



Prince Henry's Grammar School  
SPECIALIST LANGUAGE COLLEGE



# ADMISSIONS POLICY 2018-19

## **Admissions Policy 2018 - 2019**

The number of places available for the 2018 school year will be 255. You can apply for a place online from 1 August 2017 or use the common preference form which will be available in September 2017. You can return the common preference form to either the Admissions Team or your primary school by the deadline date 31 October 2017.

### **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. This is a statutory entitlement under the S.324 of the Education Act 1996.

### **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. (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 2017 – 2018. 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 (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 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 5**

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)

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

In accordance with the co-ordinated admissions policy, on 1 March 2018 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 2018 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 Admissions Team at Floor 10 West, Merrion House, 110 Merrion Centre, Leeds LS2 8DT. 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 for the incoming Year 7**

A waiting list will be drawn up from unsuccessful applicants, giving priority in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list. Criteria for updating and applying the waiting list will be those as outlined by the Admissions Team in their booklet "Starting Secondary School in Leeds – a guide for parents and carers 2018 – 2019". If a child has been placed on the waiting list, parents will be informed and in September asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the summer term in July 2019.

## **Details and explanations**

### **Note 1**

Children who have been adopted from local authority care within the twelve months prior to applying for a school place, 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 (criteria 1a).

### **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 the centre of the school and the home. For this purpose we shall apply the distances provided by a national computer system, which is the method of measurement used by the local authority.

### **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-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.

### **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.