

*Promoting Ambition for Change*

# TEMPLE LEARNING ACADEMY



**ADMISSIONS POLICY  
2018 - 2019**

## **ADMISSIONS POLICY FOR TEMPLE LEARNING ACADEMY**

### **1. Introduction**

- 1.1 Temple Learning Academy is an independent Free School which is part of the shared Trust with a number of other local schools – The Temple Newsam Learning Partnership: A Co-operative Trust. It is a non-denominational all-through day school admitting learners from 4-16.
- 1.2 The Temple Learning Academy is an all through school that caters for learners from Reception to Year 11. The vision that lies at the heart of the Academy is to be a world class centre of excellence that will challenge and inspire its learners to achieve their full potential and place them at the heart of the local, national and global communities. Our learners will be highly literate and numerate and acquire a capacity for lifelong learning which will lead to a successful and satisfying life.

The Academy's values will reflect the core co-operative values of the Temple Newsam Learning Partnership Trust. Learners, their families and staff will forge a unique learning environment which will empower them to actively engage in helping themselves. They will take responsibility for developing a positive approach to life both within the school and later in life.

### **1.3 Requirement to admit learners**

- 1.3.1 Temple Learning Academy is committed to a straightforward, open and transparent admissions arrangement which reflects the admission arrangement of the Local Authority. The Academy will act fully in accordance with the School Admissions Code (as revised February 2012), the School Admissions Appeals Code (as revised February 2012) and the admissions law as they apply to academies.
- 1.3.2 It will:
- i) Subject to its right of appeal to the Secretary of State in relation to a named learner, admit all learners with a statement of special education needs naming the Academy;
  - ii) Adopt admission oversubscription criteria that give highest priority to looked-after children, in accordance with the relevant provisions of the School Admissions Code.

### **1.4 Oversubscription criteria, admission number, consultation, determination and objections**

- 1.4.1 The Academy admission arrangements will include oversubscription criteria and an admission number for each relevant age group. The Academy will consult on its admission arrangements and determine them in line within the School Admissions Code.
- 1.5 The Governing Body will act as the Admissions Authority for the school as part of the co-ordinated scheme with the Local Authority.

### **2. Process**

- 2.1 The Temple Learning Academy will be part of the local authority's co-ordinated arrangements which requires all parents to complete a Common Preference Form (CPF) provided by the Local Authority.

2.2 Copies of the form are available from the admissions team at Leeds City Council or online at [www.leeds.gov.uk](http://www.leeds.gov.uk). The online application facility will be available during the application period for pupils entering Reception from **1 November 2017 – 15 January 2018** and for pupils entering Year 7 from **1 August 2017 – 31<sup>st</sup> October 2017**. Full details of the application process are available at the web address or on request in the local authority brochure Starting Primary School in Leeds or Starting Secondary School in Leeds.

2.3 In completing the Common Preference Form, the Temple Learning Academy must be listed as one of the preferences on the local authority form. Inaccurate or false information on the form could result in the place being withdrawn.

2.4 The Temple Learning Academy will operate in keeping with the local Fair Access Protocol.

2.5 The closing date for applications to Leeds City Council is 31 October 2017 for Year 7 pupils and 15 January 2018 for Reception pupils.

## 2.6 **Published admission number**

2.6.1 The Academy has a Reception admission number of 60 for the 2017 – 2018 school year and a Year 7 admission number of 120.

2.6.2 Where fewer admission applications than the published admission number are received the Academy will offer places at the Academy to all those that have applied.

## 2.7 **Allocation of places**

2.7.1 When the Academy is oversubscribed, and after the admission of learners with Statements of Special Educational Need or an Education, Health & Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in the following priority order:

### 2.7.2 **Oversubscription criteria**

#### i) **Criteria 1**

Looked-after children and previously looked-after children. A looked-after child is one who is either in the care of the Local Authority or who is being provided with accommodation by a Local Authority in the exercise of their social services functions (under the terms of the Children Act 1989 s 22 (1)) at the time of making an application to the school. Previously looked-after children are those who were looked-after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Residence Order or a Special Guardianship Order (both under the terms of the Children Act 1989).

#### ii) **Criteria 2**

Children with exceptional medical or mobility needs which can realistically only be met by the Academy. Applications in these categories must be supported by a statement in writing from a doctor or other relevant professional setting out why the Academy is best placed to meet these needs. Each case will be considered by the Academy on its merits.

#### iii) **Criteria 3**

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 1).

iv) **Criteria 4**

Children who do not qualify under criteria 1 and 2 but for whom Temple Learning Academy is the nearest school by straight line distance. (See notes 2, 3 and 4)

v) **Criteria 5**

Any other children.

**2.8 Tie break**

2.8.1 Within each criterion, if there is oversubscription, remaining places available will be allocated according to straight line distance. Children living closest to the school will, therefore, be allocated a place before those who live further away. (See notes 2, 3 and 4)

2.8.2 Random allocation will be used as a tie-break in categories 2 to 5 above to decide who has the highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases and this process will be overseen by an independent panel.

**2.9 Notification and acceptance of places**

2.9.1 In accordance with the co-ordinated admissions policy, on the **1 March 2018 for Year 7** pupils and **16 April 2018 for Reception** pupils the Local Authority Admissions Team will make the formal offer of a place to parents or carers on behalf of the Governing Body of the Academy. Parents should contact the Academy by telephone or letter within 10 working days of the offer day 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.

2.9.2 Parents offered a place can defer entry until the start of the term within the academic year beginning immediately after their child has reached compulsory school age, or can request that their child takes up the place part-time until the start of the term within the academic year beginning immediately after their child has reached compulsory school age.

Places cannot be deferred until the next academic year. Children become of compulsory school age on the first prescribed day following their 5<sup>th</sup> birthday: 31 August, 31 December or 31 March, or on that day if any of these dates are the child's birthday.

**2.10 Appeals procedure**

2.10.1 Parents who want to appeal against the Local Authorities or Academy Governors' decision not to offer their child a place at the Academy must appeal directly to the Academy. Appeals should be addressed in writing to the Admissions Officer at the Academy within 20 school days (see Note 5) of receiving the decision letter. The envelope should be clearly marked "Admission Appeal". The appeal will be heard within 30 school days of receipt of the application by the Clerk to the Appeals Panel.

2.10.2 Temple Learning Academy uses the local authority's school appeals service which will make all the arrangements. 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.

## **2.11 Waiting list**

2.11.1 The Academy operates a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for the length of time a learner would be eligible to attend the Academy. This is maintained by the Academy and is open to any parent to ask the Academy for his or her child's name to be placed on the waiting list, following an unsuccessful application.

2.11.2 Children's rank position on the waiting list will be determined solely in accordance with the published oversubscription criteria. As new applicants are added to the list the rank position of existing children on the list may change. Where places become vacant they will be allocated to those children ranked highest according to the oversubscription criteria. Children who are allocated to the school in accordance with the local authority's Fair Access Protocol will take precedence over those on the waiting list.

## **3. DETAILS AND EXPLANATIONS**

### **3.1 Note 1**

For these purposes "brothers and sisters" means full, step, adopted half or foster. They must be living permanently, at the same address, as the child for whom a place is being requested at the date of their entry to the Academy. The definition does not include cousins or families sharing a house. In the case of multiple births where one/some of the siblings qualified for a place, the affected siblings would all be offered places, even if this meant going above the admissions number.

### **3.2 Note 2**

The distance between home and the Academy is measured as a straight line between the centre of the Academy and 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.

### **3.3 Note 3**

If the Academy has to move to a temporary site for any reason, such as the building being damaged by fire, we will base our distance measurements on the Academy's permanent site.

### **3.4 Note 4**

For admission purposes, the home address is where the child usually lives with their parent or carer. Where a child lives at more than one address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as that at which the child is registered with their GP. 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 Academy and the Admissions Team of the new address.

### **3.5 Note 5**

School days are those days when the Academy is in session. They do not include weekends and school holidays for example.

#### **4. IN-YEAR APPLICATIONS**

- 4.1 Parents will be able to apply directly to the Academy at any time for an in-year transfer. An application form is available from the Academy or from the Local Authority and you will be notified by the school of the outcome of the application.
- 4.2 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.
- 4.3 Where parents simply wish for their child to change schools, the application may be considered for an admission date that would be at the start of the following term.
- 4.4 For all in-year applications, please contact the school at 0113 2645456 or through the Academy's web site [www.templelearningacademy.org.uk](http://www.templelearningacademy.org.uk).

#### **5. FAIR ACCESS PROTOCOL**

- 5.1 As part of the co-ordinated admissions arrangements with the Local Authority the school may accept hard-to-place learners 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.