

## **THE ADMISSIONS POLICY FOR PUDSEY GRANGEFIELD MATHEMATICS AND COMPUTING COLLEGE 2013/14**

Pudsey Grangefield Mathematics and Computing College has become a Foundation School.

The Governing Body are the Admissions Authority for the School and follow the co-ordinated scheme laid down by Leeds City Council. Following due consultation in accordance with the national Schools Admission Code, February 2012, the Governing Body has agreed the following Admissions Policy for the academic year 2013/14.

Parents and carers of children in Year 6 must apply for a place in the School using the Common Preference Form which must be completed and returned as specified on the form. Alternatively, parents and carers may apply directly to the Admissions team at Leeds City Council online. Only under exceptional circumstances will late applications be accepted - until 1 December. Applications received after this date will only be considered after those applications which were submitted on time.

Parents and carers living within the boundaries of different local authorities may still choose Pudsey Grangefield Mathematics and Computing 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 Leeds City Council.

There will be 195 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.

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

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

### **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 Pudsey Grangefield Mathematics and Computing 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 Leeds City Council will make the formal offer of a place to parents and carers or carers on behalf of the Governing Body of the School. Parents and carers must contact the Admissions Team to confirm acceptance of the offered place. This will in no way affect parents and carers' right to appeal for a place at another school.

#### **Appeals procedure**

Parents and carers who want to appeal against the governors' decision not to offer their child a place at the School must appeal directly to the Admissions Team at Leeds City Council. Appeals should be addressed in writing to the Admissions Team and submitted by 28 March 2013. The envelope should be clearly marked "Admission Appeal".

The appeal will be heard by an independent appeals panel. Parents and 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 and carers may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents and carers with the decision. Parents have 20 school days to appeal.

#### **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 in order of priority.

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 and carers 2013 – 2014".

The waiting list will remain open until the end of the summer term in 2014.

## **Details and explanations**

### **Note 1**

Children in public care or fostered under an arrangement made by the local authority also includes children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), immediately following having been looked after.

### **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 3951035.

### **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 Leeds City Council.

### **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 and carers or carers must not give the address of a childminder 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 and carers must still give the current address. If parents and carers move after the deadline for submission of the preference form in October, they must inform the School and Leeds City Council of the new address.

### **Note 7**

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

## **In-Year applications**

From September 2013 all enquiries and applications for places at the school should be addressed to the school directly. Leeds City Council make available a preference form on which to apply.

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

## **Fair access protocol**

As part of the co-ordinated admissions arrangements with Leeds the school may accept hard-to-place pupils onto the school roll from time to time in accordance with the Fair Access Protocol. 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 Pudsey Grangefield Mathematics and Computing College's Sixth Form, please contact the Head of Post-16 at the school.