Farnley Park School Admissions Policy 2013-2014

The number of places available for the 2013 school year will be 210. Parents/ Carers can apply for a place at Farnley Park either using the Local Authority online system from 1 August 2012 – www.leeds.gov.uk or use the common preference form which should be completed and returned to your primary school or The Leeds Admissions Team by the deadline date 31 October 2012.

Parents living within the boundaries of a different Local Authority may choose Farnley Park as a preferred school and should complete the preference form and return to their Local Authority who will then pass on the information to The Leeds Admissions Team.

Admissions Criteria

Children with special educational needs who have a Statement which names Farnley Park 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 Farnley Park School.

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

Criteria 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.

Criteria 2
We will also allocate places to those children without a Statement who have exceptional medical or mobility needs which can realistically only be met by Farnley Park School. Applications in these categories must be supported by a statement in writing from a doctor or other relevant professional. Each case will be considered on its merits.

Criteria 3
Children with brothers or sisters who will be on roll at Farnley Park School at the start of the academic year 2013 – 2014. 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 1).

Criteria 4
Children for whom Farnley Park School is the nearest secondary School. (See notes 2, 3 and 4)

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 Farnley Park School will, therefore, be allocated a place before those who live further away. (See notes 2, 3 and 4)

Notification and acceptance of places
In accordance with the co-ordinated admissions policy, on 1 March 2013 the Leeds Admissions Team will make the formal offer of a place to parents or carers on behalf of the Governing Body of Farnley Park School. Parents should contact the school by telephone or letter by 15 March 2013 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

Parents who want to appeal against the governors' decision not to offer their child a place at Crawshaw School must appeal directly to the school, not through the Leeds Admissions Team. Appeals should be addressed in writing to the Admissions Officer at Farnley Park School within 20 school days of receiving the decision letter from the Leeds Admissions Team. The envelope should be clearly marked "Admission Appeal".
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. The letter will include a final deadline for submitting any further 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 Leeds Admissions Team 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 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 July 2014.

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 applications received after 10 December 2012 will only be dealt with after all other preferences have been considered, unless there are exceptional and significant reasons.

Details and explanations
Note 1
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 2
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 3
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 4
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 Admissions Team of the new address.

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.

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 admissions into the Pudsey Confederation Sixth Form.