



The Leigh Technology Academy

ADMISSIONS PROCESS for 2012 – How to apply

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

The school at the top of the list is regarded as your first preference. If you want your child to come to The Leigh Technology Academy you should write that name at the top of the form to have the greatest chance of a place. 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, Monday 31st October 2011, 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 overleaf 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 2012

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 TN15 West Kingsdown only (***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
 - Darenth
 - Fleetdown
 - Gateway
 - Knockhall
 - Manor Community
 - Oakfield Lane
 - St Anselms
 - Stone C of E
 - Sutton-at-Hone
 - 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. 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 on Page 2.

- (b) Children living in either catchment who have specific medical needs and social 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 and social 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 admissions 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

Subject to any provisions regarding waiting lists in the LEA'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 1st 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.**

Children's position on the waiting lists will be determined solely in accordance with the oversubscription criteria set out in page 3 of this document. 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 PANEL

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 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

The Academy Post 16 has capacity for 300 pupils with 150 pupils in Year 12.

The Academy will publish specific criteria in relation to minimum entrance requirements for Post 16 based upon GCSE grades.

There will also be entry criteria for each of the courses available based upon GCSE grades. If students meet the academic entry criteria for Post 16, but fail to meet specific course requirements, they will be offered alternative courses, if available. Students 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 students, if a tiebreak is necessary to determine who is admitted the criteria in Page 3 will be applied (minus the application of ability banding and minus the feeder schools).

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

Subject to any provisions in the LEA'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.

DATES FOR THE ADMISSIONS PROCESS 2012

Monday	5 th September 2011	<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, 79p in stamps</i>) to the Admissions Secretary
Saturday Saturday	24 th September 2011 & 1 st October 2011	<p>Talks by the Principals</p> <p style="text-align: right;">1st talk - 9.00 am</p> <p style="text-align: right;">2nd talk - 10.30 am</p> <p style="text-align: right;">3rd talk - 12.00 noon</p> <p>Seats for the talks must be booked by telephoning 01322 620509/620504 (between 2 – 4.30 pm daily only) from Wednesday 14th September 2011</p>
Monday	31 st October 2011	CLOSING DATE FOR COMPLETED SCAFs AND THE LEIGH TECHNOLOGY ACADEMY SUPPLEMENTARY FORM
Monday	14 th November 2011	INVITATIONS TO ABILITY ASSESSMENT TO BE SENT OUT
Saturday	26 th November 2011	ABILITY ASSESSMENT DAY
Thursday	1 st March 2012	OFFER AND DECLINE LETTERS WILL BE SENT OUT BY THE LEA
Thursday	22 nd March 2012	DEADLINE FOR WRITTEN ACCEPTANCE OF PLACES BY PARENT(S)/GUARDIAN(S)
Thursday	12 th July 2012	<p>Induction Day</p> <p>New students will receive an invitation in June 2012</p>