



Part of



# ADMISSIONS POLICY FOR 2023-24

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## Introduction

This document sets out the framework of the Rodillian Multi Academy Trust for admission to The Rodillian Academy. The desire of the Trust is for the Academy to be an all inclusive, all-ability academy which serves the needs of students in the local community where the Academy is situated.

The Trust is committed to delivering a fair and transparent admissions process which meets statutory requirements and guidance issued by the Department for Education as well as meeting its duties under the Equality Act 2010.

## Procedure for Year 7 entry

### The admission arrangements are:

1. There are 300 places available.
2. Application for places at the Academy will be made in accordance with the Local Authority's Common Application Form as published by the Leeds City Council. Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
3. Parents wishing to apply for a place should name the Academy as one of the three preferences on the local authority website by completing an online application submitting it by the published closing date. There is a strict deadline for the completion of the online application. Those received by the deadline will be considered first.
4. Parents residing outside of Leeds who wish to apply for a place should complete and return an application to their own local authority.

## Oversubscription Criteria

The Academy will admit up to 300 children in year 7 if sufficient applications are received. All applicants will be admitted if in the respective year group 300 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

1. Looked after children or children who were previously looked after by a local authority or those who have been in state care outside of England and ceased to be so as a result of being adopted.

See note 1 for a definition of the above terms.

2. 30 places (10%) will be awarded to children who show a particular aptitude for rugby union or netball and the Rodillian Academy is their priority school. To apply for one of these places parents must complete the Supplementary Form and return it to the Academy by the deadline. All applicants for these places will be required to attend trials.

Children who are not offered a rugby union or netball place will still be considered for one of the remaining places, along with all other applicants. Where possible parents will be informed if their child's application is being prioritised under this criteria, prior to the local authority submission deadline

3. Children of staff who have been in post at the The Rodillian Academy for at least 2 years, or to staff recently appointed to a post for which there is a demonstrable skill shortage. See note 2 for how to apply.
4. Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission. See note 3 for a definition of sibling.
5. Children who are currently on roll at a (*named*) Primary school operated by the Rodillian Multi Academy Trust. See note 4.
6. Children who the Rodillian Academy is their priority school who reside nearest to the Academy based on the straight line distance from the home address to the Academy. See note 5.
7. All other children residing outside the local authority who reside nearest the Academy based on the straight line distance from the home address to the Academy. See note 5.

### Notes

1. 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).

A previously looked after child is a child who was previously looked after but who left care through an adoption order, a child arrangements order or special guardianship order.

Children previously in care outside of England are those who have been looked after by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

2. Applications must be in the form of a letter or email to the Clerk to the Local Review Board of the Academy, stating the name, post and length of service of the member of staff and the child's name and date of birth. The letter or email is required in addition to the submission of a completed local authority application form.
3. The term siblings includes brothers, sisters, half, adopted, step or foster brothers or sisters living at the same address. It does not include cousins or other family members sharing a house. Where siblings such as twins or triplets apply for the same year group and one sibling gains a place, the other sibling(s) will be offered a place(s) even if this is above the admission number.

Please note that we are heavily subscribed and we cannot always guarantee to offer a place to every sibling.

4. Children must be on roll at the time of allocation and continue to be on roll until the end of Year 6.

Please note that we are heavily subscribed and we cannot always guarantee to offer a place to everyone on roll.

5. The home address is where the child spends the majority of time and is living with the person who has parental responsibility and is the parent as defined in Section 576 of the Education Act 1996 (we may require documentary evidence). If a child regularly lives at more than one address the Trust will have to reach a conclusion about which should be counted as the main

address when allocating places. This will normally be the address where Child Benefit is paid. The latest date to submit evidence of a significant house move will be 1 December.

In the event that there are more applicants where Rodillian is their priority school than there are places left, (after higher criteria have been applied) the remaining places will be allocated based on who reside nearest to the Academy in a straight line distance from the home address to the Academy. Children whose priority school who do not receive a place in the first 300 will be allocated a ranked waiting list place according to their proximity to the Academy based on the straight line distance from the home address to the Academy. If the PAN of 300 has then not been reached the remaining places will be allocated to criteria 7, students where Rodillian is not a priority school. These will be allocated according to their proximity to the Academy based on the straight line distance from the home address to the Academy.

Random allocation by drawing lots will be used as a tie-break in either category 4, 5, 6 or 7 to decide who has highest priority for admission if the distance between two children's homes and the Academy is the same. The process will be independently verified.

### Rugby Union and Netball places

Rugby Union and netball places are offered following trials.

The rugby union 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 aptitude to develop a series of skills.

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 aptitude of those students trialling, but to also assess students' aptitude to develop a quick understanding and knowledge of a game and attempt to explore the tactics and strategies which exist within a competitive environment.

The students' aptitude 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.

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 student's 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 aptitude and sporting mindset.

### Calendar for admission

September	Local authority booklet and common application form is made available.
September	Open evening held
21 September	Deadline for application for Rugby/Netball trials
24 September	Rugby/Netball trials

31 October	<p>Deadline for receipt of:</p> <ul style="list-style-type: none"> <li>• Local authorities's common application/preference form.</li> <li>• Letters or emails and any documentation in respect of exceptional need.</li> <li>• Letters or emails in relation to applications under children of staff oversubscription criteria</li> </ul>
1 March	<p>Local authorities write with offers made to parents for all schools in their schemes.</p> <p>In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list until 31 December.</p>

### In-year admissions

From September 2023 there are 300 places in each of years 7,8 ,9 and 11. Year 10 has 330 places but this will reduce down to 300 in September 2024 when that Year group becomes Year 11 and the Year 10 capacity will reduce down to 300 places before the Year 11 capacity reduces to 300 in September 2025.

Vacancies rarely occur, but where they do, places are not offered based on the length of time children have been on the waiting list. They are filled in coordination with the local authority and in line with the oversubscription criteria stated above. It is possible, that a child may be added to the waiting list who qualifies more highly under the criteria than children already on the list. If a place becomes available, the list will be ranked in line with the oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the Academy in accordance with the Fair Access protocol take precedence over those on a waiting list.

Parents seeking in year admissions should make application directly to the Academy by requesting and completing an In Year admission form. This is available on the Academy website and a hard copy may be requested from the Academy.

Following return of the completed application form to the Academy, we aim to advise you in writing within 10 school days, but no later than 15 school days of the outcome of the application. This will include a decision where the application is referred to the Local Authority for consideration under the Fair Access Protocol.

Where a place is offered, and the place is accepted, we shall make arrangements for your child to start the Academy as soon as possible. If the decision letter informs you that a place cannot be offered to your child at the Academy, you will be advised of your right of appeal to an independent appeal panel.

Details of children refused admission at the Academy will be included on the Academy's waiting list. The Academy maintains the waiting list, in accordance with the Academy oversubscription criteria. Parents will need to complete a new in-year application each academic year they wish for their child's details to remain on the waiting list.

### Fair access protocol

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence

over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the local authority, to admit a proportion of these children.

### Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group, for instance, where the child is gifted or talented or where a child has suffered from particular learning, social or medical issues impacting his or her schooling.

When such a request is made, the Local Review Board will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account the view of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the Clerk to the Local Review Board to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Enclosed with this should be any evidence in support of their case; some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development.
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

It is for parents to decide the evidence they wish to submit in support of their application for admission outside of their normal age group. There is no expectation on parents to provide professional evidence they do not already have.

The Academy LRB will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The Clerk to the LRB will inform the parents whether the request for admission out of age group has been agreed or the reason for any refusal.

Where the LRB refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.

### Waiting lists

If your child is not offered a place at the Academy for Year 7, your child's details will automatically remain on the waiting list until 31 December i.e. one term after the start of the academic year. You will need to contact the Academy in January to ask for your child's details to remain on the waiting list.

For in-year applications, the details will remain on the waiting list until the end of the academic year (July). You will need to make a new school transfer application in early July if you wish for your child to be placed onto the waiting list for the next academic year. Where places become available they will be filled in accordance with the oversubscription criteria.

### Appeal

All parents whose children are refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. This is a legal process and places are not 'reserved' for appeal panels to offer.

For further information about the appeals, please contact [admissions@TheRodillianacademy.com](mailto:admissions@TheRodillianacademy.com) for further information.