



Star

NURTURING TODAY'S **YOUNG PEOPLE**,  
INSPIRING TOMORROW'S **LEADERS**

# DETERMINED ADMISSION ARRANGEMENTS

2021/22

Tong Leadership Academy



## Determined Admission Arrangements for Tong Leadership Academy for 2021/22

Tong Leadership Academy is part of Star Academies. As a progressive and inclusive school, all applications will be considered equally.

### Year 7 Admission for Tong Leadership Academy

The admissions process is part of Bradford Council's determined scheme for co-ordinated admissions to secondary schools.

All applicants are required to complete their home Local Authority's common application form by 31<sup>st</sup> October 2020.

Parents will receive notification on the outcome of their application on 1<sup>st</sup> March 2021.

The published admission number for Year 7 is 180.

All applicants will be admitted if 180 or fewer apply.

If the school is oversubscribed, children will be admitted in accordance with the oversubscription criteria listed in the order listed below, once all children with an education, health and care plan, naming the school are admitted.

### Oversubscription criteria

- 1) Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order (see note 1).
- 2) Children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note 2).
- 3) Children of staff employed at Tong Leadership Academy for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage (see note 3).
- 4) Children for whom the school accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at Tong Leadership Academy.

Parents must provide the professional supporting evidence from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the school accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at the school (see note 4).

- 5) Children resident in the school's priority admission area with a sibling attending Tong Leadership Academy at the time of both application and offer of a place or was a former pupil of Tong Leadership Academy (see note 5).
- 6) Children attending Barkerend, East Bierley or Gomersal Primary School at the time of both application and admission.



- 7) Children resident outside the school's priority admission area with a sibling already attending Tong Leadership Academy at the time of both application and offer of a place or was a former pupil of Tong Leadership Academy (see note 5).

Maps can be accessed from the school's website on [www.tongleadershipacademy.com](http://www.tongleadershipacademy.com) or if you contact the school, the maps will be posted to you.

- 8) Other children resident in the school's priority admission area (see note 6).
- 9) All other children who live nearest from home to school (see note 6).

## 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) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Under the provisions of s14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders. Section 14A of the Children Act 1989, which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 2) A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 3) A child is eligible for consideration when the parents complete the section on the home Local Authority's common application form.
- 4) It is important that you state on the application form and if required, attach a letter, clearly setting out your reasons for requesting admission under the medical or social criteria. You must also provide written supporting evidence from a professional with the application form. The letter from the professional must confirm that the existing medical or social difficulties will be exacerbated if admission is not offered at Tong Leadership Academy.
- 5) Siblings refers to full, half, adopted, step, foster children or the child of the parent's partner, and, in every case, the child must be living in the same family unit at the same address. They will be counted as siblings as long as they are attending the school or the college.  
  
To be eligible for consideration as a sibling of a former pupil, the former sibling must have attended and completed Year 11 at Tong Leadership Academy.
- 6) The distance is measured in a straight line taken from the ordinance survey reference point by Bradford Council for the home address to the main entrance of the school.

## Tie-breaker

Children who live nearest from home to school will receive priority for any criteria that are oversubscribed. The distance is measured in a straight line taken from the ordinance survey reference point by Bradford Council for the home address to the main entrance of the school.



If the distance between home and school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation is used as a tie-breaker. Bradford Council's School Admissions Team will undertake the random allocation process in the presence of a school representative.

## Address

The address given must be where the child and parents live permanently. It must not be the child minder's, grandparent's or other relative's address. If parents share custody of a child, then the school may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. If there is joint custody for the child, then the address of the parents receiving the child benefit is used.

Parents may be required to provide proof of permanent address.

## Change of address

Parents must provide the council tax document evidencing the end of residency in their previous home and the current council tax document evidencing occupancy at the new home.

In addition, you are required to provide at least one of the following documents:

- Proof of purchase / tenancy agreement;
- Current utility bill;
- Current bank statement;
- Current driving licence;
- Letter from your GP.

## Multiple births

If children of multiple births (twins and triplets) require admission in the same year group and there is only a single place left within the published admission number, the school will offer places above the published admission number.

## Late applications

Unless there are exceptional reasons for the late submission of the application form, late applications will not be considered at the same time as applications that were received by the closing date.

Bradford Council are responsible for making decisions on late applications as stipulated within their secondary co-ordinated admission scheme. Applications made after the start of the autumn term 2021 will be treated as an in-year application.

## Waiting list

Parents of children refused admission for the school's Year 7 group each September, can request Bradford Council to include their child's details on the waiting list for the school. Parents who wish their child's details to be included on the waiting list for the school, even though a place has been allocated at a higher preference school, should contact Bradford Council's School Admissions Team.



The position on the waiting list is determined by the priority order of the admission policy and nothing else. When the number of children admitted to the school drops below the published admission number, a place is offered to the child who is at the top of the waiting list.

The position of your child on the waiting list may change. They may move up or down each time a child is added or removed, or when the change in circumstances of the child requires them to be considered against a different priority order of the school's oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

The school maintains the waiting list in accordance with the school's oversubscription criteria, until 31<sup>st</sup> December in the academic year of Year 7 admission. Parents should complete an in-year application form thereafter if they wish their child's details to be kept on the waiting list for the remainder of the academic year.

For the in-year waiting list, parents must complete a new application form each year at the beginning of the new academic year.

## **Withdrawing an offer of a place**

The school reserves the right to withdraw an offer of a place if:

- It was made in error;
- Parents fail to respond to the offer of a place within a reasonable period of time;
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parents fail to respond to the offer of a place, the school will give the parents a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn based on misleading information, the school will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The school will not withdraw the offer of a place once the child has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the child has been at the school. Where the child has been at the school for less than a term, the school may consider it appropriate to withdraw the place.

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

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parents of children who are already of secondary school age are required to complete the in-year application form along with a letter requesting admission out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parents of children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower or higher year group) will need to submit the normal common application form to the Local Authority (in writing or online). Parents must do this at the same time as they submit a written request to the school for their child to be admitted out of the normal age group and submit



this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Whilst the school will consider applications to Year 7 from parents of children outside their normal age group, please note that the school is not bound by decisions made by another admission authority.

The school will make a decision on the request before the secondary national offer date if the request for admission is received during the normal admissions round, if at all possible.

Parents should consider what evidence they wish to submit in support of their case with the application form, for example, evidence from a medical practitioner, educational psychologist, headteacher etc. Some of the evidence a parent may wish to submit could include:

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

The school is required to take into account the views of the Headteacher on the application as well as the information from the parents.

The school will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The school will then inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parents have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal **does not apply** if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint to Star Academies about the decision not to admit their child outside their normal age group.

## In-year admission

In-year admission is the process of applying for admission into an existing year group within a school. It does not refer to Year 6 to Year 7 transfer into secondary school in September. Applications made after the start of the autumn term 2021 will be treated as an in-year application.

The in-year admission process is managed by Bradford Council. Parents are required to complete the in-year application form, which is available from the school or Bradford Council. The completed form must be returned to Bradford Council.

For some children, it may not be possible to secure admission under the in-year admission process. Where this is the case, Bradford Council will apply the Fair Access Protocol to secure the most appropriate educational provision.

For children with an education, health and care plan, the in-year admission process will not apply. Parents should contact their home Local Authority's Special Educational Needs Team. The child is offered a place if the Local Authority's Special Educational Needs Team names the school in the education, health and care plan.



## Appeals

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission. Bradford Council administers the appeals process, on behalf of the school. Parents should contact Bradford Council for an appeal form.

Parents have at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, so they can attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision is communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.

## Re-appeals

Parents do not have the right to a second appeal in respect of the same year group, unless in exceptional circumstances, the school has accepted a 2<sup>nd</sup> application from the parents because of a significant and material change in the circumstances of the parents, child or school but were still refused admission.