

The LeAF Studio

Admissions Policy and Arrangements from 2017

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.

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.

Admission Number(s)

The LeAF Studio is running a public consultation to amend the age range of students to include Year 9 students from September 2017, which is subject to the approval of the Secretary of State. Therefore, the admissions policy below reflects two options, pending the decision made:

Option A: The allocated places if the Secretary of State does not approve the addition of Year 9 students.

Option B: The allocated places with the approval of the Secretary of State to include Year 9.

Option A: The LeAF Studio has the following planned admission number for the year 2017-2018 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

LeAF Studio admits a total of 500 students, of which, there are 115 places allocated for Year 10 and 115 places allocated for Year 11 and 270 places allocated for Post-16.

Option B: The LeAF Studio has the following planned admission number for the year 2017-2018 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

LeAF Studio admits a total of 500 students, of which, there are 40 places allocated for Year 9, 100 places for Year 10, 100 places for Year 11 and 260 allocated for Post-16.

LeAF Academy accepts admissions for the Multi-Academy Federation from 3 – 19 years and provides a variety of specialist educational opportunities, which include a Stage, Screen and Music Academy and Athlete Development Academy.

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.

Applications for places at the LeAF Studio will be made directly to the LeAF Studio.

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.

31st 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;
- d) Introduce any new selection by ability.

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

A looked after child is a child who is, or has been, (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.

Category 2

Up to 10% of students will be admitted on the basis of aptitude to sport or performing arts.

Category 3

Children living in the designated catchment area of the academy who will have a brother or sister attending the academy at the time of admission.

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.

Category 4

Children living in the designated catchment area.

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.

Category 5

Children living outside the designated catchment area of the academy who will have a brother or sister (see note 4) attending the academy (or related infant/junior school) 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:

Advanced Level; 5 A* - C GCSE's including English & Maths,
BTEC Level 3; 5 GCSE's grade A-C qualifications,
Level 2; 5 grade D-G GCSE's 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.

When applying, parents must inform the studio that they wish to be considered under the aptitude criterion.

Aptitude will be assessed by a practical performance in the performing arts. These tests will be scored numerically to ensure clarity of procedure. The physical tests and screening for sporting aptitude are specific to a designated sport, and are funded through national governing body talent identification criteria.

These 10% of students assessed through aptitude will not confirm to any catchment area and may be recruited nationally.

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

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.