



Rodillian Academy Admissions Policy

Date of Review: August 2018
Approved by: Trust Board
Next Review Date: September 2019

The Rodillian Academy are the Admissions Authority for the school.

The Chief Executive of Leeds City Council makes the offer of a school place at The Rodillian Academy for Year 7 on behalf of the Governing Body who are the admitting authority.

1 ACADEMIC ADMISSIONS 2019-2020

- 1.1 The number of places available at The Rodillian Academy is 300 in Year 7, 270 in Years 8 - 11.
- 1.2 The Academy transition process from Year 6 into Year 7 will start on 9th July 2019, when children officially become Rodillian pupils and leave their primary school. This is in line with the start of our academic year. Parents are required to ensure their child attends school regularly. Any pupil who fails to attend on 9 July 2019 without good reason will be considered to be absent without authorisation. If the absence is prolonged, consideration may be given to a Fixed Penalty Notice against the parents. Unauthorised absences of more than 20 days may lead to deletion of the child's name from register. (see Note 1).
- 1.3 Parents are required to fill in a Common Application Form (CAF) in the Local Authority in which they live to apply for a school place. Parents wishing to apply for a specialist sports place will be required to fill in a Supplementary Information Form (SIF) and return it to the school by 14th September to enable their child to be invited for a sports assessment in Rugby or Netball on Saturday 29th September 2018 (see Priority 2 and Note 4)

2 ALLOCATION OF PLACES

- 2.1 Children with an Education, Health and Care Plan (EHCP) will be admitted to the Academy, if the Academy is named in the Plan.
- 2.2 If the number of applications does not exceed the number of places available, all applicants will be allocated a place at the Academy.

If there are more applications than available places, the following criteria will be used to allocate places:

Priority 1

- a) Looked after children and children who were previously looked after but became subject to adoption, a child arrangements order, or special guardianship order, immediately after being looked after (see Note 2)
- b) Pupils without an Education, Health and Care Plan (EHCP) who have an exceptional medical or social need, which can **ONLY** be met by the Academy. All applicants must complete Supplementary Information Form 1b (available from the LCC) outlining the medical issue or social circumstances and must also be supported by a statement, in writing, from a medical professional e.g. GP, Consultant, outlining why Rodillian Academy is the **ONLY** school that can meet the needs of the applicant.

Each case will be considered individually, on its own merits, and will be reviewed by The Rodillian Academy.

Priority 2

Children who have demonstrated an aptitude in our specialist subject area: either Rugby or Netball, will be considered for 10% of the available places and will feed into our elite rugby union and netball programmes (see Note 4)

Priority 3

Children, foster children or step children, of a parent/guardian in current employment within the Rodillian Multi Academy Trust or working at a Rodillian MAT school site as their full time place of work when the following applies:

- a) The member of staff has been employed for 2 years or more at time of application and / or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 4

Children with older siblings who will be attending the Academy at the start of the academic year. This priority will not apply where the older sibling joined the Sixth Form from a different school. Please see Note 3 below for the definition of sibling (brothers/sisters).

Priority 5

Children for whom the Academy is the nearest priority school.

Priority 6

Children for whom the Academy is not the nearest priority school.

3 OVERSUBSCRIPTION WITHIN EACH CRITERION

- 3.1 In Priorities 1-6, if a tie-breaker is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. A straight-line distance system is in operation and the distance is measured from the centre of the Academy to the home address (determined by the Royal Mail Postcode Address File).
- 3.2 Where two or more applicants are equidistant from their home to the Academy as measured above, random allocation will be undertaken. An independent body, unconnected with the Academy Trust, will perform this. Leeds City Council will draw lots to decide which applicant will be allocated the place.

4 NOTIFICATION AND ACCEPTANCE OF PLACES

In accordance with the co-ordinated admissions policy, on 1st March each year the Local Authority will make a formal offer of a place to parents or carers on behalf of the Academy. Parents will be required to accept the place by following the procedure set out in the offer letter sent by Leeds City Council. Failure to accept a place by the given deadline may result in an applicant losing their place.

5 APPEALS PROCEDURE

- 5.1 If your child is not allocated a place at the Academy, you can appeal against the refusal. You should do this by submitting an appeal request to Leeds City Council's Admissions Team.
- 5.2 All appeals will be heard by an Independent Appeal Panel that is independent of the Academy and the Local Authority. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. Following the appeal, the Clerk to the Appeal Panel will write to the parents with the decision.

6 WAITING LISTS

- 6.1 The school will operate a waiting list for each year group.
- 6.2 Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year, when it will be closed. The waiting list will be maintained by LCC 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. Parents who appeal will automatically be placed on the waiting list.
- 6.3 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be filled by children on the waiting list. The waiting list will be re-ordered in

accordance with the oversubscription criteria, whenever anyone is added to or leaves the waiting list.

- 6.4 Once closed, parents will need to reapply, if they wish to re-join the waiting list.

7 NOTES AND ADDITIONAL INFORMATION

Note 1 Start of the Academic Year 9th July 2019

We wish to make it explicitly clear that all Year 7 students will start on 9th July 2019 unless exceptional circumstances have been discussed and agreed with the Academy, in advance. Students who do not start on 9th July and whose parents do not have permission for their child to start late will be considered to be absent without authorisation. Students will follow their normal Year 7 timetable as part of transition, as well as taking part in team building exercises and preparation for Resilience Camp in September. Our transition programme is carefully constructed so that students can go into their summer holidays confident that they are ready to start their full timetable straight away in September.

Note 2

Looked after children and all previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). The Code of Practice defines previously looked after children in the Code as such children who were adopted (or subject to child arrangements orders or special guardianship orders) **immediately** following having been looked after.

Note 3

Siblings (brothers and sisters) must live at the same address as the child applying for a school place and be attending the Academy at the time the applicant is due to start the Academy. This includes foster children and stepchildren. **It does not include cousins or families sharing a house.** The priority does not apply if the older child(ren) joined the sixth form from a different school.

Note 4

Parents will need to register and attend the sports trials, which will be held in September each year. Parents will be informed of the result of the test by 12th October 2018. Details of the test are set out at the end of this policy. Children not demonstrating aptitude will only be considered under other oversubscription criteria, if parents apply for a place on the Common Application Form by the deadline of 31st October

Note 5

A straight line distance system is in operation and the distance is measured from the centre of the academy to the home (determined by the Royal Mail Postcode Address File).

Note 6

For admission purposes, the home address is where the child usually lives with their parent or carer, the address of a relative or childminder **must** not be given. For submission of the preference form on 31st October, the address given should be the one at the time of application, if you move after the deadline, the Admissions Team of the Local Authority must be informed. Failure to do so may result in any allocation being withdrawn under the Fraudulent Application procedure.

8 IN-YEAR APPLICATIONS

Parent/Carers/Guardians can apply for a place at the school at any time by completing an In Year Common Preference Form and returning it to the Academy. If places are available, one will be offered unless the child meets the Fair Access protocol criteria, at which point the application will be referred to the Local Authority for discussion by the South Fair Access Panel.

If your child is not offered a place at the Academy, you can appeal against the refusal (see above).

9 FAIR ACCESS PROTOCOL

As part of the Code of Practice for School Admissions, the Academy may accept pupils onto the school roll in accordance with the In-Year Fair Access Agreement. This does not include Year 7 applications prior to them starting in July. Every school and academy must admit students under the Fair Access Protocol, as outlined in the Code of Practice.

10 SIXTH FORM ADMISSION

10.1 There is a separate Admissions Policy for sixth form.

11 RUGBY & NETBALL TRIALS OUTLINE OF TRIALS

11.1 The rugby and netball trials comprise of a series of skill/ drill type activities in which students, working in small groups and led by an experienced coach aim to demonstrate some ability to develop a series of skills.

11.2 Students are then given the opportunity to play conditioned, small sided competitive games to apply those skills developed previously within a more structured, game specific format (although previous understanding of rugby union or netball are not required to excel within this conditioned game environment). This allows the coaches to not only assess the athletic ability of those students trialling, but to also assess students ability to develop a quick understanding and knowledge of a game and attempt to explore the tactics and strategies which exist within a competitive environment.

11.3 The students ability to focus and apply any technical or tactical coaching points given is also observed, relating to demonstrating positive habits and

behaviours which lie at the heart of the culture of the sports academy programmes.

- 11.4 The small group sizes which are employed during both the skill/ drill stage and the competitive game stage of the trial process allow the lead coach to gain a good understanding of both a students current level and of their potential to thrive within our sports programmes. Several members of the coaching staff also observe students from 'outside' the coaching drill or game. This provides the coaching group with a very good perspective of every student who attends the sports trials and gives every student the best possible opportunity to demonstrate their athletic ability and sporting mindset.