



ILKLEY GRAMMAR SCHOOL

AN ACADEMY TRUST

**Admissions Including:
Admissions Policy
Admissions Guidelines, including In-year Admissions
and
Post 16 Admission Guidelines**

	Position/Committee	Date
Prepared by	Headteacher	April 2016
Approved by	Board of Governors	May 2016
To be Reviewed	Headteacher	Summer 2017

FOR WEBSITE



ILKLEY GRAMMAR SCHOOL

ADMISSION POLICY

Rationale

As an Academy, although Ilkley Grammar School has the ability to set its own admissions policy, we choose to follow the criteria set out by Bradford Council who manage this process and subsequent appeals.

The admission arrangements are compliant with the School Admissions Code February 2012, the School Admissions Appeals Code and relevant human rights and equalities legislation.

The Ilkley Grammar School published admission number (PAN) is 261.

Any complaints about admission arrangements are dealt with by the Schools Adjudicator.

Objectives

1. To ensure the criteria for allocation of school places are fair, clear and objective.
2. To review admission arrangements annually

Ilkley Grammar School Admission Arrangements

From September 2016, the Academy has an agreed admission number of 261 students for entry into Year 7 with the exception of the academic year starting in September 2018 when a PAN of 286 will exist for one year only. The Academy will accordingly admit up to 261 in the relevant age group if sufficient applications are received. All applicants will be admitted if 261 or fewer apply.

Where the number of preferences exceeds the number of places available, priority will be given to:

1. Children in public care (looked after children) and children with statements of Special Educational Needs or Education, Health and Care Plans where the school is named on the statement / plan.
2. Children resident in the school's priority admission area* who have an older brother or sister, residing the same address, who are at present in Year 7-10 and who will still be attending the school at the time of admission. (in-area siblings)
3. Other children resident in the school's priority admission area*.
4. Children resident outside the school's priority admission area* who have an older brother or sister, attending from the same address, who are at present in Years 7-10 and who will still be attending the school at the time of admission. (out-of-area siblings).
5. Other children resident outside the school's priority admission area*.

*As the school has more than one school priority admission area, criteria 2 and 3 above will apply for the whole of priority one and then for the whole of priority two; if there are remaining unallocated places, criterion 4 will then be considered before criterion 5.

When demand exceeds places in any one of the above criteria, the distance between home and school, measured by straight-line from the main entrance of the home to the main entrance to

the school building, will be used to decide who is to be given a place; those living nearest being given the available places.

Ilkley Grammar School Priority Areas



A child may be given a place before any other if:

- They have a significant medical condition and their consultant or paediatrician says that they must go to Ilkley Grammar School;
- or
- There are social reasons, supported by a relevant professional, for a child to go to Ilkley Grammar School.

For a child to be considered on these grounds, you must send us a supporting letter from the relevant professional by 31 October which must explain why only Ilkley Grammar school can meet the child's specific needs.

Notes

1. The terms 'sisters' and 'brothers' refer to children who reside with the same family at the same address. Children living with the same family e.g. foster children and stepsisters and brothers are also included.
2. 'Home address' refers to the child's permanent home at the date of admission. Where the child lives with parents with shared responsibility, it is for the parents to determine which address to use when applying for a secondary school.
3. Proximity to school is used as a tie-breaker, those living closest being given priority. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.
4. Twins or triplets - where a family of twins or triplets request admission and there is only one place available, it will be for the family to decide whether or not to take up the place for one of their children and appeal for the second or third child in the same group, or to decline their place.
5. Students will not be admitted above the published admission number for the school unless:
 - exceptional circumstances apply as defined in the School Admissions Code,
or
 - where additional school places need to be provided,
or
 - the student is admitted as part of the 'fair access protocol', agreed with all schools in the area.

ADMISSION GUIDELINES

I. How admissions work (from the School Admissions Code)

- a) All schools **must** have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.
- b) Admission authorities **must** set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority **must** first publicly consult on those arrangements. If no changes are made to admission arrangements, they **must** be consulted on at least every 7 years. Consultation **must** be for a minimum of 8 weeks and **must** take place between **1 November** and **1 March** of the year before those arrangements are to apply. For example: for arrangements which are to apply to applications in 2015 (entry in September 2016), consultation **must** be completed by 1 March 2015. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.
- c) Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator by **30 June**. Any decision of the Adjudicator **must** be acted on by the admission authority and admission arrangements amended accordingly. The local authority will collate and publish all the admission arrangements in the area in a single composite prospectus.
- d) In the normal admissions round parents apply to Ilkley Grammar School via the local authority in which they live for places at their preferred schools. Ilkley Grammar School admissions are administered by Bradford. Parents are able to express a preference for at least three schools. The application can include schools outside the local authority where the child lives: a parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies **must** be offered a place. When oversubscribed, a school's admission authority **must** rank applications in order against its published oversubscription criteria and send that list back to the local authority. Published admission arrangements **must** make clear to parents that a separate application must be made for any transfer from nursery to primary school, and from infant to junior school.
- e) All preferences are collated and parents then receive an offer from the local authority at the highest preference school at which a place is available. For secondary schools, the offer is made on or about **1 March** (known as National Offer Day) in the year in which the child will be admitted. For primary schools, the offer is made on or about **16 April**, in the year in which the child will be admitted.
- f) Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority **must** set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

2. Applications are made on a common application form (CAF) that enables parents to express their preference for a place at any state funded school, with a minimum of 3 preferences in rank order, allowing them to give reasons for their preferences. While parents may express a preference for any state funded school – regardless of whether it is in the local authority area in which they live - admission authorities **must not** give any guarantees that a preference will be met.

3. A Waiting List is maintained for the first term of the academic year of admissions with each added child ranked in line with the published oversubscription criteria.

4. Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities **must**:

- allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This **must** include accepting a Unit postal address or quartering area address for a service child. Admission authorities **must not** refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;

5. Children from overseas - Admission authorities **must** treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this is available on the website of the Department for Education.

6. Right to Appeal - When the local authority on behalf of Ilkley Grammar School informs a parent of a decision to refuse their child a place at the school, it **will** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **will** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing.

7. Fair Access Protocol

The Academy Trust participates in the Fair Access Protocol operated by Bradford, in order to ensure unplaced children are allocated a school place quickly. It cannot refuse to admit a child thought to be potentially disruptive or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

8. Secretary of State's power of direction (Academies) - Where a local authority considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene.

9. 9. Equality Act 2010

a. This Act consolidates the law prohibiting discrimination, harassment and victimisation and expands the list of protected characteristics. All schools must have due regard to their obligations

under the Act and review their policies and practices to make sure these meet the requirements of the Act, even if they believe that they are already operating in a non-discriminatory way.

b. An admission authority must not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a student.

c. An admission authority must not harass a person who has applied for admission as a student, in relation to their disability; race; or sex.

d. An admission authority must not victimise a person in relation to a protected act either done, or believed to have been done by that person (e.g. bringing proceedings under the Equality Act 2010) in the arrangements and decisions it makes as to who is offered admission as a student.

e. Admission authorities are also subject to the Public Sector Equality Duty and therefore must have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations in relation to persons who share a relevant protected characteristic and persons who do not share it.

f. The protected characteristics for these purposes are: disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

g. Further guidance on the Public Sector Equality Duty is available on the website of the Government Equalities Office and from the Equality and Human Rights Commission.

IN-YEAR ADMISSIONS 2012

The new Admissions Code that came into force in February, states that from September 2013, there will no longer be a statutory duty on Local Authorities to co-ordinate in year admissions; however in Bradford the Local Authority will continue co-ordinating in year admissions due to pressure on school places and for safeguarding reasons. This also applies to Ilkley Grammar School in year admissions.

This scheme has been prepared in accordance with School Standards and Framework Act 1998 as amended by the Education Act 2002 and the School Admissions (Co-ordination of Admission Arrangements) Regulations 2007 (as amended). The regulations states that all local authorities (LAs) must draw up a scheme which co-ordinates in-year admission applications covering all maintained schools in its area, including community, foundation, voluntary-aided, voluntary-controlled and trust schools and academies.

An 'in-year admission' is defined as admission to a school outside the normal transfer times or for a year group that is not the normal year of entry. All preferences for in-year admissions must be included on one common application form. The co-ordination of these applications and the offer of a place is the responsibility of the LA.

The scheme does not apply to nursery schools, special schools or sixth form applications.

A. Application Forms

All Bradford Metropolitan District Council (BMDC) residents who wish to apply for an in-year admission for any maintained school must use the Bradford Authority common application form. This form, known as the '**In Year Application Form**', is available from the Admissions Team, Education Bradford, Future House, Bolling Road, Bradford BD4 7EB. A copy of the form can also be downloaded from the Council's website (www.educationbradford.com)

- i. The in-year application form will ask parents to:
 - list up to five preferences for any type of school (including those in other local authorities) in rank order ;
 - give details of the child for whom the application is being made (address, date of birth, current school, relevant medical or special needs information or other social circumstances);
 - give details of siblings who currently attend the preferred schools;
 - give reasons for their preference; and
 - give details of the parent/carer completing the application and sign a declaration that they have parental responsibility.

Parents/carers will be asked to give reasons why they wish their child to transfer. Where a parent has requested a transfer to a school within the Bradford district or from another authority but has not moved house, they will also need to ask the child's current school to complete Part 2 of the form which asks for further information on the child to establish whether the transfer request should be dealt with through the Fair Access Protocol. If Part 2 is not completed, the form may be returned to the parent for them to discuss the transfer with the current school.

- ii. Parents must return the completed application form to the Admissions Team. If any school receives an application or a request for a place direct from the parent, whether the school has places or not, the application **must** be forwarded to the Admissions Team and/or inform parents of the application process and provide contact details for the Admissions Team or the website where they can download an application form. Schools may download application forms from the website and give them to parents to complete if they wish.

B Numbers on Roll

All schools are required to communicate the availability of places to the LA when requested to do so. Admission officers will request updated numbers on roll in each year group from all schools on a regular basis, i.e. fortnightly. This will enable the Admissions Team to offer accurate advice to parents on the availability of school places in their area. In addition, schools should routinely inform the Admissions Team each time a child leaves the school and whether children allocated have been admitted.

C Application Procedures

Applications for voluntary-aided, foundation, trust schools and academies

- i. Where any schools listed on the in-year application form is a school where the governing body is the admission authority, the Admissions Team will forward details of the application, to the relevant school. This will be done within 10 days of receipt of the

- application and where the school is ranked higher than a community or voluntary-controlled school that could be offered.
- ii. The governing body (or delegated persons to determine the application), as the admission authority for VA, foundation, trust schools or academies, will determine whether the applicant can be offered a place at their school. If, at any one time, there are more applicants than there are places in the year group, the school's oversubscription criteria must be used to determine who will be offered the place.
 - iii. Following receipt of the application details, the governing body must inform the Admissions Team whether the applicant can be offered a place within a maximum of **ten** school days. (If the year group is full, the school should inform the Admissions Team immediately.) The applicant's details may be kept on the school's waiting list if one is maintained.
 - iv. Following receipt of the governing body's decision, the Admissions Team will write to the parent informing them of the outcome of their application within **five** school days. An offer of an alternative school will be made where appropriate.

D. Offers of School Places

- i. The Admissions Team will write to parents informing them of the result of their application within the timescales outlined above. The letter will be sent on behalf of the governing body of a voluntary-aided, foundation, trust school or academy where the offer of a place is at one of these schools and on behalf of another 'maintaining authority' where appropriate. Parents will be informed of their right of appeal.
- ii. Where the applicant for a Bradford LA school is resident in another LA, the decision letter will be sent by the applicant's home authority.
- iii. Once the school place has been determined, the Admissions Team will inform the relevant schools in writing that the offer has been made.
- iv. Parents will be required to complete and return an acceptance slip to the Admissions Team or the school within **seven** school days of the decision letter being sent. The school and/or the Admissions Team will contact parents to chase up any non-returns. If a parent refuses the offer or declines to accept the place offered within **ten** school days will result in the place being withdrawn unless the parent has submitted an appeal. In this case, wherever possible, the offer will remain until the outcome of the appeal is known. If an appeal for the preferred school is refused, the case will be referred to the Education Welfare Service.

E Admission to School

Once a school place has been determined and the allocated school informed, the student should be admitted to the school within the following timescales:

- i) Students new to the district or who have moved house**
Students new to the Bradford district or who have had a significant house move (two miles under the age of eight, three miles over the age of eight) should normally be admitted to school within **ten** school days of the offer being made.
- ii) Students transferring from another local school**
The authority's *'Mid Term Transfer Policy'* states that students who are transferring from one local school to another may only do so at the beginning of a new term. Therefore, in the case of such applicants, the offer of the school place will be from the start of the following term after the application has been made unless in exceptional circumstances the child may be admitted sooner by agreement between

the school, parent and the Admissions Team. Year group numbers will be amended to take into account the allocation and the reserved place.

Exceptions

Mid-term transfer of a student may only take place sooner than the start of the next term, if:

- the Headteachers of the current and receiving schools agree that it is in the best interests of the student that transfer should take place sooner;
- the student has moved house to live more than three miles from the present school (if the student is aged over eight years) or over two miles (if the student is aged under eight years);
- the student has been unable to transfer at the start of the term as a result of illness or for other reasons beyond the parents' control;
- the admission is into Year 7 and Reception only, where a place becomes available from the waiting list during the autumn term;
- it has been determined that the admission of the student comes under the 'Fair Access Protocol' or other significant circumstances apply making the child vulnerable; and
- the admission is due to a successful appeal heard by an independent appeals panel.

F Waiting Lists

Parents are required to request that their child is placed on a waiting list for their preferred school(s). Schools which are their own admission authority may choose to keep waiting list or not. All waiting lists must be maintained in the order of the oversubscription criteria unless a place is requested through the Fair Access Protocol. If places become available, schools must contact the Admissions Team who will write to the relevant parent to offer the place.

G Children with a Statement of Special Educational Needs

Applications for children with a statement of special educational needs will be dealt with by the Special Educational Needs Team (01274 385955) who will liaise with parents and schools to determine which schools can meet the child's needs.

H Fair Access Protocol

Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The Fair Access Protocol ensures that outside the normal admissions round, all schools admit their fair share of children with challenging behaviour and children who arrive outside the admissions round who may have difficulty securing a school place. In these circumstances, all schools may admit above their PAN. The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child as not secured a school place under normal in-year admission procedures, even following the outcome of an appeal.

ADMISSIONS: POST 16 GUIDELINES

Introduction

Students are at the heart of all we do and we are committed to helping our young people find appropriate courses of study post 16. The post 16 provision at Ilkley Grammar School forms part of a wider authority 14-19 provision and we are continually improving our links with other schools and providers to enable this. We recognise that A levels do not suit all students, and on our current site we are not in a position to offer a wider curriculum. We can accommodate 350 students in total (Years 12 and 13).

Ilkley Grammar school has a wholly academic post 16 and we offer 23 AS and A level courses.

We expect all of our students to study for four AS levels from the curriculum available. (Only in exceptional circumstances will a student study less than four or study for more than four and only by negotiation with the Post 16 team.)

Entry Requirements to Sixth Form

The minimum entry requirements for admission to Post-16 is a minimum of 5 grade C and above at GCSE, preferably including English Language and Mathematics, as well as meeting any subject specific entry requirements outline in the prospectus. Other exams may be accepted but are treated on an individual basis and if it allows access to appropriate courses.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the entry requirement. These exceptional circumstances are dealt with on an individual basis and only in consultation with our Post 16 Team. Examples include long term illness, close family bereavement in examination season etc.

Application Procedure

- a) An open evening is held in November each year for prospective students and parents.
- b) All interested students will then be invited to a "Taster Day" where students can experience lessons at AS.
- c) Students are then asked to apply formally on the school's application form which can be downloaded from the school website or can be obtained from the school. Students should attach evidence of their predicted grades at GCSE
- d) All applicants will be invited to a meeting which will provide guidance on particular courses which will be based on the student's predicted grades and Year 11 mock examination scores in December.
- e) All applications must be submitted before the relevant year's closing date. The closing date for receipt of applications for the academic year will be notified to students.

Oversubscription Criteria

All students who are currently on roll in Year 11 at Ilkley Grammar School will be offered places first if they achieve the entry requirements. It is anticipated the number of external applicants the school can admit each year is 35.

Where there are more applications than places, students will be offered places (subject to meeting the entry requirements above), in the order of priority listed below:

1. Looked after children
2. Students living within the school's priority admission area.
3. Students living outside the priority admission area with siblings attending the school and who will be on roll at the time of admission.
4. Students living outside the priority admission area who live closest to the school as measured by a straight line distance.

Undersubscription

Once IGS Year 11 students and external applicants with a minimum of 5 grade C GCSE's have been admitted and subject places still remain, students may be allocated onto courses where they have C grades in these subjects or subject specific requirements but not 5C's overall. Ilkley Grammar School students will again be offered these places first.

Late Applications

Applications received after the closing date will be placed on a waiting list and will be considered after those received on time.

Offer of Places

Students will receive a conditional offer in April. Applicants will be required to formally accept their place on GCSE results day in August. Any applicant who cannot be offered a place will also be notified.

Allocation to Courses

This will be done on the basis of GCSE results achieved and subject specific criteria. Class sizes will be set appropriately for the nature of the subject.

Waiting Lists

If there are more applicants than places, those applicants who have been unsuccessful may request to be placed on a waiting list which will be kept until December of that year. Places may become available, for example if students do not achieve the results they need or applicants decide to take up an offer of a place elsewhere. Any available places will be offered in accordance with the oversubscription criteria above.

Appeals

Any unsuccessful applicant may appeal to an independent appeals panel. Parents or students wishing to do so should contact the Admissions Team at Education Bradford for an appeal form.