



RALPH THORESBY SCHOOL ADMISSIONS POLICY – 2020/21

Admissions policy for Ralph Thoresby School for entry to Year 7 in September 2020

The Chief Executive of Leeds City Council makes the offer of a school place at Ralph Thoresby School for Year 7 on behalf of the Governing Body who are the admitting authority.

Headteachers or school-based staff are not authorised to offer a child a place for Year 7 for September entry. The Governing Body makes the offer of places in all other year groups and for entry to Year 7 outside the normal admissions round.

180 Places will be available for Year 7 in September 2020.

Where there are fewer applicants than places available, all applicants will be offered a place.

Children with an education, health and care plan which names Ralph Thoresby school will be admitted to the school.

Where there are more applicants than places available, 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 or children previously looked after by a Local Authority (see note 2). If you are making an application under the priority for a previously looked after child, you will need to complete the Local Authority Priority 1a Supplementary Information Form available at www.leeds.gov.uk and send this to Admissions Team at Leeds City Council, with a copy of the court order, so the Local Authority can verify this priority.

b) Pupils without an EHC plan but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at a specific school. (See note 3)

Priority 2

Children with older brothers or sisters who will be at school at the start of the academic year when the applicant is due to start, and are living at the same address (see note 4). This priority will not apply where the older sibling joined the sixth form from a different school.

Priority 3

We will give priority to applicants where the application is for the nearest priority school

Priority 4

We will give priority to applicants who choose a Leeds school which is not their nearest priority school

If we have more applications which meet any one of these priorities than there are places available, we will offer places first to children living closest to the school, measured in a straight line. (see note 5).

Note 1

If the Local Authority cannot offer parents or carers a place for their child at any school they put on their preference form, you will be offered a place at the closest school that has places available when the offer is made (this may include voluntary aided, foundation schools or academies where their governing bodies have given the Local Authority permission to do so).

Note 2

Children will receive Priority 1a if:

- they are children currently looked after by a local authority;
- children fostered under an arrangement made by the local authority;
- those who have been adopted from local authority care,
- children with a residency order following being looked after by the local authority
- those with a special guardianship order immediately following being looked after by the local authority

Note 3

The priority will be given to children based on their exceptional medical or social needs. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions as all Leeds schools are expected to be able to meet these needs. Each application must include a 1B Supplementary Information Form along with supporting evidence from a medical specialist or social worker, outlining the child's need and why they must attend one particular school rather than any other, based on those needs. If the evidence is not submitted with the application, a child's medical or social needs cannot be considered. Cases will be considered individually by a local authority professional panel and where necessary in consultation with the school that has been preference.

Advice and support can be sought from the Leeds SEND Information Advice and Support Service on 0113 3785020

Note 4

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 5

In Leeds we use a straight-line distance system. The Local Authority use a national computer system to run the school-admission system. As part of this system there is a program that measures the 'straight-line' distance from the centre of the main school building to your home address. The point the Local Authority measure to at your home address is determined by the Local Land and Property Gazetteer (LLPG). This information provides us with coordinates for every dwelling. If the Local Authority are not able to match your address with the LLPG then the centre of your dwelling will be used.

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots.

Note 6

Address

For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. The school will investigate any queries about addresses and, depending on what we find, we may change the school place offer. When we consider your application, we assume your address will be the same in the following September as you have provided on your application. If you plan to move house, you must still give your current address. If you move house after the deadline of 31 October 2019 for applying for Secondary places, you must tell the Local Authority your new address as they may have to offer your child a place at another school. If it is found that a false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

You can apply for any school but the nearest priority only applies to some Leeds schools. You will receive this nearest priority if our school is your closest school by straight-line distance. We don't include Voluntary Aided / Faith schools when calculating your nearest priority school.

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 secondary applications returned after 31st November 2019, will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications will be considered before placements are made (where no preference could be met)

Accepting Offers

Parents will be asked to accept the offer of a school place. This will not affect their position on any waiting list for a higher preference, or their right to appeal. Parents who do not wish to accept the offer, or do not accept the offer within a reasonable time, may have the place withdrawn.

Waiting List

After offers have been made on 2nd March 2020, parents can ask to go on the waiting list for any school. Waiting lists will also be held for each year group for applications outside of the admissions round. All waiting lists will be held in criteria order of the admission policy and will close at the end of the academic year – July 2020. All waiting lists will be ranked when new applicants have been added ahead of any allocations being made.

Temporary School Site

If a 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.

Applications outside the normal admission round – In Year Transfer Requests

All applications outside the normal admission ('In-year') round should be made using an in-year common preference (ICPF) form which is available from Leeds City Council. The application should be submitted to Leeds City Council Admissions Team who will then notify all preference schools about the application. The schools will contact the family directly to confirm whether they can offer a place. The school will respond to the application to either offer or refuse a place. If a place cannot be offered, the school will offer a right of appeal against the refusal and the child will be added to the waiting list. Where a vacancy arises, places will be offered from the waiting list based on the published over subscription criteria within this policy. Where no house move has taken place you will be offered a place

to start at the beginning of the next term, unless no other accessible school place is available to you. You can contact the Admissions Team to find out about vacancies in schools.

Admission Out of Chronological Age

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented, has experienced problems such as ill health or has already been taught out of chronological age. Parents should still apply in the normal admission round for 2020, and indicate their request on the preference form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. Applicants should also complete the application form and attach any available evidence of the need for deferment/admission out of chronological age. The application will be considered by a panel of education experts and Headteachers where the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. This will ensure the opportunity to reflect on the long term impact of that decision, and balance this against the child's current needs. There is no right of appeal against a decision relating to admission out of chronological age.