



The Leigh Technology Academy

ADMISSIONS PROCESS for 2010 – How to apply

You must now apply on the Secondary Common Application Form (SCAF) supplied to you by Kent LEA.

It is obviously essential that you name the school which is your first preference at the top of the list. If you want your child to come to The Leigh Technology Academy you should write that name at the top of the form. The form should be returned to the LEA.

The Leigh Technology Academy also uses a Supplementary Form in order to apply our criteria. It is essential that this form is completed and returned directly to The Leigh Technology Academy by the same closing date as for the SCAF, Friday 6th November 2009, and by 5.00 p.m. on that day.

The Supplementary Form should be sent to:

**The Admissions Secretary
The Leigh Technology Academy
Green Street Green Road
Dartford
Kent DA1 1QE**

Students who name The Leigh Technology Academy will be invited for a test as part of the national process of 'fair banding'. **This is not a pass or fail test**, it just ensures that children across the full ability range are admitted.

The order in which places are given at the Academy are clearly detailed in the attached 'Criteria for Admission to The Leigh Technology Academy' and are also clearly detailed in parents 'Admission to Secondary School in Kent' booklet.

ADMISSIONS: ARRANGEMENTS FOR ENTRY AT YEAR 7 TO THE LEIGH TECHNOLOGY ACADEMY IN SEPTEMBER 2010

There are 240 places available for the Year 7 intake – open equally to girls and boys.

To apply, applicants should be aware of the following:

All entrants must be resident in the catchment area which comprises of the following postcodes: DA1 to DA11, DA13, DA14, BR8 and West Kingsdown in TN15 (***Please note that proof of residence may be required if a place is offered.***)

- 70%, normally 168, places are available in the inner catchment area which requires applicants to attend any of the following Primary schools:
 - Brent
 - Craylands School
 - Darent
 - Fleetdown
 - Gateway
 - Knockhall
 - Oakfield Lane
 - St Anselms
 - Stone C of E
 - Sutton-at-Hone
 - Manor Community
 - Temple Hill
 - Wentworth
 - Westgate
 - West Hill
 - York Road

- 30%, normally 72, places are available to applicants who attend other schools but live within the relevant post code areas.

- When applying parents should understand that The Leigh Technology Academy is an independent secondary school and the Rules of Admission have some significant differences from those of the Local Authority Schools.

- The intake is required to reflect the full range of ability and as far as possible the social, economic and cultural character of the catchment area.

- Each applicant is given equal consideration in line with the Academy Equal Opportunities Policy.

- **Special Education Needs**

If your child has a statement then please attach a photocopy of it.

- **Health or Social Factors**

Please indicate these issues, if appropriate, on the Supplementary Form and attach copies of supporting evidence from relevant professionals.

Conditions that can be taken into consideration are:

- Health – reasons why on medical grounds your child’s application should be considered above others. Supporting evidence from a qualified medical practitioner will be required.
- Social – reasons why on social grounds your child’s application should be considered above others. Supporting evidence from a qualified relevant professional will be required.

PROCEDURES WHERE THE LEIGH TECHNOLOGY ACADEMY IS OVER-SUBSCRIBED

Where the number of applications for admission is greater than the published admissions number, applications will be considered for Year 7 against the criteria set out below.

Inner and outer catchment areas have been defined and 70% of the places will be offered to those in the inner catchment and 30% to those in the outer catchment. The two areas are defined below.

After the admission of students with Statements of Special Educational Needs where the Academy is named on the Statement, the criteria will be applied in the order in which they are set out below:

- (a) When the stated applicants have been taken out, the remaining applicants will be split into 5 equally sized bands based on their CAT results. Within each band places will be offered in the following order:
- (b) Children in public care (looked after children). If a looked after child lives outside the outer catchment they will be considered as living in the outer catchment for this purpose. (A Looked After Child is defined as a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act)
- (c) Children living in either catchment who have specific medical needs or social needs and where the application is supported by written specific professional advice as to why admission to The Academy is necessary. The definition as to what constitutes medical or social needs within the scope of this provision will be agreed by The Academy and is defined on Page 3 of this document.
- (d) Siblings of students who already attend, and will be attending The Academy on the date when the applicant would be admitted. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The Academy reserves the right to ask for proof of relationship. Priority will only be given to siblings if the family still reside within either of The Academy's catchment areas.
- (e) The remaining places in each band will be offered by random selection to applicants until the inner : outer mix of 70% : 30% is achieved.

LATE APPLICATIONS

Late applications will be considered using the above criteria, but only after all applications received by the closing date have been considered first.

RESERVE LISTS

Unsuccessful applicants are invited to place themselves on the reserve list. Reserve list places may be offered if offers are declined. The reserve list is drawn up based on the same procedure as the original allocations, **no new information can be considered**.

There is a rank order in each ability band and if a place becomes available within that band then an offer is made to the child at the top of that reserve list. If there is no one on the reserve list for that band then an offer from an adjacent ability band will be made. Successful applicants are offered places by letter. They are asked to accept or reject the offer within one week.

Reserve lists will be held up to 1st January 2011.

Once the academic year has started all new applications for places are considered using the same criteria.

APPEALS

Parents will have the right of appeal to an independent Appeal Panel if they are dissatisfied with an admission decision of The Academy. The Appeal Panel will be independent of The Academy and will be comprised of a minimum of three members who will include:

- a) at least one independent person, who has no professional experience of education or personal experience of The Academy known as a lay member; and
- b) at least one independent person with experience in education.

Parents have the right to attend the Appeal Panel meeting in person and to make oral representations; that is, to clarify or supplement their written appeal. The parent may be accompanied by a friend, adviser or be represented. Parents may also bring an interpreter. The Academy may also be represented at the Appeal Panel meeting.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Children, Schools and Families.

The letter sent to parents notifying them of the outcome of the admissions process and the fact that they have been unsuccessful will provide the parent with a written statement detailing reason(s) why it has not be possible to allow the child to attend The Academy and will explain the parent's right of appeal. The notification will specify the date by which an appeal must be made, such date to be at least 14 days from the date on which the notification is posted. An application for an appeal hearing which arrives after the due date will normally only be considered where the parent can demonstrate that there was a reasonable cause for the appeal not to be made in time.

Parents wishing to appeal against an admission decision by The Academy should write to the Clerk to the Appeal Panel at the address given in the admission decision letter from The Academy. Other documentation may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing. The Appeal Panel will have the discretion to refuse to admit late evidence.

Any materials presented by The Academy to the Clerk will be sent in advance to the parents and materials presented by the parents will be sent in advance to The Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

Parents will be given 14 days notice of the appeal hearing, unless they agree to a shorter period of notice. Where a parent fails to attend an Appeal Panel hearing for which 14 days notice has been given (or a shorter period if the parents have given their prior agreement), the Clerk will offer a second hearing and provide 14 days notice of that appeal hearing, unless parents agree to a shorter period of notice. In offering a second hearing, the Clerk will advise the parents in writing that if they do not attend the second hearing, their written appeal will be considered by the Appeal Panel in their absence.

ARRANGEMENTS FOR ADMISSION TO POST 16 PROVISION

The Academy will publish specific criteria in relation to minimum entrance requirements based upon GCSE grades for each of the courses available. The detailed information will be contained in the Post 16 prospectus published on an annual basis. Priority will be given to existing pupils transferring from Year 11. The PAN for external candidates will be 50 but this figure may be exceeded in the event that this and the number of internal pupils transferring into Year 12 is less than the total figure for the sixth form which is 300.

There will be a Right of Appeal Panel using the process as set out above for unsuccessful applicants.

ARRANGEMENTS FOR ADMITTING STUDENTS TO OTHER YEAR GROUPS, INCLUDING ARRANGEMENTS TO REPLACE ANY STUDENTS WHO HAVE LEFT THE ACADEMY

If an application is made for a student to be admitted to The Academy and the required year group is below the level of the published admission number applicable to the age group, the student will be accepted. However, within the exceptional circumstances as set out in the Admissions Code of Practice, The Academy may refuse to admit a challenging child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources.

Where a year group in The Academy is at the level of the published admission number applicable to the age group, The Academy will operate a waiting list for those students who have applied for a place and been refused. Review of Waiting list places will be considered 3 times a year, in November, March and July and any available places allocated using the same criteria as for admission to Year 7. There will be a right of appeal to the Appeals Panel for unsuccessful applicants.

DATES FOR THE ADMISSIONS PROCESS 2010

Monday	7 September 2009	<p>PROSPECTUS AND SUPPLEMENTARY FORMS AVAILABLE:</p> <ol style="list-style-type: none"> 1. from reception 2. or by sending a SAE (<i>A4 size, 90p in stamps</i>) to the Admissions Secretary
Saturday Saturday	26 September 2009 & 10 October 2009	<p>Talks by the Chief Executive Mr Frank Green, followed by tours of the building:-</p> <p style="text-align: center;">1st talk - 9.00 am</p> <p style="text-align: center;">2nd talk - 11.00 am</p> <p style="text-align: center;">3rd talk - 1.00 pm</p> <p>Seats for the talks/tours must be booked by telephoning 01322 620509/620504 (between 2-5 pm daily only) from Wednesday 16th September 2009</p>
Friday	6 November 2009	CLOSING DATE FOR COMPLETED SCAFs AND THE LEIGH TECHNOLOGY ACADEMY SUPPLEMENTARY FORM
Monday	16 November 2009	INVITATIONS TO ABILITY ASSESSMENT TO BE SENT OUT
Saturday	28 November 2009	ABILITY ASSESSMENT DAY
Monday	1 March 2010	OFFER AND DECLINE LETTERS WILL BE SENT OUT BY THE LEA
Monday	15 March 2010	DEADLINE FOR WRITTEN ACCEPTANCE OF PLACES BY PARENT(S)/GUARDIAN(S)
Thursday	8 July 2010	<p>Induction Day</p> <p>New students will receive an invitation in June 2010</p>