



## The Leigh Academy

### ADMISSIONS PROCESS for 2019 – How to apply

You must apply on the Secondary Common Application Form (SCAF) via Kent LEA.

The school at the top of the list is regarded as your first preference. In order to have the best chance of securing a place at The Leigh Academy, we would highly recommend that you place The Leigh Academy as your first preference.

The Leigh 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 Academy by the same closing date as for the SCAF, Wednesday 31<sup>st</sup> October 2018.

The Supplementary Form should be sent to:

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

Students who name The Leigh 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.

## DATES FOR THE ADMISSIONS PROCESS 2019

|                                  |   |   |
|----------------------------------|---|---|
| Thursday                         | 20 <sup>th</sup> September 2018   | <p><b>PROSPECTUS AND SUPPLEMENTARY FORMS AVAILABLE:</b></p> <ol style="list-style-type: none"> <li>1. from reception</li> <li>2. or by sending a SAE (<i>A4 size, £1.31 in stamps</i>) to the Admissions Secretary</li> </ol>   |
| Thursday<br>&<br>Wednesday       | 20 <sup>th</sup> September 2018<br><br>3 <sup>rd</sup> October 2018                                   | <p><b>Open Afternoons/Evenings 4.15-7.30 pm</b></p> <p><b>Presentations by the Principal will be held at 4.30 pm, 5.30 pm and 6.30 pm.</b></p> <p>You are advised to book onto the presentations by using the on-line booking system at <a href="http://www.ticketsource.co.uk/leighacademy">www.ticketsource.co.uk/leighacademy</a> and should aim to arrive 15 minutes before to be seated. Tours will be available throughout the evening.</p> |
| Tuesday<br>Wednesday<br>Thursday | 25 <sup>th</sup> September 2018<br>26 <sup>th</sup> September 2018<br>27 <sup>th</sup> September 2018 | <p><b>Guided Tours with members of the Senior Leadership Team (Numbers are restricted due to it being a normal Academy Working Day)</b></p> <p>These must be booked in advance using the on-line booking system at <a href="http://www.ticketsource.co.uk/leighacademy">www.ticketsource.co.uk/leighacademy</a></p>   |
| Wednesday                        | 31 <sup>st</sup> October 2018   | <b>CLOSING DATE FOR COMPLETED SCAFs AND THE LEIGH ACADEMY SUPPLEMENTARY FORM</b>  |
| Saturday                         | 24 <sup>th</sup> November 2018  | <b>ABILITY BAND ASSESSMENT DAY</b>  |
| Friday                           | 1 <sup>st</sup> March 2019  | <b>OFFER AND DECLINE LETTERS WILL BE SENT OUT BY THE LEA</b>  |
| Thursday                         | 4 <sup>th</sup> July 2019   | <p><b>Induction Day</b></p> <p>New students will receive an invitation in June 2019</p>   |



## **THE LEIGH ACADEMY ADMISSIONS PROCEDURE**

### **1. Arrangements for Admission**

This document sets out the admission arrangements for The Leigh 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 Academy and the Secretary of State.

The Academy will comply with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) 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 where set up by Kent Local Authority and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Kent Local Authority.

Notwithstanding these arrangements, the Secretary of State may direct The Leigh Academy to admit a named pupil to The Leigh Academy on application from a Local Authority. Before doing so the Secretary of State will consult the Academy.

The Leigh Academy's admissions policy is consistent with the School Admissions Code. 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.

The Academy 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**

The admission arrangements for The Leigh Academy for the year 2019-2020 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- a) The Leigh Academy has an agreed Published Admission Number (PAN) of 240 pupils. The Leigh Academy will accordingly admit at least 240 pupils in the relevant age group each year if sufficient applications are received;
- b) The Leigh Academy may set a higher admission number than its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, The Leigh Academy will consult the relevant parties. 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.

## **2. Process of application**

Applications for places at the Academy will be made in accordance with Local Authority's co-ordinated admissions scheme and will be made on the Common Application Form provided.

The Leigh 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) By September - The Leigh Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (eg in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Leigh Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- b) September/October - The Leigh Academy will provide opportunities for parents to visit the Academy;
- c) by 31<sup>st</sup> October - SCAF to be completed and returned to the LA to administer.
- d) The Local Authority sends applications to Academy.
- e) Academy sends list of ranked applicants to the Local Authority to allow offers to be finalised.
- f) February - LA applies agreed scheme for all Kent secondary schools, informing other LAs of offers to be made to their residents.
- g) 1<sup>st</sup> March offers made by their home LA to parents.

## **3. Consideration of applications**

Procedure for entry into Year 7:

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. Children who do not sit the Cognitive Ability Test will be ranked at the bottom of the list.

Requests for admission outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with the child's date of birth. This allows the academy and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and include any medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the academy's ability to agree to a request for admission outside of the normal age group. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. Deferred applications must be made via paper CAF to the Local Authority, with written confirmation from the academy Principal attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the academy's oversubscription criteria.

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

#### 4. Procedures where The Leigh Academy is oversubscribed

Pupils with an Educational Health Care Plan where the Academy is named on the Plan will be allocated a place and the PAN reduced accordingly. Where the number of applications for admission is greater than the remaining number of places, applications will be considered for Year 7 against the oversubscription in the order set out below:

The applicants will first 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 Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).

(b) Children attending Leigh Academies Trust Primary Academies – priority will be given where the child attends a Leigh Academies Trust Primary and The Leigh Academy is the closest Secondary school to the child's permanent or main residence, ranked by distance. We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school. A maximum of 8 places will be offered in each band under this criterion. If there are insufficient qualifying applications, remaining places will be offered to other children within the band.

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 Appendix 1).

(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) Medical, health, social and special access reasons will be applied in accordance with the Academy's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/carers' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitable qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

(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.

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 Children in Local Authority Care or previously Looked After Children only after all applications received by the closing date have first been considered.

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

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 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 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 paragraphs 4a – e 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.

Requests for admission outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with the child's date of birth. This allows the Academy and Admissions Authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and any include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the Academy's ability to agree to a request for admission outside of the normal age group. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. Deferred applications must be made via paper CAF to the Local Authority, with written confirmation from the Academy Principal attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the Academy's oversubscription criteria.

## **Arrangements for appeals panels**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Leigh Academy. The Appeal Panel will be independent of The Academy. The arrangements for Appeals will be in line with the School Admissions Appeals Code published by the Department for Education. 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.

## **6. Arrangements for admission to Post 16 provision**

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 Educational Health Care Plan pupils whose statement names the Academy Sixth Form and Children in Local Authority Care and previously 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 3 will be applied (minus the application of ability banding and minus the feeder schools in the appendix).

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

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

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.

## **APPENDIX 1 - Catchment area**

The catchment area comprises the following postal areas: 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).*

### **Inner Catchment area**

After the admission of Educational Health Care Plan children, Children in Local Authority Care and Previously 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:

- The Brent Primary School
- The Craylands School
- Darenth Community Primary School
- Dartford Bridge Community Primary School
- Dartford Primary Academy
- Fleetdown Primary School
- The Gateway Primary Academy
- Knockhall Community Primary Academy
- Manor Community Primary School
- Oakfield Primary Academy
- St Anselm's CofE Primary School
- Stone St Mary's CofE Primary School
- Sutton-at-Hone CofE Primary School
- Temple Hill Primary Academy
- Wentworth Primary School
- Westgate Primary School
- West Hill Primary School

### **Outer Catchment area**

After the admission of Educational Health Care Plan children, Children in Local Authority Care and Previously Looked After Children, **30%** of the remaining places will be offered to children resident in the above postal areas who attend other schools.