

Garforth Academy Admissions Policy 2025-26

Determination date: 7 February 2024

Determined by: Board of Trustees

Last consulted on: 20 November 2023 - 8 January 2024

Garforth Academy is a Delta Academies Trust school. Delta operates a number of academies in the Yorkshire region and North of England.

The Admissions Authority for Delta Academies is the Board of Trustees. Following due consultation in accordance with the national Schools Admission Code (February 2012, amended Dec 2014, and Sept 2021) the Board of Trustees of the Academy has agreed the following Admissions Policy for the academic year 2025-26.

It should be noted that this policy relates only to the academic year 2025-26. There is no guarantee that the policy will not change for future years.

Parents of children in Year 6 can apply for a place in the Academy online via the local authority's website or on the authority's Common Application Form (CAF) which must be completed and returned by 31 October 2024. The Academy will treat all applications received by 28th November 2024 as on time, in line with the Leeds coordinated scheme. Any applications received after 28th November, will only be considered after those which were submitted on time, unless there are exceptional circumstances.

Parents living within the boundaries of different education authorities may still choose Garforth Academy as a preferred secondary school but must complete the CAF provided by their local authority which will then pass on the information to the local authority in Leeds.

There will be 300 places available for Year 7 in September 2025.

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

Children who have an Education, Health and Care Plan (EHCP) that names the Academy will be allocated a place.

Where there are more applicants than places available, we will offer places to children in the following order of priority.

Priority 1

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 1)

Priority 2

Pupils without an EHC plan but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at Garforth Academy. (See note 2)

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Priority 3

Children with older brothers or sisters who will be on roll in Years 7-13 at Garforth Academy at the start of the academic year 2025-26. This priority does not apply where the older sibling joined the sixth Form from a different school. 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 3).

Priority 4

Children who, at the time of application, are on roll at East Garforth Primary Academy and Green Lane Primary Academy.

Priority 5

Children who, at the time of application, are on roll at Ninelands Primary School, Strawberry Fields Primary School, Micklefield CE Primary School and Aberford CE Primary School.

Priority 6

Children who live within the catchment priority area. (see attached map and notes 4, 5 and 6)

Priority 7

Other children, by straight line distance.

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 notes 4, 5, and 6).

Tie break

In the unlikely event of two children living exactly equidistant from the Academy, the drawing of lots will be used to decide the final place. This will be witnessed by a person independent of the school.

Notification and acceptance of places

Offers will be made by your home Local Authority on offer day 1 March 2025 on behalf of the Board of Trustees. . Parents must contact the Academy by telephone or letter by 31 March 2025 to either accept or reject the offer of a place. After this date parents will be contacted via email, letter and or telephone call with a reminder. Should they still not respond within a further three weeks from the date of correspondence, the offer of a place may be withdrawn. Accepting a place at our school, will not affect parents' right to appeal for a place at another school.

Fraudulent or misleading information

Where an offer of a place is found to be based on a fraudulently or intentionally misleading application which effectively denied a place to another child, the offer of the place will be withdrawn. In determining whether to withdraw the offer of a place, the Board of Trustees will consider the length of time, if any, which the child has been attending the school. Parents will have the right of appeal.

Appeals procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Admissions Officer by 1st April 2025 for information on how to appeal. Information on the timetable for the appeals process is on our website:

[Academy Statutory Governance and Policy - Garforth Academy](#)

Waiting list

We hold a waiting list after national offer day. How to add your child to a waiting list will be explained in the offer letter you are sent.

If your child is added to a waiting list after offer day and a place becomes available before the new school year starts, the Local Authority will automatically allocate the place at your higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if you have accepted that place.

We hold waiting lists for all the year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in the school's admission policy (the rules for prioritising places)
- each time a child is added or removed, the list is ranked again and your child can move down if another child meets higher criteria
- the waiting list will close at the end of the academic year (July). You must reapply for a new school place to be on the list the following year
- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list

Details and explanations

Note 1

A "looked after child" is defined as a child who, at the time of making the application, is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (s.22(1) of the Children Act 1989).

A "previously looked after child" is defined as a child:

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- who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or Child Arrangements order, or
- who has been in state care outside of England and ceased to be so as a result of being adopted.

If you are making an application under the priority for a previously looked after child, you will need to submit evidence of your child's previously looked after status to the Admissions Team at Leeds City Council, with a copy of the court order and evidence of being in local care so the Local Authority can verify this priority.

For applications for children who were in state care outside of England and were then adopted you must submit evidence to the Admissions Team at Leeds City Council with your application so that this priority can be verified. The evidence must show your child's adoption (an adoption order or adoption birth certificate) and that they were in state care outside England (a letter from the state).

Note 2

This priority will be given to children based on their exceptional medical or social needs that can only be met at our school. This priority request for admission must be supported by professional evidence. All schools in Leeds have experience of supporting a wide range of social and medical needs, however, in exceptional cases, there may be compelling reasons why a child needs to attend our school. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, our school and how our school can meet your child's needs in a way that no other school can. Our Board of Trustees will review your request for this priority and cases will be considered individually. A request would not be granted where a parent wishes for their child to attend school based on the child's abilities, because their friends attend the school or due to childcare arrangements. Any request for this priority must outline why the circumstances are exceptional, and why only our school is suitable.

You must provide the following information to our school at the time you apply:

- Your child's name, date of birth and address
- What precise support your child requires due to their specific needs
- Why only our school can provide the support needed to meet your child's needs and no other school can
- What extra support or funding your child currently receives
- You must attach supporting evidence from an independent professional, such as a medical specialist which confirms exactly what your child's needs are and why, in their view, only our school can meet that need. Without this evidence, your child's needs cannot be considered.

If you require any support providing the above information please contact Mrs R Ewing (Vice Principal) directly for further guidance. Ewingr2@garforthacademy.org.uk

Note 3

For these purposes, brothers and sisters must be living at the same address as the child for whom a place is being requested. Siblings refers to brothers or sisters, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other families sharing a house. The priority will not apply where an older sibling joined the sixth form from a different school.

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Note 4

We use a straight line distance system provided by Leeds City Council admission team. The program measures the straight line distance from a defined LLPG point on the main school building to a defined point on your home address. The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

Note 5

If the school must 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**Which address to use**

When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

If the child lives in different properties (shared care)

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

If parents disagree on an application made in the normal round

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply.

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

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Moving home

When offers are made on national offer day, we assume your address will be the same when you take up our school place in September. If you are planning to move house, you must still use your current address on your application.

As soon as you move house, you must tell Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you. Find out more on Leeds City Council's [making changes to your application page](#).

Moving schools (in-year applications)

These are requests to join a school in-year, or for Year 7, places after the start of the school year.

Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

Find out more about in-year applications, including current vacancies at www.leeds.gov.uk/moveschools

Fair Access Protocol

As part of the co-ordinated admissions arrangements with the local authority the Academy may accept hard-to-place pupils onto the school roll in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy and a statutory requirement applying to all Leeds schools.

Admissions out of normal age group

Parents/carers may request that their child is educated out of their normal age group. Parents will need to write to the Principal by no later than 31st October 2024 specifying why admission out of normal year group is required and the year group they wish their child to be allocated a place. The Board of Trustees will make a decision based on the best interests of the child taking into account the views of the Principal and supporting evidence provided by the parent/carer.

Sixth Form Admissions

We have separate admission arrangements for the Sixth Form. If you would like a copy of the Academy's Sixth Form brochure as well as any further information, please contact the Director of Sixth Form at the Academy or consult the guidance on the Garforth Academy website.

A minimum of 20 places will be reserved for external applicants.

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Priority 6 Map:

