



**Admissions & Appeals policy
for the admission year 2027-28**

Responsibility for review: School & College Trust Leader

Date of next review: October 2026

Last consultation period: 1 December 2025 – 11 January 2026 (7-year consultation)

Determined by: Board of Trustees – 22 January 2026



Admissions

Statement of Policy

The Academy is committed to:

- admitting an intake reflecting all local communities
- resolving a situation where there are many more applications than places available
- providing a consistency of approach in a potentially emotive area
- demonstrating that we are applying our oversubscription criteria equally and fairly
- ensuring that children with special educational needs and disabilities, and vulnerable children are not treated less favourably than other children
- working collaboratively with all schools within the local authority to improve behaviour and reduce exclusions by participating in the writing of and adhering to the Fair Access Protocol

The aims are:

- to ensure that places are awarded fairly and openly
- to ensure that parents / carers are aware of the admissions procedures
- to guarantee that all legitimate applications will be processed efficiently and within an agreed time span
- to demonstrate that our procedures comply with the School Admissions Code
- to provide an appropriate appeal procedure for those who are dissatisfied with the outcome of their applications which complies with the School Admission Appeals Code

Procedures for Year 7 entry

The admission arrangements are:

- a) There are 200 places in Year 7.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on Leeds local authority's [website](#). Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- c) Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.

Oversubscription criteria

The Academy has a published admissions number (PAN) of 200 children for entry in Year 7. The Academy will admit up to 200 children if sufficient applications are received. All children will be admitted if 200 or fewer apply.

If the Academy is oversubscribed, after the admission of children with an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- a) Looked-after children or children who were previously looked-after. See note 1 for a definition of these terms and how to apply.
- b) Children who have exceptional social or medical need, supported by a written recommendation from an independent medical professional such as the child's paediatrician / consultant or an independent professional from Children's Services. The recommendation **must** explain why the Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child.

Prioritisation will be decided based on the information received and parents will be informed if the application meets this criterion before the end of December. See note 2 for how to apply.

- c) Up to 2 children of staff employed at the Academy who have been in post for at least two years at the time at which the application is made, or to staff recently appointed to a post for which there is a demonstrable skill shortage. A skill shortage for teachers is a subject / area with a recognised national shortage, and for associate staff a post which has been unstaffed over a prolonged period resulting in multiple advertisements. See note 3 for further details and how to apply.
- d) Children whose siblings live at the same address, currently attend the Academy, and who will still be attending the Academy on the date of admission (see note 4 for a definition of sibling).
- e) Admission of children based on proximity to the Academy using straight-line measurement from the school to the home address



(see note 5). The distance measurements use LLPG coordinates for the Academy and the residential property. Straight line distance is then measured between the two sets of coordinates using GIS mapping. The point at your home address is set by the LLPG, which provides coordinates for every property. If the LA cannot match your address with the LLPG, they will identify a point at the centre of your home.

Where twins or triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining sibling / s will also be offered a place / s above the admission number.

Tie-break

If demand exceeds places at points b), c), d or e), places will be decided based upon the distance (proximity) of the home address (see note 5) to the Academy, with those who live closest receiving priority for the place / s. If there are two or more children from equidistant addresses but only one place remains, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 6).

Notes

1. A looked-after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, child arrangements order or special guardianship order and includes those who appear (to the board of trustees) to have been in state care outside of England¹ and ceased to be so because of being adopted.

If you are applying for a previously looked-after child, please complete the [Previously looked-after child application form](#) which is also available on the Admissions page of the Academy website.²

2. Exceptional need applications must be submitted via the [Exceptional social or medical need application form](#) which is also available on the Admissions page of the Academy website.³ These applications must be submitted by the deadline for the local authority application form to ensure they can be considered prior to the ranking of applications.

The exceptional need application is required in addition to the submission of a local authority application form.

3. Children of staff applications must be submitted via the [Children of staff application form](#) which is also available on the Admissions page of the Academy website. These applications must be submitted by the deadline for the local authority application form to ensure they can be considered prior to the ranking of applications.

An application under children of staff criterion is required in addition to the submission of a local authority application form.

4. In addition to brothers and sisters, the term sibling includes half, adopted, step or foster brothers or sisters living at the same address. It does not include cousins or other family members sharing a house.
5. 'Home address' is identified as the permanent address where the child usually lives with their parent or carer (the person who holds parental responsibility for the child). Where shared care arrangements are in place and children live equally with both parents, the parents must agree which address will be used on the application to the local authority. If the arrangements are not split equally between both parents, then the address used should be the address where the child spends most of the school week.
6. The applications will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top of the list to the biggest number at the bottom. The randomisation process will be overseen by an independent person not connected to the academy.

Calendar for admission (secondary)

August / September 2026

¹ A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

² If you are unable to access the supplementary form but are applying under section a) you must submit evidence of your child's previously looked-after status (a copy of the court order or evidence of being in local authority or state care outside England) to the Academy.

³ if you are unable to access this form but are applying under section b) you must provide the following information to the Academy.

- Your child's name, date of birth and address.
- What precise support your child requires due to their specific needs.
- Why only the Academy can provide the support needed to meet your child's needs and why no other school can.
- 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 this Academy can meet that need and why no other school can. Without this evidence, your child's needs cannot be considered.



Local authority information and common application / preference form (CAF / CPF) is made available.

September / October 2026

Open event – for details of this, please see the Academy website.

31 October 2026

Deadline for receipt of:

- local authorities' common application / preference form (CAF / CPF)
- application form and supporting document for previously looked-after children⁴.
- application form and supporting documents under exceptional medical or social need criterion
- applications under children of staff criterion

1 March 2027

Local authorities write with offers made to parents for all schools in their schemes.

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of July 2028.

Late applications

Late CPF / CAF applications will be administered in accordance with the local authorities coordinated schemes.

If exceptional circumstances apply which prevented you from submitting the application by the deadline or there has been a change of circumstances which means you need to amend your application, supporting documentation verifying the reason should be submitted to the local authority. As an example, exceptional circumstances could be where a family moved to the area close to / after the deadline date.

Please note that the cut-off dates for late applications or changes to applications varies between different local authorities, so you need to check the local authority's website where you live for the relevant date. Where applications / changes are received after the deadline or cut-off date, this may affect your chances of being offered a place at the Academy because the application may not be considered until after offer day.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group, for instance, where the child is gifted or talented or where a child has suffered from learning, social, or medical issues impacting his or her schooling.

For applications at the point of entry (Year 7), the request should be submitted before the deadline for applications. For applications in-year, the request should be submitted at the same time the in-year application is made.

When such a request is made, the board of trustees will decide based on the circumstances of the case and in the best interest of the child concerned, considering the views of the parent including any supporting evidence provided, and the views of the Principal. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the board of trustees, via the Admissions Officer, to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Included with the e-mail or letter should be any evidence in support of their case; some of the evidence a parent might submit could include:

- information about the child's academic, social, and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The parent will be advised whether the request for admission out of age group has been agreed or the reason for any refusal. Where the request is refused, there is no right of appeal against a refusal to offer a place in the preferred year group. The right of appeal only applies against a refusal of a place at the Academy.

⁴ Where possible, proof of previously looked-after child status should be provided by the deadline, so that we can confirm to the parent / carer whether the application meets the criterion, or not, before the local authority cut-off date for changes. Applications submitted beyond the deadline will still be considered, and priority applied if they meet the criterion.



In-year admissions

The funding agreement for the Academy dictates how many students it will be funded for in total. The Academy plans its operations such as staffing, timetabling, and provision of resources based on the funding received; this equates to the following provision.

- There are 1000 places across the year groups 7 to 11.

If a child is refused a place, this is because admission of another child would prejudice the provision of efficient education or the efficient use of resources.

Where vacancies occur, places are not offered based on the length of time children have been on the list but are filled in coordination with the local authorities and in line with the oversubscription criteria stated above. It is, therefore, possible that a child may be added to the list who qualifies more highly within the criteria than children already on the list because each time a child is added, the list will be ranked again. Looked-after children, previously looked-after children, and those allocated a place at the Academy in accordance with a Fair Access Protocol (explained below) take precedence over those on a waiting list.

To apply for a place, go to the Leeds application portal at www.leeds.gov.uk/moveschools to submit an online in-year application to Leeds City Council.

Fair access protocol

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the district, to admit a proportion of these children.

Waiting lists and appeals

Waiting lists

If your child is not offered a place for Year 7, your child's details will automatically remain on the waiting list until the end of July 2028. You will need to make a new application in August 2028 to apply for a place for the next academic year (see In Year Admissions section for how to apply).

For in-year applications, the details will automatically be added to the waiting list until the end of the academic year in which you apply (July). You will need to make a new application in August of that year to apply for a place for the next academic year (see In Year Admissions section for how to apply).

Where places become available, they will be filled in accordance with the oversubscription criteria.

Appeals

If you have applied and been refused a place at our school, you have the right to appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. This is a legal process, and places are not 'reserved' for appeal panels to offer.

Our appeals are arranged by Leeds City Council.

Year 7 appeals

Appeals submitted for a Year 7 place in the normal round will need to be received by Leeds City Council's deadlines to guarantee being heard before the school year starts. [Find Leeds City Council's appeals timetable containing deadlines and timescales.](#)

In-year appeals

Appeals against a decision for an in-year application can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued).

Appellants can get further details about the appeals process and complete the appeal form by visiting the Leeds local authority's [website](#) or by contacting them via:

Telephone: 0113 222 4414

For queries: [Contact form](#)

