

THE ADMISSIONS POLICY FOR BRIGSHAW HIGH SCHOOL AND LANGUAGE COLLEGE 2013-2014

Brigshaw High School and Language College is a Foundation School and with partner primary schools, has acquired the Brigshaw Federation: A Co-operative Trust.

The Governing Body will act as the Admissions Authority for the School as part of the co-ordinated scheme with the Local Authority. Following due consultation in accordance with the national Schools Admission Code, February 2009, the Governing Body has agreed the following Admissions Policy for the academic year 2013-14

Parents/carers of children in Year 6 can apply for a place in the School either using the Local Authority online system, which opens on 1st August, or the Common Preference Form which must be completed and returned as specified on the form. Only under exceptional circumstances will late applications be accepted – until 1st December. Applications received after this date will only be considered after those applications which were submitted on time.

Parents/carers living within the boundaries of different education authorities may still choose Brigshaw High School and Language College as a preferred secondary school but must complete the preference form provided by their local authority which will then pass on the information to our Local Authority.

There will be 240 places available for Year 7 in September 2013.

Children with a statement of special educational needs will be admitted to the school named on their statement.

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

Priority 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, that can only be met at a specific school. (See note 2)

Priority 2

Children with 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

Children who do not qualify under criteria 1 and 2 but for whom Brigshaw High School and Language College is the nearest High School. (See Notes 4, 5 and 6)

Priority 4

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 and 5)

Notification and acceptance of places

In accordance with the co-ordinated admissions policy, on 1 March 2013 the Local Authority will make the formal offer of a place to parents/carers on behalf of the Governing Body of the School. Parents/Carers must contact the Admissions Team to confirm acceptance of the offered place. This will in no way affect parents/carers' right to appeal for a place at another school.

Appeals procedure

Parents/Carers who want to appeal against the governors' decision not to offer their child a place at the School must appeal directly to the Local Authority within 20 days of receiving the decision letter from the Local Authority.

The appeal will be heard by an independent appeals panel. Parents/carers will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents/carers may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents/carers with the decision.

Waiting list for the incoming Year 7

Unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled 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 Leeds City Council in their booklet "Starting Secondary School in Leeds – a guide for parents and carers 2013 – 2014".

If a child has been placed on the waiting list, parents/carers will be informed in April 2013 and asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

Details and explanations

Note 1

Looked-after children or children fostered under an arrangement made by the Local Authority. 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.

Note 2

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits in consultation with the school concerned. To receive this assistance you must contact the SEN Assessment and Provision Service on 0113 395 1035.

Note 3

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 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/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/carers must still give the current address. If parents/carers 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.

Note 7

Further information is available in our prospectus, which will be available at the School Open Day in September or on request from the same date.

In-Year applications

From September 2013 parents will be able to apply directly to the school at any time for an in-year transfer. An application form is available from the school or from the Local Authority and you will be notified by the school of the outcome of the application.

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/carers simply wish for their child to change schools, the application will be considered for the start of the following term.

Fair access protocols

As part of the co-ordinated admissions arrangements with the 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

We have separate admission arrangements for the Sixth Form. If you would like a copy of this document as well as any further information on Brigshaw High School and Language College's Sixth Form., please contact the Head of Post-16 at the school.