

E-ACT LEEDS EAST ACADEMY

ADMISSIONS POLICY

The academy's lead specialism is English and it has an associated specialism of Business and Enterprise

PROCEDURES FOR ADMITTING STUDENTS TO THE ACADEMY

Admission numbers

1. The academy has the following agreed admission numbers for the year 2013/2014 and subsequent years:
 - a. 180 students in Year 7
 - b. Leeds East Academy operates a sixth form for a total of 200 students. 120 places overall will be available in Year 12 for its own students progressing from Year 11. It will not admit external applicants to its sixth form unless undersubscribed by its own students.

Process for application

2. Arrangements for applications for places at Leeds East Academy will be made in accordance with the local authority's co-ordinated admission arrangements and can be made online or on the Common Application Form.
3. The academy will use the LA's timetable for applications.
 - a. 1 August – the local authority's online system opens for applications
 - a. By September, the academy will publish a prospectus and provide information about the arrangements for admission, including oversubscription. This will include details of open evenings and other opportunities for prospective students and their parents to visit the academy.
 - b. September/31 October – All Applications to be completed and returned to the student's home LA to administer.
 - c. The local authority notifies Leeds East Academy of all applications .
 - d. The academy informs the local authority of pupils to be offered places.
 - e. 1 March – offers made to parents.

PROCEDURES WHERE THE LEEDS EAST ACADEMY IS OVER-SUBSCRIBED

Year 7 criteria

4. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs, where Leeds East Academy is named on the statement, the criteria will be applied in order in which they are set out below:
 - a. 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.
 - b. Students whose brothers & sisters, including step-brothers & sisters living at the same address, currently attend the school and who will continue to do so on the date of admission. (Leeds East Academy defines siblings as brothers and sisters who are 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.
 - c. Nearest school: students for whom Leeds East Academy is the nearest using the straight-line measurement from the main entrance of the academy to the main entrance to the child's home. (The definition of home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative.)

OPERATION OF WAITING LISTS

5. The academy will operate a waiting list for each year group. Where in any year, Leeds East Academy receives more applications for places than there are places available, a waiting list will operate until a term after the start of the school year. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list.
6. An applicant's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to students on the waiting list in accordance with the oversubscription criteria. Any offer of a school place will be made by the local authority on behalf of the governors.

ARRANGEMENT FOR APPEALS PANELS

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Academy. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The decision of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy has prepared guidance for parents about how the appeals process will work and a named contact .

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

There will be a right of appeal to the independent appeal panel for unsuccessful applicants.

In addition students making in year applications to the academy will be admitted in line with the Academy's policy. In year applications will only be accepted from girls in year 11 during the school year 2013/2014. Girls and boys may apply for places in years 7,8, 9 and 10 and the sixth form.

A senior leader from the Academy will attend the monthly Fair Access meetings and accept students as expected in discussion with other schools at the Fair Access panel. On occasions it is understood that such a student might be accepted even if the year group is full. This is outside the remit of the Admissions Policy.

In the event of the Academy refusing to admit a student for any reason, and there is a subsequent appeal, the Academy will state the case for refusal to the Appeal's Panel. Should the student win that appeal the student would then be taken onto the roll in line with local policy.

Post-16 admission criteria

7. Leeds East Academy has capacity for 200 students in the sixth form. It will provide places for at least 120 internal and external students in Year 12. The academy will not admit external applicants unless it is undersubscribed by students progressing from its own Year 11, and in such circumstances it will apply the same academic entry requirements as it does to students already on roll in the academy. Course academic requirements will be published annually in the academy's prospectus.
8. If there are more applications than places available (having first given priority to its own students who fulfil the academic requirements), the academy will apply the over-subscription criteria below:
 - a. The academy will admit any Statemented students whose Statement names the academy and which the academy has agreed.
 - b. Children in public care.
 - c. Students for whom Leeds East Academy is the nearest using the straight-line distance measured from the academy's main entrance to the main entrance of the student's home.
9. When the sixth-form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.
10. There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.

