



### **ADMISSIONS PROCESS FOR 2013**

1. This document sets out the admission arrangements for The Leigh Technology Academy. These arrangements are without prejudice to the provisions of Annex 3 and 4 of the funding agreement. This document forms an Annex to the Funding Agreement between The Leigh Technology Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by Kent LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Kent LA.
3. Notwithstanding these arrangements, the Secretary of State may direct The Leigh Technology Academy to admit a named pupil to The Leigh Technology Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

The Leigh Technology Academy's admissions policy is consistent with the Admission Law for Maintained Schools and the Department for Education and Skills Codes of Practice. It reflects the commitment of the Academy to continue to make a major contribution to the educational provision for Dartford and to be inclusive in its approach.

All students at The Leigh Technology College became students of The Leigh Technology Academy when it opened in 2007. It will operate with 240 students in each year group from Year 7 to Year 11 and a sixth form of up to 300.

### **ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

4. The admission arrangements for The Leigh Technology Academy for the year 2012/2013 and, subject to any changes approved by the Secretary of State, for subsequent years are:
  - a) The Leigh Technology Academy has an agreed Published Admission Number (PAN) of 240 pupils. The Leigh Technology Academy will accordingly admit at LAst 240 pupils in the relevant age group each year if sufficient applications are received;

b) The Leigh Technology Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, The Leigh Technology Academy will consult those listed at paragraphs 18-19 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

### **Process of application**

5. Applications for places at the Academy will be made in accordance with LA's co-ordinated admission arrangements and will be made on the Common Application Form provided.

The Kent process of expressing 4 preferences will be used.

The Leigh Technology Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Kent Admissions Forum or LA:

- a) September - The Leigh Technology Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (eg in September 2012 for admission in September 2013). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Leigh Technology Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- b) September/October - The Leigh Technology Academy will provide opportunities for parents to visit the Academy;
- c) November - SCAF to be completed and returned to the LA to administer
- d) LA sends applications to Academy
- e) Academy sends list of pupils to be offered places to LA
- f) February - LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents.
- g) 1<sup>st</sup> March offers made to parents.

### **Consideration of applications**

#### **Procedure for entry into Year 7:**

6. All applicants will continue to undertake a Cognitive Ability Test (CAT) (non-verbal reasoning) during the Autumn Term of Year 6. This is used to ensure that the Academy admits a fully comprehensive range of abilities and also helps teachers to track pupils' progress.

The Leigh Technology Academy will consider all applications for places. Where fewer than 240 applications are received, The Leigh Technology Academy will offer places to all those who have applied.

### **Procedures where The Leigh Technology Academy is oversubscribed**

7. 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. After the admission of pupils 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:

The 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:

- (a) Children in public care (Looked After Children). 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

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

- (b) Children living in either catchment who have specific medical needs, social needs and special needs 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, social and special needs within the scope of this provision will be agreed by The Academy and will be available in writing to parents in the prospectus as part of the admission policy.
- (c) Siblings, living in either catchment, of pupils who 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.
- (d) The remaining places in each band will be offered by random selection to applicants until the inner : outer mix of 70% : 30% is achieved.
- (e) If any places remain unfilled, the remaining places in each band will be offered by random selection to applicants living outside the catchment areas.

### **LATE APPLICATIONS**

Late applications will be considered using the above criteria, but, with the exception of Looked After Children, only after all applications received by the closing date have first been considered.

### **Operation of waiting (reserve) lists**

8. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list in all of the 5 ability bands. Where in any year The Leigh Technology Academy receives more applications for places than there are places available, lists will operate until 2<sup>nd</sup> January. This will be maintained by The Leigh Technology Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The lists are drawn up based on the same procedure as the original allocations, **no new information can be considered**.

9. Children's position on the waiting lists will be determined solely in accordance with the oversubscription criteria set out in paragraphs 7a – e of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. 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.

### **Arrangements for appeals panels**

10. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Leigh Technology Academy. The Appeal Panel will be independent of The Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

### **Arrangements for admission to post 16 provision**

11. The sixth form has capacity for 300 pupils with 150 pupils in year 12.

The Academy will publish specific criteria in relation to minimum entrance requirements for the sixth form based upon GCSE grades.

There will also be entry criteria for each of the courses available based upon GCSE grades. If children meet the academic entry criteria for the sixth form, but fail to meet specific course requirements, they will be offered alternative courses, if available. Children already on roll of the Academy will be given priority for courses for which they have met the academic requirements.

The detailed information on academic criteria will be contained in the Post 16 prospectus published on an annual basis.

The PAN for external candidates will be **50** but this figure may be exceeded in the event that the number of internal pupils transferring into Year 12 is less than **100**.

Eligible statemented pupils whose statement names the Academy sixth form and Looked After Children will have priority for admission but, for other children, if a tiebreak is necessary to determine who is admitted the criteria in paragraph 7 will be applied (minus the application of ability banding and minus the feeder schools in the appendix)

12 There will be a right of appeal to the Independent Appeals Panel for unsuccessful applicants.

### **Arrangements for admitting pupils to other year groups, including to replace any pupils who have left The Leigh Technology Academy**

13. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

## **II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

14. The Leigh Technology Academy shall, subject to 15B below, consult each year on its proposed admission arrangements.
15. The Leigh Technology Academy will consult by 1 March:
  - a) Kent LA.
  - b) The admission forum for the LA.
  - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.
  - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
  - e) Affected admission authorities in neighbouring local authority areas.
  - f) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
  - g) Community groups which the Academy considers relevant;
  - h) Teaching unions if the consultation includes an increase in admission number.

15B. From 2012-13, and for subsequent years, consultation in line with paragraphs 14 and 15 is not required in any year where the following conditions are met:

- a) the admission arrangements were consulted upon in one or both of the previous two years; and
- b) there have been no changes, or proposed changes, since the last consultation.

15C. As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraphs 14 and 15 must be followed for the next determination year.

### **Determination and publication of admission arrangements**

16. Following consultation, The Leigh Technology Academy will consider comments made by those consulted. The Leigh Technology Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

### **Publication of admission arrangements**

17. The Leigh Technology Academy will publish its admission arrangements each year once these have been determined, by:

- a) copies being sent to primary and secondary schools in Kent LA;
- b) copies being sent to the offices of Kent LA;
- c) copies being made available without charge on request from The Academy;
- d) copies being sent to public libraries in the area of Kent LA for the purposes of being made available at such libraries for reference by parents and other persons.

18. The published arrangements will set out:

- a) the name and address of The Academy and contact details;
- b) a summary of the admissions policy, including oversubscription criteria;
- c) a statement of any religious affiliation;
- d) numbers of places and applications for those places in the previous year; and
- e) arrangements for hearing appeals.

### **Representations about admission arrangements**

19. Where any of those bodies that were consulted, or that should have been consulted, make representations to The Leigh Technology Academy about its admission arrangements, The Leigh Technology Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State.

The Secretary of State will consider the representation and in so doing will consult The Leigh Technology Academy. Where he judges it appropriate, the Secretary of State may direct The Leigh Technology Academy to amend its admission arrangements.

20. Those consulted have the right to ask The Leigh Technology Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct The Leigh Technology Academy to increase its proposed Published Admissions Number. The Secretary of State will consult The Leigh Technology Academy and will then determine the Published Admission Number.

21. In addition to the provisions at paragraphs 34 and 35 above, the Secretary of State may direct changes to The Leigh Technology Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

#### **Proposed changes to admission arrangements by The Leigh Technology Academy after arrangements have been published**

22. Once the admission arrangements have been determined for a particular year and published, The Leigh Technology Academy will propose changes only if there is a major change of circumstances. In such cases, the Leigh Technology Academy must notify those consulted under paragraph 15 – 16 above of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

#### **Need to secure Secretary of State's approval for changes to admission arrangements**

23. The Secretary of State will consider applications from The Leigh Technology Academy to change its admission arrangements only when The Leigh Technology Academy has notified and consulted the proposed changes as outlined at 15 - 16 above.

24. Where The Leigh Technology Academy has consulted on proposed changes The Leigh Technology Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Leigh Technology Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

25. The Secretary of State can approve, modify or reject proposals from The Leigh Technology Academy to change its admission arrangements.

26. Records of applications and admissions shall be kept by The Leigh Technology Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

## Appendix 1

### Catchment area

The catchment area comprises the following postal areas: DA1 to DA11, DA13, DA14, BR8 and West Kingsdown in TN15. (***PLAse note that proof of residence may be required if a place is offered***).

### Inner area

After the admission of statemented children and looked after children **70%** of the remaining places will be offered to children resident in the above postal areas and who attend the following Primary/Junior Schools:

- Brent
- Craylands
- Darenth
- Dartford Bridge
- Fleetdown
- Gateway
- Knockhall
- Manor Community
- Oakfield Lane
- St Anselms
- Stone C of E
- Sutton-at-Hone
- Temple Hill
- Wentworth
- Westgate
- West Hill
- York Road

### Outer area

After the admission of statemented children and looked after children **30%** of the remaining places will be offered to children resident in the above postal areas who attend other schools.