Woodkirk Academy
& Sixth Form

ADMISSIONS POLICY

September 2027 – August 2028

Leodis Academies Trust

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1.0	26 Nov 2021	Trustees	Approved for consultation
2.0	15 Feb 2022	Trustees	Approved for publication following consultation including revisions that are necessary to give effect to a mandatory requirement of the 2021. Admissions Code (Changes to sections 7.1.1, 9.1.3; 9.9.2 and 9.10)
3.0	1 Dec 2022	Trustees	Trustees approved for publication. No changes made to version 2.0 except for applicable admissions dates for 2024/25.
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5.0	9 May 2024	COO	Update to section 9.13 regarding the waiting list, in alignment with the April release of the Leeds Admission Policy.
6.0	-	-	Not applicable as not involved in PAN consultation
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WOODKIRK ACADEMY
ADMISSIONS POLICY 2027/28

1. INTRODUCTION

1.1. This Admissions Policy applies to Woodkirk Academy (the Academy).

1.2. Our Admissions Authority is Leodis Academies Trust (the Trust). The Trust is responsible for determining our admissions arrangements including this policy and deciding who can be offered a place in accordance with the policy.

1.3. The Trust works with Leeds City Council to support the co-ordination of applications (Leeds Coordination Scheme).

2. HOW MANY CHILDREN ARE ADMITTED TO WOODKIRK ACADEMY (PUBLISHED ADMISSION NUMBER)

2.1. Our Academy has a Published Admission Number (PAN) of **300**.

2.2. This is the number of places we can admit into Year 7 in September 2027.

3. APPLICATION PROCESS (NORMAL ROUND)

3.1. When applying to start in the entry year, all applications are coordinated by local authorities across England.

3.2. You apply to your home Local Authority (the council who empty your bins) by the closing date of **31 October 2026.** All offers will be made by your home Local Authority on offer day of **1 March 2027.**

4. APPLYING AFTER THE NATIONAL CLOSING DATE

4.1. If you apply after the national closing date, we will consider your preferences based on the dates below.

4.2. Until **28 November 2026,** all applications submitted or changed will be treated as if they were on-time.

4.3. After **28 November 2026,** any applications submitted or changed will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by us.

4.4. All applications submitted after **31 December 2026** are considered later and won't be allocated a school place until after national offer day.

4.5. Any applications will be dealt with according to the Leeds Co-ordination Scheme and we will adopt any changes to late dates they use. Our school admissions policies | Leeds.gov.uk

5. ALLOCATION OF PLACES

5.1. The Academy will admit **300** pupils each year if there are sufficient applications.

5.2. Where fewer applicants than the published admission number for the relevant year group are received, the Trust will offer places at the Academy to all those who have applied.

5.3. If there are more applications for places than places available in the year group in question, places will be allocated in line with the oversubscription criteria below.

6. CHILDREN WITH A SCHOOL NAMED ON THEIR EDUCATION, HEALTH AND CARE (EHC) PLAN

Children with Woodkirk Academy named on their Education, Health and Care (EHC) plan will be given a place in our Academy.

7. HOW WE PRIORITISE SCHOOL PLACES (OVERSUBSCRIPTION CRITERIA)

7.1. If our Academy has more applications than places (called being oversubscribed) we will give children priority for places in the following order:

7.1.1. **Priority 1 –** Looked after and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see Note 1)

7.1.2. **Priority 2 –** Children with exceptional social or medical needs that can only be met at our Academy (see Note 2)

7.1.3. **Priority 3 –** Children who have a brother or sister attending our Academy (see Note 3)

7.1.4. **Priority 4 –** Children of staff at the Academy (see Note 4)

7.1.5. **Priority 5 –** Children who at the time of application are on roll at feeder schools: Blackgates Primary Academy, East Ardsley Primary Academy, Hill Top Primary Academy and Westerton Primary Academy.

7.1.6. **Priority 6 –** Children for who Woodkirk Academy is the nearest secondary school, by straight line distance (see Note 5)

7.2. If none of the other priorities apply, your application will be considered under priority 6.

7.3. If children meet the same priority (tie break)

7.3.1. If children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our Academy. For example, if there are 4 places remaining at our Academy and 5 children all live in the priority catchment area, the 4 priority catchment children living closest to our Academy will be allocated those places.

7.3.2. If two or more children live exactly the same distance from our Academy (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

7.3.3. We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place, we will admit them all, exceeding the Published Admissions Number for our Academy.

8. SIXTH FORM ADMISSIONS

8.1. The External Pupil Admission Number for external applicants to the Sixth Form is set at **100.**

8.2. Where the number of eligible external applicants exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

Priority 1 – Looked after and previously looked after children (see Note 1)

9. DEFINITIONS AND SPECIAL CIRCUMSTANCES

9.1. Note 1

9.1.1. A looked after child is defined as a child who is (one of the following):

9.1.1.1. in the care of a local authority; or
9.1.1.2. being provided with accommodation by a local authority's social services (see the definition in Section 22(1) of the Children Act 1989.)

9.1.2. A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

9.1.2.1. adopted;
9.1.2.2. became subject to a Special Guardianship order; or
9.1.2.3. became subject to a Child Arrangements Order.

9.1.3. You must submit evidence (to your home local authority) of your child's previously looked after status (a copy of the court order or adoption birth certificate and evidence of being in local authority care or a letter from the state) with your application.

9.2. Note 2

9.2.1. This priority is a request for admission to our Academy because your child has exceptional needs that can only be met at our Academy. It must be supported by professional evidence. All schools and academies in Leeds have experience of supporting a wide range of social and medical needs. However, in exceptional cases, there may be compelling reasons why a child needs to attend our Academy. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's needs, our Academy and how our Academy can meet your child's needs in a way that no other school or academy can. It must be supported by professional evidence. Our Trust will review your request for this priority. Cases will be considered individually.

9.2.2. A request would **not** be granted where a parent wishes for their child to attend a school or academy based on the child's abilities, because their friends attend the school or due to childcare arrangements. Any request for this priority must outline why the child's circumstances are exceptional, and why only our Academy is suitable. You can find out more on Leeds City Council's check if you need to submit extra information page.

9.2.3. You must provide the following information to our Academy at the time you apply:

9.2.3.1. your child's name, date of birth and address;
9.2.3.2. what precise support your child requires due to their specific needs;
9.2.3.3. why only our Academy can provide the support needed to meet your child's needs and no other school or academy can;

9.2.3.4. what extra support or funding your child currently receives; and

9.2.3.5. 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 our Academy can meet that need. Without this evidence, your child's needs cannot be considered.

9.3. Note 3

9.3.1 To get this priority, the sibling must:

9.3.1.1. live at the same address as the child applying;

9.3.1.2. still go to our Academy when the child applying starts (in September); and

9.3.1.3. be a full, half, step or foster sibling (this priority does not include cousins or other family members sharing a house).

9.3.2. If an older sibling is attending our Sixth Form, they must have been going to the Academy in Year 11 to be considered as a sibling in this priority.

9.4 Note 4

9.4.1. To get this priority, the member of staff must:

9.4.1.1. have been employed at Woodkirk Academy for two or more years at the time when the application is made and must live the same address as the child applying; or

9.4.1.2. have been recruited to fill a post where there is a demonstrable skills shortage.

9.4.2. The Trust HR Manager will determine whether the member of staff meets the requirements for this rule.

9.4.3. This definition does not include contract staff or peripatetic staff employed by the Academy.

9.5 Note 5

9.5.1 We use a straight-line distance system provided by Leeds City Council admission team. The program measures the straight-line distance from a defined point LLPG on the main Academy building to a defined point on your home address.

9.5.2 The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

9.6 If you don't live In Leeds

If you live in another local authority but live in the catchment area for our Academy, your application will receive the relevant priority under our Admissions Policy.

9.7 Temporary school sites

If our Academy is based on a temporary site for any reason we will base our distance measurements on our Academy's permanent site.

9.8 Which address to use

9.8.1 When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

9.8.2 Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses, and we could ask the local authority to change the school place offer.

9.8.3 If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our Academy

9.9 If the child lives in different properties (shared care)

9.9.1 Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

9.9.2 For applications made in the normal round, if there is no agreement, Leeds City Council will decide which address will be used, based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

9.10 If parents disagree on an application made in the normal round

9.10.1 Only one parent can submit a school place application, and we cannot resolve disputes between parents – only a family court can do this.

9.10.2 When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until we have received (either):

9.10.2.1 written evidence that everyone holding parental responsibility agrees the application; or
9.10.2.2 a Court Order specifying who should apply

9.10.3 Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

9.11 Moving home

9.11.1 When offers are made on national offer day, we assume your address will be the same when you take up our Academy place in September. If you are planning to move house, you must still use your current address on your application.

9.11.2 As soon as you move house, you must tell Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you. Find out more on Leeds City Council's making changes to your application page.

9.12 Accepting offers

9.12.1 You will need to accept the offer of a school place directly with our Academy. This will not affect your position on any waiting list for any other school or your right to appeal.

9.12.2 If you refuse the offer, or do not accept the offer within a reasonable time, your place at our Academy may be withdrawn. This will leave your child without a school place in September.

9.13 Waiting lists

9.13.1 The Local Authority hold a waiting list after national offer day. We automatically add all children to the waiting list after offer day.

9.13.2 If your child is added to a waiting list after offer day and a place becomes available before the new school year starts, the Local Authority will automatically allocate the place at your higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if you have accepted that place.

9.13.3 The Local Authority hold waiting lists for all the year groups as follows:

9.13.3.1 Your child's place on a list is decided by the oversubscription criteria in the Academy's admission policy (the rules for prioritising places).

9.13.3.2 Each time each time a child is added or removed, the list is ranked again, and your child can move down if another child meets higher criteria.

9.13.3.3 The waiting list will close at the end of the academic year (July 2027). You must reapply for a new school place to be on the list the following year; and

9.13.3.4 Looked After Children, previously Looked After Children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

9.14 Admission out of chronological age (including deferment for summer born children)

9.14.1 You can ask for your child to be admitted outside of their normal age group, for example if your child is gifted and talented or has experienced problems such as ill health.

9.14.2 You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by any deadline date, and we recommend you send the request to each school or academy you intend to apply for, as it is possible for one school or academy to refuse a request that another school or academy agrees.

9.14.3 To apply, you must send to us a written request that explains:

9.14.3.1 why admission out of normal year group is being requested; and

9.14.3.2 the year group you wish your child to be allocated a place.

9.14.4 If you have it, you can also attach any available evidence that supports your request. Our Trust will consider each application individually and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

9.14.5 This request is separate to any decision about offering a place at our Academy. There is no right of appeal against a decision relating to admission out of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application.

9.15 Moving schools (in-year applications)

9.15.1 These are requests to join our school in year 8-11, or for year 7 places after the start of the school year in September.

9.15.2 Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

9.15.3 Find out more about in-year applications, including current vacancies at http://www.leeds.gov.uk/moveschools and on our website at In-Year transfer | Woodkirk Academy.

9.15.4 If we refuse to offer a place, we will confirm this in writing to you, explaining the reasons, and that you have the right of appeal. We must give you a written decision within 15 school days. Your child will be added to our Academy's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

9.15.5 Find out more including any current vacancies in Leeds Schools: Before you move schools (leeds.gov.uk)

9.16 Appeals

9.16.1 If you have applied but not been offered a place at our Academy, you have the right to appeal. Our appeals are arranged by Leeds City Council.

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

9.16.3 Our Academy will decide whether we can offer a place and contact you with a decision.

9.16.4 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).

9.17 Fair Access Protocol

9.17.1 All schools must take part in the Fair Access Protocol arrangements. It is a legal requirement, and the protocol applies to all Leeds schools. The protocol operates outside of the Admissions Policy.

9.17.2 The policy applies to in-year applications, and the aim is to make sure the most vulnerable children who do not have an accessible school place, are offered a place at a suitable school as quickly as possible. It also ensures that no school (including those with places) is asked to take a disproportionate number of vulnerable children.

9.17.3 If you think the Protocol applies to your child's application, you will need to provide us with some further information. Fair Access Protocol (leeds.gov.uk)