

The Admissions Policy for Garforth Community College

Garforth Community College has become a Foundation School and, with a number of local Primary schools, acquired a shared trust – the School Partnership Trust.

The Governing Body will act as the Admissions Authority for the College as part of the co-ordinated scheme with Education Leeds. Following due consultation in accordance with the national Schools Admission Code, the Governing Body has agreed the following Admissions Policy for the academic year 2010-11.

Parents of children in Year 6 must apply for a place in the College using the Common Preference Form which must be completed and returned as specified on the form. Alternatively, parents may apply directly to Education Leeds online. Only under exceptional circumstances will late applications be accepted – until 1 December. Applications received after this date will only be considered after those applications which were submitted on time.

There will be 300 places available for Year 7 in September 2010.

Allocation of places:

i) Children with special educational needs who have a Statement which names the College will be allocated a place at the College if it has been chosen by their parent or carer.

ii) We will also allocate places to other children who have a Statement as well as to those without a Statement who have exceptional medical or mobility needs which can realistically only be met by Garforth Community College. Applications in these categories must be supported by a statement in writing from a doctor or other relevant professional. Each case will be considered on its merits.

iii) If the number of applications does not exceed the number of places available, all applicants will be granted a place at the College.

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

Criteria 1

Looked-after children or children fostered under an arrangement made by the local authority. Also included in this group will be children who have been adopted during the twelve months preceding the submission of the Preference Form.

Criteria 2

Children with brothers or sisters who will be on roll at Garforth Community College at the start of the academic year 2010-11. We can give priority for brothers and sisters only if they are living in the same house and we receive the application by the closing date (see Note 1).

Criteria 3

Children who, at the time of application, are on roll at the primary schools in the learning partnership supported by the School Partnership Trust. These are: East Garforth Primary School, Garforth Green Lane Primary School, Ninelands Primary School, Strawberry Fields Primary School and Micklefield C of E Primary School.

Criteria 4

Children who are not on roll at one of the Trust Primary Schools but for whom Garforth Community College is the nearest High School. (See notes 2, 3 and 4)

Criteria 5

Any other children.

Tie break

Within each criterion, if there is oversubscription, remaining places available will be allocated according to distance. Children living closest to the College will, therefore, be allocated a place before those who live further away. (See notes 2, 3 and 4)

Notification and acceptance of places

In accordance with the co-ordinated admissions policy, on 1 March 2010 Education Leeds will make the formal offer of a place to parents or carers on behalf of the Governing Body of the College. Parents should contact the College by telephone or letter by 15 March 2010 to either accept or reject the offer of a place. This will in no way affect parents' right to appeal for a place at another school.

Appeals procedure

Parents who want to appeal against the governors' decision not to offer their child a place at the College must appeal directly to the College, not through Education Leeds. Appeals should be addressed in writing to the Admissions Officer at the College within 10 school days of receiving the decision letter from Education Leeds. The envelope should be clearly marked "Admission Appeal".

The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

Waiting list for the incoming Year 7

A waiting list will be drawn up from unsuccessful applicants, giving priority in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list.

Criteria for updating and applying the waiting list will be those as outlined by Education Leeds in their booklet "Starting Secondary School in Leeds – a guide for parents and carers 2010 – 2011".

If a child has been placed on the waiting list, parents will be informed in March 2010 and asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

Details and explanations

Note 1

For these purposes, brothers and sisters must be living at the same address as the child for whom a place is being requested . This also includes children living with the family. For example, foster children and stepchildren are also included. The definition does not include cousins or families sharing a house.

Note 2

The distance between home and the College is measured as a straight line between the centre of the College and the home. For this purpose we shall apply the distances provided by a national computer system, which is the method of measurement used by Education Leeds.

Note 3

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 4

For admission purposes, the home address is where the child usually lives with their parent or carer. Parents or carers must not give the address of a child-minder or relative. When we make an offer, we assume the child's address will be the same in the following September as the one we have on record. If there is a plan to move house, parents must still give the current address. If parents move after the deadline for submission of the preference form in October, they must inform the College and Education Leeds of the new address.

Note 5

Further information is available in the College booklet:

“Starting at Garforth Community College – guidance for parents and carers.”

The booklet will be available at the College Open Evening in September or on request from the same date.

In-Year applications

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the College, if there is a place available.

Where parents simply wish for their child to change schools, the application will be considered for the start of the following term.

For all in-year applications, please contact the Admissions Officer at the College, or on: 07891277831.

Fair access protocol

As part of the co-ordinated admissions arrangements with Education Leeds the College 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.

Sixth Form Admissions

We have a separate Admissions Policy for the Sixth Form. If you would like a copy of this document as well as any further information on Garforth's Sixth Form, please contact the Director of Sixth Form at the College.