

## The LeAF Studio

### Admissions Policy and Arrangements from 2019-20

The LeAF Studio will adopt fair practices and arrangements that are in accordance with the School Admissions Code, the School Admissions Appeals Code and admissions law.

#### Admission Number(s)

LeAF Studio accepts admissions from 13 – 19 years and provides a variety of specialist educational opportunities, which include a Stage, Screen and Music Academy and Athlete Development Academy.

LeAF Studio has the following planned admission numbers for the Year 2019-20 as detailed below:

LeAF Studio admits a total of 500 students, of which, there are the following places allocated in each year group:

- 80 places allocated for Year 9
- 80 places allocated for Year 10
- 80 places allocated for Year 11
- 260 places allocated for Sixth Form

In any specific year, the LeAF Studio may set a higher admission number than the agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the LeAF Studio will consult with local admitting authorities and parents in the catchment area.

If the LeAF Studio admits a total of 30 pupils in excess of its admission number in any three year period it will determine a higher admission number, after consulting with local admitting authorities and local parents.

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

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. LeAF Studio will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the academy.

## **Process of Application**

Arrangements for applications for places at the LeAF Studio at year 9 will be made in accordance with Bournemouth's LA's co-ordinated admission arrangements.

In the first instance, interested applicants should register with LeAF Studio direct to allow completion of a performance assessment based on aptitude to sport or performing arts due to the nature of the curriculum offered within the school.

LeAF Studio will take all reasonable steps to inform parents of the outcome of the performance assessment before the closing date for secondary applications in October so as to allow parents time to make an informed choice of school – though this will not guarantee students a place at LeAF Studio.

Applications are to be made on the Common Application Form and submitted to the Local Authority by the October deadline following a Performance Assessment.

The LeAF Studio will use Bournemouth's LA's timetable for applications to the LeAF Studio each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Bournemouth's LA as agreed by the Bournemouth Admissions Forum, Bournemouth LA, local schools and Academies.

## **Timeline**

The LeAF Studio will provide information to the LA for sign posting to enable parents to view the determined arrangements.

September: The LeAF Studio will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective students and their parents to visit the studio.

September / October: The LeAF Studio will provide opportunities for parents to visit the Studio.

31<sup>st</sup> October: Application Form to be completed and returned to the LeAF Studio by the published closing date.

Mid December: LeAF Studio sends list of students to be offered places to Bournemouth LA.

March: LeAF Studio makes offers to parents.

The LeAF Studio will ensure its application processes enable parents to apply before these deadlines.

## **Consideration of Applications**

The LeAF Studio will consider all applications for places at the LeAF Studio.

The LeAF Studio will not:

- a) Place any conditions on the consideration of any application, other than those in the oversubscription criteria;
- b) Take into account any previous schools attended, unless it is a named feeder school;
- c) Give extra priority to children whose parents rank preferred schools, in a particular order, including 'first preference first' arrangements;

Where fewer than the published admission number(s) for the relevant year groups are received, the LeAF Studio will offer places to all those who have applied. In the event of over application, the following over-subscription criteria will apply:

### **Category 1**

Looked after children and all previously looked after children (see note 4).

### **Category 2**

Students will be admitted on the basis of aptitude to sport or performing arts due to the nature of the curriculum offered within the school. This will involve a Performance Assessment in the identified specialism. Up to 10% of students of the PAN will be admitted on the basis of aptitude to sport or performing arts.

### **Category 3**

Brothers and sisters of children attending the school at the point the second child enters the school will receive priority over applicants without siblings (see note 5).

### **Category 4**

Children living in the designated catchment area, which is defined as Bournemouth, Poole and Dorset.

The home address is considered to be the child's main and genuine principal place of residence at the time of the allocation of places. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, documentary evidence to support the address they wish to be considered for allocation purposes will be required (see note 7).

### **Category 5**

Children living outside the designated catchment area of the academy who will have a brother or sister (see note 5) attending the academy at the time of admission.

### **Category 6**

Children living outside the catchment area of the academy who live closest to the academy as measured by straight-line distance. In the event of a tie-break those who live closest to the academy as measured by the straight-line distance calculated by the Authority's Geographical Information System (GIS) in use at the time of allocation. The system at the time of setting the policy takes the measurement from the centre of the building of the home address to the centre of the building of the academy. If distances

are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front entrance, a random allocation system will be used to determine the allocation.

## **Year 12**

Applicants will normally only be considered for admission into the sixth form if the following criteria are met

- a) A course suited to their ability and aptitude is available in their year of application
- b) Prior qualification requirements listed below are met:
  - Level 3 courses – 5 GCSE passes, including English and Maths, at Grade 5 or above, with GCSE Grade 6 achieved in the subject of choice.
  - BTEC Level 3 – 5 GCSE grade qualifications at Grade 5 or above.

**The Academy will apply the above categories to applicants subject to the following exceptions:**

### **Final Tie-Break Allocation Process**

If there are insufficient places to accommodate all applicants and after using all tie break criteria applicants for the final place(s) cannot be split the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through an independent provider.

### **Late Applications**

Where an applicant is seeking admission for the September entry of the academy entry year, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness, involving hospitalisation or a bereavement.

### **Special Educational Needs**

Where a child has a statement of special educational needs and for whom there is a legal requirement to admit to a particular academy named in the statement.

### **Waiting Lists**

The LeAF Studio operates a formal waiting list for those refused a place. The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with a statement of special educational needs, are allocated in accordance with these criteria. The waiting list does not give priority to those that have been on the list longest or to those that applied after the closing date.

Waiting Lists will automatically cease on 31 December, of the determination year. Previous applicants wishing to continue on a waiting list must re-apply to the LeAF Studio between 1 and 31 December.

### **Academy Admission Appeals**

If your son or daughter is not offered a place at The LeAF Studio you have the right to appeal. You must write to the LeAF Studio stating you wish to appeal and the forms will be sent to you directly. Your letter must be sent to:

The LeAF Studio  
Holloway Avenue  
Bournemouth  
Dorset  
BH11 9JW

The LeAF Studio will arrange for an Independent Appeals Panel to consider the Studio's reasons for refusal and your reasons for wanting to attend the LeAF Studio.

The panel will consist of three people (two will have education experience and one will be an independent person with no education experience).

The panel will consider the case put forward, it must consider the admission arrangements for the Studio and the reasons why you want to attend this particular academy. The panel must exercise its discretion by balancing the weight of arguments.

The LeAF Studio will provide Parents / Carers with the right to attend the Appeal Panel meeting in person, notification of the appeal date will be sent at least fourteen days prior to the hearing. Appeals will be held at the LeAF Studio, in June or the beginning of July.

The decision of the Independent Appeals Panel is binding on the admissions authority and the parents.

The LeAF Studio will not consider repeat appeals by the same applicant in the same academic year unless the applicant is able to prove that there have been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by the LeAF appeals board.

### **Withdrawal of an offer of a place**

The LeAF Studio may withdraw an offer of a place where a parent fails to respond to an offer within a reasonable timescale or the place was offered on the basis of a fraudulent or misleading application.

### **Admission Criteria - Notes**

1. In the case of over subscription in categories 1 – 5 priority will be given to these children:
  - (i) where a placement is recommended for medical reasons as essential by the Council's professional medical advisors or where there are exceptional reasons supported by evidence from a Social Worker, Educational Psychologist or Education Welfare Officer employed by the Council which in the view of the Corporate Director with specific responsibility for Children and Families Services require placement at a particular school.

- (ii) live closest to the school as measured by the straight-line distance calculated by the Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement from the centre of the building of the home address to the centre of the building of the school). If distances are equal, as calculated by the Council's GIS system, for example a flat in a block of dwellings with the same front entrance a random allocation system will be used to determine the allocation.
- 2. In the case of over-subscription in category 2, priority will be given to applicants in the main admission category order, sub-divided by the priorities in Note (1) (i) and (ii) above.
- 3. LeAF will apply the above criteria to applicants subject to the following exceptions:
  - (i) Where an applicant is seeking admission for the September entry of the school entry year, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness, involving hospitalisation or a bereavement or as prescribed within the co-ordinated admission arrangements.
  - (i) Where a child has a statement of special educational needs and for whom there is a legal requirement to admit to a particular school named in the statement.
- 4. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions as defined in section 22 (1) of the Children Act 1989.

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).
- 5. Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister and the children of parents who are married or cohabiting, where the parents and children live together in the same household.
- 6. When considering twins, triplets or other multiple births, places will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth sibling was offered a place within the admission number. Twins, triplets and multiple births will be given a priority over other sibling links and other applicants.
- 7. A child's main residence will be the dwelling of the parent or carer in receipt of Child Benefit and proof of who is in receipt of Child Benefit may be required by LeAF prior to offer of a school place. If Child Benefit payments are not made or suspended then the decision on which address to use for the child, for the purposes of admission to school only, will be based upon the address at which the child is registered at a GP Surgery.

