



Wetherby High School

Admissions Policy 2024-25

Determined by: School's Governing Body

Review date: January 2023

Next review date: January 2024

Wetherby High School is a Foundation School.

The Governing Body acts as the Admissions Authority for the School as part of the co-ordinated scheme with the Local Authority. Following due consultation in accordance with the national Schools Admission Code 2014, the Governing Body has agreed the following Admissions Policy for the academic year 2024-25.

Published Admissions Number (PAN)

The school's Published Admission Number (that is the number of places available for admission at the school in September 2024) is 170 places for Year 7

Children with an Education, Health and Care Plan (EHCP) will be entitled to be admitted to the school named on their plan.

Application Process

Applications in the normal round (i.e. for admission to Year 7)

For applications related to admissions in the normal admissions round (entry into Year 7 in September 2024), all applications will be operated in accordance with Local Authority's co-ordinated admissions scheme. Your home Local Authority will send you the offer of a place at our school on behalf of the Governors.

If your home local authority is Leeds City Council, applications can be made online at www.leeds.gov.uk/admissions. If you cannot complete an online application, please contact Leeds City Council's admission team on 0113 2224414 for assistance.

Parents must apply for a place in the school when the process opens on 1st August 2023 for Year 7 places.

The closing date for applications is 31st October 2023 for Year 7 places.

All offers will be made by the Local Authority on 1st March 2024 for Year 7 places.

Moving schools (in-year applications)

We have the responsibility for considering requests to join our school in-year, or for Year 7 places after the start of the school year.

To apply for a place, an in-year online application form should be completed, using the Leeds in-year application form at [Before you move schools \(leeds.gov.uk\)](http://Before you move schools (leeds.gov.uk)). The application will then be sent on to all the school(s) you have applied for and our school will decide whether we can offer a place.

If we refuse to offer a place, we will confirm this in writing to you, explaining the reasons, and that you have the right of appeal and we must tell you our decision within 15 school days. Your child will be added to our school's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

Applying after the national closing date

If you apply after the deadline we cannot guarantee to consider your preferences at the same time as those received on time. Any applications after the national closing date will be dealt with following the Leeds Council coordinated scheme, unless there are significant and exceptional reasons, and we will adopt any late date Leeds City Council use.

Oversubscription criteria

Children with an Education, Health and Care Plan (EHCP) will be admitted to the school if we are the school named on their plan.

Where there are fewer applicants than places available, all applicants will be offered a place.

Where there are more applicants than places available, places will be offered in the following order of priority:

- 1) Looked after and previously looked after children including from state care outside of England (*see note 1*)
- 2) Children with exceptional social or medical needs that can only be met at our school.

This priority is a request for admission to our school because your child has exceptional needs that can only be met at our school. It must be supported by professional evidence.

All schools in Leeds have experience of supporting a wide range of social and medical needs. However, in exceptional cases, there may be compelling reasons why a child needs to attend our school. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, our school and how our school can meet your child's needs in a way that no other school can. It must be supported by professional evidence.

Our Governing Body will review your request for this priority. Cases will be considered individually (*see note 2*)

- 3) Children with a sibling (brother or sister) who will be attending the school at the start of the academic year and are living at the same address. *(see note 3)*
- 4) Children who live in the defined catchment priority area for the school. The map showing the defined catchment priority area for Wetherby High School is at the end of the policy as appendix 1. *(see note 4,5&6)*
- 5) Any other children

Tie break

If children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our school. For example, if there are 4 places remaining at our school and 5 children all live in the priority catchment area, the 4 priority catchment children living closest to the school will be allocated those places.

If two or more children live exactly the same distance from the school (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the Published Admissions Number for the school.

Waiting lists

The school will operate a waiting list for each year group until the end of the academic year (July 2025). It will be open to any parent to ask for their child's name to be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list

Admission of children out of chronological age group

A request may be made to the school's Governing Body for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

For all requests for admission outside of the normal age group, parents should apply directly to school in the normal admission round and also submit a written request addressed to the Chair of Governors, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

There is no right of appeal against a decision relating to admission out of chronological age.

Catchment Area

Appendix 1 of this policy highlights the catchment area for Wetherby High School.

You can apply for any school but if you live in our catchment area it means your application will receive a higher priority at our school than applicants who live outside the catchment area. Living in the catchment area does not guarantee a place at the school.

Accepting offers

You will need to accept the offer of a school place directly with our school. This will not affect your position on any waiting list for any other school or your right to appeal. If you refuse the offer, or do not accept the offer within a reasonable time, your place may be withdrawn. This will leave your child without a school place in September.

Appeals Procedure

If you have not been offered a place at our school, you have the right to appeal.

Appeals submitted for a Year 7 place in the normal round will need to be received by Leeds City Council's deadline to guarantee being heard before the new school year starts. The appeals timetable containing deadlines and timescales could be found at <https://www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals>

Appeals against a decision for an in-year application can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued).

Fair Access Protocol

As part of the co-ordinated admissions arrangements with the Local Authority the school 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.

Details and Explanations

Note 1

Priority 1 – Looked after and previously looked after children

A looked after child is defined as a child who is (one of the following):

- in the care of a local authority
- being provided with accommodation by a local authority's social services (see the definition in [Section 22\(1\) of the Children Act 1989](#))

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted, including from state care outside of England
- became subject to a Special Guardianship order
- became subject to a Child Arrangements Order

You must submit evidence (to your home local authority) of your child's previously looked after status (a copy of the court order or adoption birth certificate and evidence of being in local authority care or a letter from the state) with your application.

Note 2

This priority can be requested when there are compelling reasons why a child needs to attend our school. Applicants will need to clearly demonstrate the connection between your child's need, our school and how our school can meet your child's needs in a way that no other school can. It must be supported by professional evidence.

A request would not be granted where a parent wishes for their child to attend a school based on the child's abilities, because their friends attend the school or due to childcare arrangements. Any request for this priority must outline why the child's circumstances are exceptional, and why only our school is suitable.

You must provide the following information to our school at the time you apply:

- your child's name, date of birth and address
- What precise support your child requires due to their specific needs
- Why only our school can provide the support needed to meet your child's needs and no other school can
- What extra support or funding your child currently receives
- You must attach supporting evidence from an independent professional, such as a medical specialist which confirms exactly what your child's needs are and why, in their view, only our school can meet that need. Without this evidence, your child's needs cannot be considered.

Note 3

For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Note 4

We use a straight-line distance system provided by Leeds City Council admission team. The program measures the straight-line distance from a defined point on the main school building to a defined point on your home address.

The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

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

When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

If the child lives in different properties (shared care)

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

If there is no agreement, Leeds City Council will decide which address will be used, based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

If parents disagree on an application

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until we have received (either):

written evidence that everyone holding parental responsibility agrees the application
a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

Moving home

When offers are made on national offer day, we assume your address will be the same when you take up our school place in September. If you are planning to move house, you must still use your current address on your application.

As soon as you move house, you must tell Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of the new address. They may have to change the school place offered to you.

