

## Admission Arrangements

De Lacy Academy is a member of the DELTA group which operates a number of academies in the Yorkshire region.

Until Easter 2012 it was known as Knottingley High School and Sports College

The De Lacy Academy Governing Body will act as the Admissions Authority for the Academy as part of the co-ordinated scheme with the local authority. Following due consultation in accordance with the national Schools Admission Code, December 2014, the Governing Body of the Academy has agreed the following Admissions Policy for the academic year 2016-17.

It should be noted that this policy relates only to the academic year 2016-2017 There is no guarantee that the policy will not change for future years.

Parents of children in Year 6 must apply for a place in the Academy using the local authority's Common Application Form which must be completed and returned as specified on the form. This process can be completed online via the local authority's website. Only under exceptional circumstances will late applications be accepted – until 21st November 2016. Applications received after this date will only be considered after those applications which were submitted on time.

Parents living within the boundaries of different education authorities may still choose De Lacy Academy as a preferred secondary school but must complete the preference form provided by their local authority which will then pass on the information to the local authority in Wakefield.

There will be 210 places available for Year 7 in September 2017. The Published Admission Number (PAN) for the Academy is: 210

All enquiries regarding admissions into De Lacy Academy should be addressed to the Assistant Principal for Inclusion.

email: [info@delacyacademy.org.uk](mailto:info@delacyacademy.org.uk)

### Allocation of places:

- i) Children who have a statement of special educational needs who name the Academy will be allocated a place.
- ii) If the number of applications does not exceed the number of places available, all applicants will be granted a place at the Academy
- iii) If there are more applications than available places (oversubscription), the following oversubscription criteria will be used to allocate places:

### Criteria 1

- a) Children in public care or fostered under an arrangement made by the local authority. (see Note 1)

b) Pupils without a statement but who have special educational needs, or with exceptional medical or mobility needs, which can only reasonably be met at De Lacy Academy. (see Note 2)

### **Criteria 2**

Children with brothers or sisters who will be on roll in Years 7-11 at De Lacy Academy at the start of the academic year 2016-17. We can give priority for brothers and sisters only if they are living in the same house and we receive the application by the closing date (see Note 3).

### **Criteria 3**

Children who do not qualify under criteria 1-3, but for whom De Lacy Academy is the nearest High School. (See notes 4, 5 and 6)

### **Criteria 4**

Any other children.

### **Tie break**

Within each criterion, if there is oversubscription, remaining places available will be allocated according to distance. Children living closest to the Academy will, therefore, be allocated a place before those who live further away. (See notes 4, 5 and 6)

### **Notification and acceptance of places**

In accordance with the co-ordinated admissions policy, on 1st March 2017 the local authority will make the formal offer of a place to parents or carers on behalf of the Governing Body of the Academy. Parents must return a letter to Wakefield by 31st March 2016 to either accept or reject the offer of a place. The offer may be withdrawn if parents do not accept the place within the set timescale. This will in no way affect parents' right to appeal for a place at another school.

In the case of in-year offers of a place, the child must start at the Academy within two weeks of receipt of the offer letter. Parents cannot defer the start date as this could have the effect of denying another child a place.

### **Fraudulent or misleading information**

Where an offer of a place is found to be based on a fraudulently or intentionally misleading application which effectively denied a place to another child, the offer of the place may be withdrawn. In determining whether to withdraw the offer of a place, the governors will take into account the length of time, if any, which the child has been attending the school. Parents would be informed of their right of appeal.

### **Appeals procedure**

Parents who want to appeal against the governors' decision not to offer their child a place at the Academy must appeal directly to the Academy, not through the local authority. Appeals should be addressed in writing to the Assistant Principal for Inclusion at the Academy within

10 school days of receiving the decision letter from the local authority. The envelope should be clearly marked "Admission Appeal".

The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Waiting list for the incoming Year 7**

Unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list.

Criteria for updating and applying to the waiting list will be those as outlined by the local authority in their guidance. If a child has been placed on the waiting list, parents will be informed and asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

### **Details and explanations**

#### **Note 1**

Children who have been adopted from local authority care within the twelve months prior to applying for a school place will also be included within the higher priority for looked-after children (criteria 1a).

#### **Note 2**

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary as you will be asking the Governors of the Academy to assess your child as having a stronger case than other children. Each case will be considered on its merits. To receive this assistance, you must contact the SEN Assessment and Provision Service at Wakefield LEA.

#### **Note 3**

For these purposes, brothers and sisters must be living at the same address as the child for whom a place is being requested. This also includes children living with the family. For example, foster children and stepchildren are also included. The definition does not include cousins or families sharing a house.

#### **Note 4**

The distance between home and the Academy is measured as a straight line between the centre of the Academy and the home. For this purpose, we shall apply the distances provided by a national computer system, which is the method of measurement used by the local authority.

#### **Note 5**

If the school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school's permanent site.

## **Note 6**

For admission purposes, the home address is where the child usually lives with their parent or carer. Parents or carers must not give the address of a child-minder or relative. When we make an offer, we assume the child's address will be the same in the following September as the one we have on record. If there is a plan to move house, parents must still give the current address. If parents move after the deadline for submission of the preference form in October, they must inform the Academy and the local authority of the new address.

## **In-Year applications**

Since September 2010 it is a requirement of the national School Admissions Code (December 2014) that all enquiries and applications for places in schools are addressed to the local authority. After contacting the Academy about the availability of places the authority will then write to the applicants with the result of their application.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the Academy, if there is a place available.

Where parents simply wish for their child to change schools, the application will be considered for the start of the following term.

For all in-year applications, please contact the Admissions Department of the local authority.

## **Fair access protocol**

As part of the co-ordinated admissions arrangements with the local authority the Academy may accept hard-to-place pupils onto the school roll from time to time in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy.