwise selective admissions policy.

Parents are also encouraged to read this policy alongside the latest information and guidance regarding admissions, provided by your Local Authority Admissions Team in their guidance booklet and published on the council's website.

#### Note 5

If the 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.

#### Note 6

For admission purposes, the home address is where the child usually lives with their parent or carer. Parents or carers must not give the address of a child-minder or relative. When we make an offer, we assume the child's address will be the same in the following September as the one we have on record. If there is a plan to move house, parents must still give the current address. If parents move after the deadline for submission of the preference form in October, they must inform the school and the local authority of the new address.

In situations where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent it is for the parents to determine which address is to be used for the allocation process.

### **In-Year applications**

All enquiries and applications for places at the school through in-year transfer should be addressed to the school directly. Leeds City Council make available a preference form on which to apply, which is available from the school or the Local Authority.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available. Where parents simply wish for their child to change schools, the application will be considered for the start of the following term. Where a child is refused because the school is full they will be placed on the waiting list until the end of that academic year when all lists will close.

The admissions team of the school will notify parents of the procedure and outcome of the application.

### **Applications out of 'normal age group'**

Students who are already working outside their 'normal age group' can apply in the same manner as other students within the relevant year group. Eg a student who is currently in Year 6 based on an earlier agreement to work outside of their chronological age can apply in the normal admissions round for admission to Year 7.

Applications for a student to join the school in a different year group to that already allocated will be considered by the school in line with section 2.17 of the admissions code. In this case parents must submit additional information to the school as requested by contacting the Assistant Headteacher – Learner Support.

### **Fair access protocol**

As part of the co-ordinated admissions arrangements with local authority the school may accept hard-to-place pupils onto the school roll from time to time in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy.

### **Sixth Form Admissions**

There is a separate Admissions Policy for the sixth form. Please see the school website for details.