



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

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## **Admissions Policy from September 2022 including:**

- **Admissions Guidelines**
  - **In-year Admissions**
  - **School-Led Resource Provision for Autistic Spectrum Disorder (ASD) and associated communication and interaction difficulties**
  - **Post 16 Admission Guidelines**
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# **ILKLEY GRAMMAR SCHOOL**

## **ADMISSION POLICY**

### **Rationale**

As an Academy, although Ilkley Grammar School has the ability to set its own admissions policy, we choose to follow the criteria set out by Bradford Council who manage this process and subsequent appeals.

The admission arrangements are compliant with the School Admissions Code 2014, the School Admissions Appeals Code and relevant human rights and equalities legislation.

The Ilkley Grammar School published admission number (PAN) is 300.

Any complaints about admission arrangements are dealt with by the School's Adjudicator.

### **Objectives**

1. To ensure the criteria for allocation of school places are fair, clear and objective.
2. To review admission arrangements annually

### **Ilkley Grammar School Admission Arrangements**

The Academy will admit up to 300 students in Year 7 if sufficient applications are received. All applicants will be admitted if 300 or fewer apply.

### **Students with an Education, Health and Care Plan**

The admission of students with an Education, Health and Care Plan is dealt with by a separate procedure. Such children will be admitted to the named school without reference to the oversubscription criteria below.

### **Multiple Births**

Where a family of multiple births (twins, triplets etc.) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

### **Tie Break**

When demand exceeds places in any of the following criteria, the distance between the child's home and school, measured by a straight-line distance from the Ordnance Survey address point of the home to the main entrance of the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

### **Where the number of preferences exceeds the number of places available, priority will be given to:**

1. Looked after children or children who were previously looked after but became subject to adoption, a child arrangements order or special guardianship order immediately after being looked after (see Note 1).

2. Previously looked after children from outside of England and Wales who were adopted (see Note 2).
3. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why Ilkley Grammar School is the only suitable school to meet the child's needs and why no other school could provide the appropriate support.
4. Children resident in the school's priority admission area\* who have an older brother or sister, residing at the same home address, who are at present in Year 7-10 and who will still be attending the school at the time of admission (in-area siblings) (see Notes 3 and 4).
5. Other children whose home address is in the school's priority admission area\* (see Note 4).
6. Children resident outside the school's priority admission area\* who have an older brother or sister, attending from the same home address, who are at present in Years 7-10 and who will still be attending the school at the time of admission (out-of-area siblings) (see Notes 3 and 4).
7. All other applicants whose home address is outside the school's priority admission area\* (see Note 4).

\*As the school has more than one school priority admission area, criteria 4 and then 5 will apply for the whole of priority one and then for the whole of priority two; if there are remaining unallocated places, after criteria 4 and 5 have then been applied, criterion 6 will then be considered before criterion 7.

## Notes

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. A previously 'looked after child' who is no longer looked after in England and Wales because he/she is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live.
2. A 'previously looked after child' who has been in 'state care' outside of England and Wales, accommodated by a public authority, a religious organisation or any other organisation the sole or main purpose of which is to benefit society and legally adopted.
3. The terms 'sisters' and 'brothers' refer to children who reside with the same family at the same address. Children living with the same family e.g. foster children and stepsisters and brothers are also included.
4. 'Home address' refers to the child's permanent home at the date of admission. Where the child lives with parents with shared responsibility, it is for the parents to determine which address to use when applying for a secondary school. Proof of residency may be required at any time during or after the allocation process.

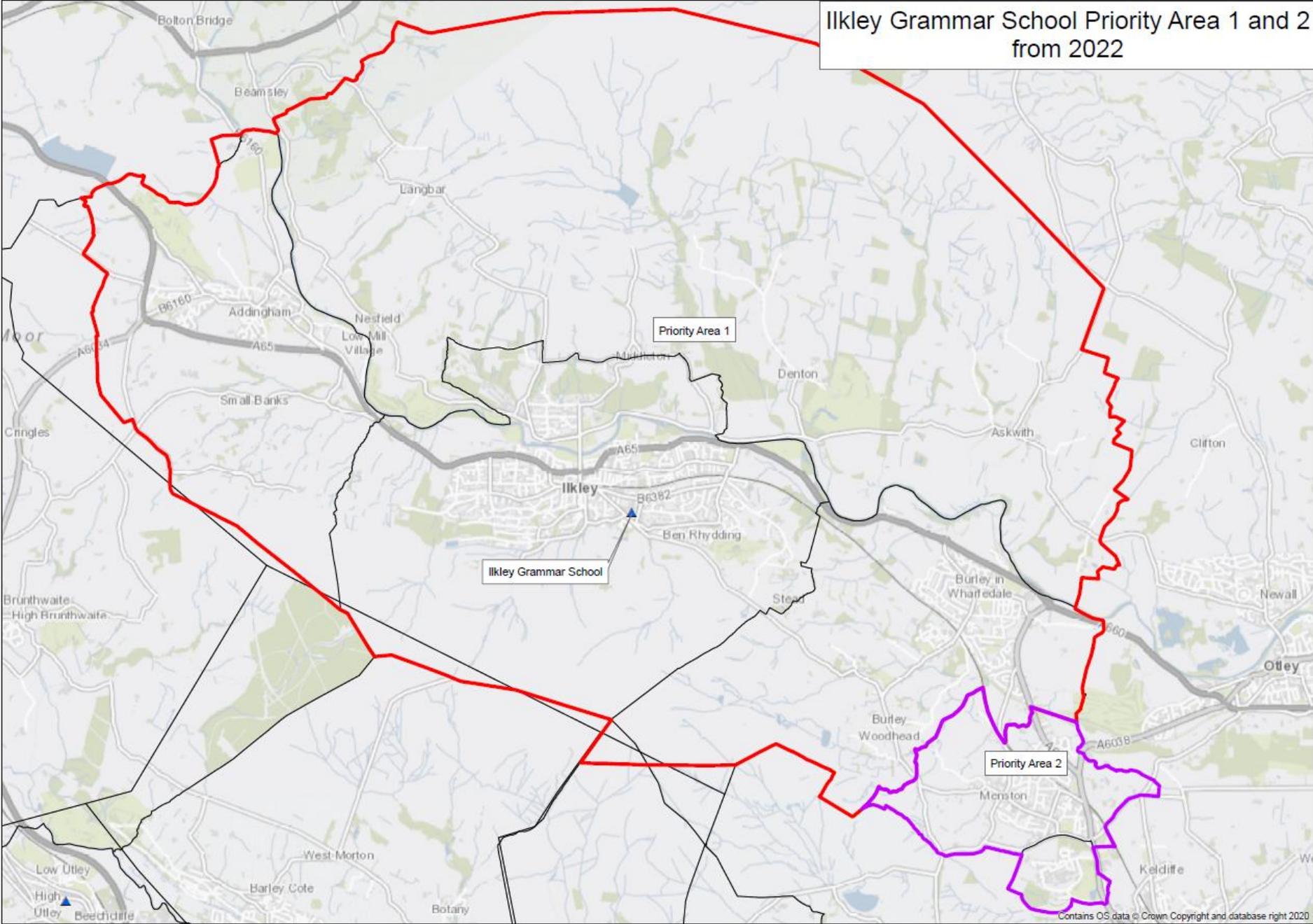
## **Admission Policy for Entry to the School Led Resource Provision (SRP) for Autistic Spectrum Disorder and associated communication and interaction difficulties**

The total number of places is 12 across all year groups. Referrals for the Resource Provision come via the Special Educational Needs Inclusion Panel which meets weekly at Education Bradford. Parents or professionals who are considering a Resource Provision placement should first consult with their SEN Officer who will then make the necessary arrangements. SEN Bradford will consult with the Resource Provision regarding the suitability of potential candidates for SRP places at the initial stages of the admissions process in accordance with the SEN Code of Practice.

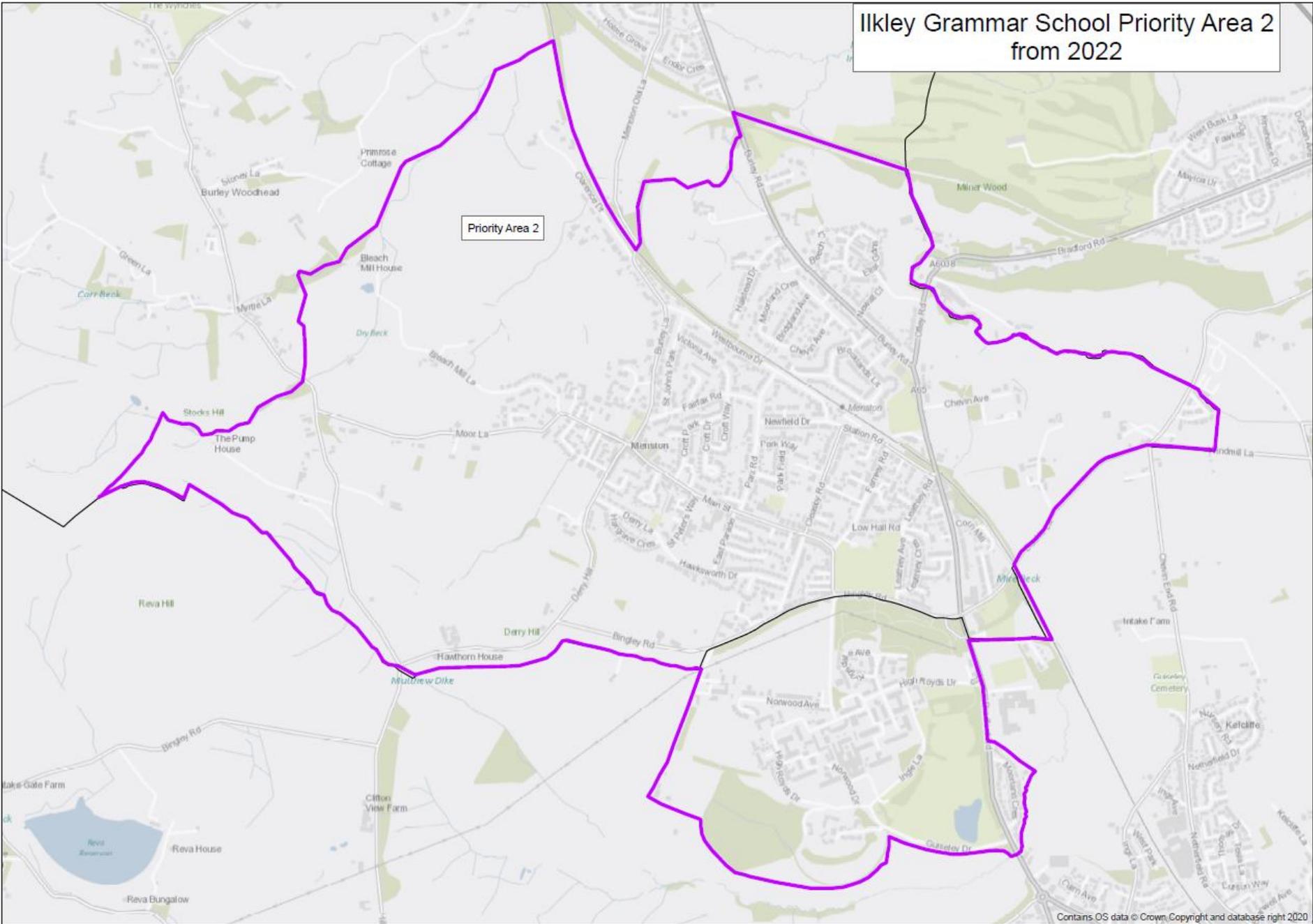
## **Admission Policy for Entry into Post-16 at Ilkley Grammar School**

The minimum entry requirement for admission to Post-16 is a minimum of 5 grade 4s or equivalent and above at GCSE, including English Language and /or mathematics, at grade 4 as well as meeting any subject specific entry requirements outlined in the prospectus. Details of the application process, can be found in the post-16 prospectus and on the school website.

Ilkley Grammar School Priority Area 1 and 2 from 2022



Ilkley Grammar School Priority Area 2  
from 2022



## **ADMISSION GUIDELINES**

### **I. How admissions work** (from the School Admissions Code)

- a) All schools **must** have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.
- b) Admission authorities **must** set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority **must** first publicly consult on those arrangements. If no changes are made to admission arrangements, they **must** be consulted on at least every 7 years. Consultation **must** be for a minimum of 6 weeks and **must** take place between **1 October** and **31<sup>st</sup> January** of the year before those arrangements are to apply. For example: for arrangements which are to apply to applications in 2021 (entry in September 2022), consultation **must** be completed by 31st January 2021. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.
- c) Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator by **15 May**. Any decision of the Adjudicator **must** be acted on by the admission authority and admission arrangements amended accordingly. The local authority will collate and publish all the admission arrangements in the area in a single composite prospectus.
- d) In the normal admissions round parents apply to Ilkley Grammar School via the local authority in which they live for places at their preferred schools. Ilkley Grammar School admissions are administered by Bradford. Parents are able to express a preference for at least three schools. The application can include schools outside the local authority where the child lives: a parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies **must** be offered a place. When oversubscribed, a school's admission authority **must** rank applications in order against its published oversubscription criteria and send that list back to the local authority. Published admission arrangements **must** make clear to parents that a separate application must be made for any transfer from nursery to primary school, and from infant to junior school.
- e) All preferences are collated and parents then receive an offer from the local authority at the highest preference school at which a place is available. For secondary schools, the offer is made on or about **1 March** (known as National Offer Day) in the year in which the child will be admitted. For primary schools, the offer is made on or about **16 April**, in the year in which the child will be admitted.
- f) Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority **must** set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

**2. Applications** are made on a common application form (CAF) that enables parents to express their preference for a place at any state funded school, with a minimum of 3 preferences in rank order, allowing them to give reasons for their preferences. While parents may express a preference for any state funded school – regardless of whether it is in the local authority area in

which they live - admission authorities **must not** give any guarantees that a preference will be met.

**3. A Waiting List** is maintained for the first term of the academic year of admissions with each added child ranked in line with the published oversubscription criteria. Priority **must not** be given to children based on the date their application was received or their name was added to the list. 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

#### **4. Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities **must**:

- allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This **must** include accepting a Unit postal address or quartering area address for a service child. Admission authorities **must not** refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;

**5. Children from overseas** - Admission authorities **must** treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this is available on the website of the Department for Education.

**6. Right to Appeal** - When the local authority on behalf of Ilkley Grammar School informs a parent of a decision to refuse their child a place at the school, it **will** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **will** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing.

#### **7. Fair Access Protocol**

The Academy Trust participates in the Fair Access Protocol operated by Bradford, in order to ensure unplaced children, especially the most vulnerable, are allocated a school place quickly. It cannot refuse to admit a child thought to be potentially disruptive or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

**8. Secretary of State's power of direction (Academies)** - Where a local authority considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene.

#### **9. Equality Act 2010**

a. This Act consolidates the law prohibiting discrimination, harassment and victimisation and expands the list of protected characteristics. All schools must have due regard to their obligations under the Act and review their policies and practices to make sure these meet the requirements of the Act, even if they believe that they are already operating in a non-discriminatory way.

- b. An admission authority must not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a student.
- c. An admission authority must not harass a person who has applied for admission as a student, in relation to their disability; race; or sex.
- d. An admission authority must not victimise a person in relation to a protected act either done, or believed to have been done by that person (e.g. bringing proceedings under the Equality Act 2010) in the arrangements and decisions it makes as to who is offered admission as a student.
- e. Admission authorities are also subject to the Public Sector Equality Duty and therefore must have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations in relation to persons who share a relevant protected characteristic and persons who do not share it.
- f. The protected characteristics for these purposes are: disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.
- g. Further guidance on the Public Sector Equality Duty is available on the website of the Government Equalities Office and from the Equality and Human Rights Commission.

## **IN-YEAR ADMISSIONS**

Since September 2013, there has no longer been a statutory duty on Local Authorities to co-ordinate in year admissions; however, in Bradford the Local Authority will continue co-ordinating in-year admissions due to pressure on school places and for safeguarding reasons. This also applies to Ilkley Grammar School in-year admissions.

This scheme has been prepared in accordance with School Standards and Framework Act 1998 as amended by the Education Act 2002 and the School Admissions (Co-ordination of Admission Arrangements) Regulations 2007 (as amended). The regulations states that all local authorities (LAs) must draw up a scheme which co-ordinates in-year admission applications covering all maintained schools in its area, including community, foundation, voluntary-aided, voluntary-controlled and trust schools and academies.

An 'in-year admission' is defined as admission to a school outside the normal transfer times or for a year group that is not the normal year of entry. All preferences for in-year admissions must be included on one common application form. The co-ordination of these applications and the offer of a place is the responsibility of the LA.

The scheme does not apply to nursery schools, special schools or sixth form applications.

### **A. Application Forms**

All Bradford Metropolitan District Council (BMDC) residents who wish to apply for an in-year admission for any maintained school must use the Bradford Authority common application form. This form, known as the '**In-Year Common Application Form**', is available from the Admissions Team, Education Bradford, Margaret McMillan Tower, Prince's Way, Bradford, BD1 1NN. A copy of the form can also be downloaded from the Council's website ([www.educationbradford.com](http://www.educationbradford.com))

- i. The in-year application form will ask parents to:
  - list up to five preferences for any type of school (including those in other local authorities) in rank order ;
  - give details of the child for whom the application is being made (address, date of birth, current school, relevant medical or special needs information or other social circumstances);
  - give details of siblings who currently attend the preferred schools;
  - give reasons for their preference; and
  - give details of the parent/carer completing the application and sign a declaration that they have parental responsibility.

Parents/carers will be asked to give reasons why they wish their child to transfer. Where a parent has requested a transfer to a school within the Bradford district or from another authority but has not moved house, they will also need to ask the child's current school to complete Part 2 of the form which asks for further information on the child to establish whether the transfer request should be dealt with through the Fair Access Protocol. If Part 2 is not completed, the form may be returned to the parent for them to discuss the transfer with the current school.

- ii. Parents must return the completed application form to the Admissions Team. If any school receives an application or a request for a place direct from the parent, whether the school has places or not, the application **must** be forwarded to the Admissions Team and/or inform parents of the application process and provide contact details for the Admissions Team or the website where they can download an application form. Schools may download application forms from the website and give them to parents to complete if they wish.

## **B Numbers on Roll**

All schools are required to communicate the availability of places to the LA when requested to do so. Admission officers will request updated numbers on roll in each year group from all schools on a regular basis, i.e. fortnightly. This will enable the Admissions Team to offer accurate advice to parents on the availability of school places in their area. In addition, schools should routinely inform the Admissions Team each time a child leaves the school and whether children allocated have been admitted.

## **C Application Procedures**

### **Applications for voluntary-aided, foundation, trust schools and academies**

- i. Where any schools listed on the in-year application form is a school where the governing body is the admission authority, the Admissions Team will forward details of the application, to the relevant school. This will be done within 10 days of receipt of the application and where the school is ranked higher than a community or voluntary-controlled school that could be offered.
- ii. The governing body (or delegated persons to determine the application), as the admission authority for VA, foundation, trust schools or academies, will determine whether the applicant can be offered a place at their school. If, at any one time, there are more applicants than there are places in the year group, the school's oversubscription criteria must be used to determine who will be offered the place.
- iii. Following receipt of the application details, the governing body must inform the Admissions Team whether the applicant can be offered a place within a maximum of **ten** school days. (If the year group is full, the school should inform the Admissions Team immediately.) The applicant's details may be kept on the school's waiting list if one is maintained.

- iv. Following receipt of the governing body's decision, the Admissions Team will write to the parent informing them of the outcome of their application within **five** school days. An offer of an alternative school will be made where appropriate.

#### **D. Offers of School Places**

- i. The Admissions Team will write to parents informing them of the result of their application within the timescales outlined above. The letter will be sent on behalf of the governing body of a voluntary-aided, foundation, trust school or academy where the offer of a place is at one of these schools and on behalf of another 'maintaining authority' where appropriate. Parents will be informed of their right of appeal.
- ii. Where the applicant for a Bradford LA school is resident in another LA, the decision letter will be sent by the applicant's home authority.
- iii. Once the school place has been determined, the Admissions Team will inform the relevant schools in writing that the offer has been made.
- iv. Parents will be required to complete and return an acceptance slip to the Admissions Team or the school within **seven** school days of the decision letter being sent. The school and/or the Admissions Team will contact parents to chase up any non-returns. If a parent refuses the offer or declines to accept the place offered within **ten** school days this will result in the place being withdrawn unless the parent has submitted an appeal. In this case, wherever possible, the offer will remain until the outcome of the appeal is known. If an appeal for the preferred school is refused, the case will be referred to the Education Welfare Service.

#### **E Admission to School**

Once a school place has been determined and the allocated school informed, the student should be admitted to the school within the following timescales:

- i) **Students new to the district or who have moved house**  
Students new to the Bradford district or who have had a significant house move (two miles under the age of eight, three miles over the age of eight) should normally be admitted to school within **ten** school days of the offer being made.
- ii) **Students transferring from another local school**  
The authority's *'Mid Term Transfer Policy'* states that students who are transferring from one local school to another may only do so at the beginning of a new term. Therefore, in the case of such applicants, the offer of the school place will be from the start of the following term after the application has been made unless in exceptional circumstances the child may be admitted sooner by agreement between the school, parent and the Admissions Team. Year group numbers will be amended to take into account the allocation and the reserved place.

#### **Exceptions**

Mid-term transfer of a student may only take place sooner than the start of the next term, if:

- the Headteachers of the current and receiving schools agree that it is in the best interests of the student that transfer should take place sooner;
- the student has moved house to live more than three miles from the present school (if the student is aged over eight years) or over two miles (if the student is aged under eight years);
- the student has been unable to transfer at the start of the term as a result of illness or for other reasons beyond the parents' control;
- the admission is into Year 7 and Reception only, where a place becomes available from the waiting list during the autumn term;

- it has been determined that the admission of the student comes under the 'Fair Access Protocol' or other significant circumstances apply making the child vulnerable; and
- the admission is due to a successful appeal heard by an independent appeals panel.

## **F Waiting Lists**

Parents are required to request that their child is placed on a waiting list for their preferred school(s). Schools which are their own admission authority may choose to keep a waiting list or not. All waiting lists must be maintained in the order of the oversubscription criteria unless a place is requested through the Fair Access Protocol. If places become available, schools must contact the Admissions Team who will write to the relevant parent to offer the place.

## **G Children with an EHCP**

Applications for children with an EHCP will be dealt with by the Special Educational Needs Team (01274 435750) who will liaise with parents and schools to determine which schools can meet the child's needs.

## **H Fair Access Protocol**

Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The Fair Access Protocol ensures that outside the normal admissions round, all schools admit their fair share of children with challenging behaviour and children who arrive outside the admissions round who may have difficulty securing a school place. In these circumstances, all schools may admit above their PAN. The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures, even following the outcome of an appeal.

## **ADMISSIONS FOR SCHOOL LED RESOURCED PROVISION (SRP)** **Previously known as a Designated Specialist Provision (DSP)**

### **School Led Resourced Provision for Autistic Spectrum Disorder (ASD) and Associated Communication and Interaction Difficulties**

The School Led Resourced Provision (SRP) for ASD and associated communication and interaction difficulties offers an enriched, individually orientated curriculum within an integrated setting where students can learn alongside their peers at a pace and with the support that suits their needs. The aim of the provision is to support pupils to gain independence in both their learning and their personal and social skills whilst encouraging them to achieve their academic potential and all-round personal best

#### **Framework for Inclusion**

The aim of the Resourced Provision is to provide an education appropriate to each students' needs within the mainstream curriculum. We provide students with a range of supported and suitable provision in order to access the full national curriculum. This includes access to extra -curricular activities, educational visits and social events as appropriate.

#### **Type and range of Provision**

The Resourced Provision promotes the development of students with a diagnosis of ASD or associated communication and interaction needs by providing an additionally resourced special educational service within a mainstream school. All students placed in the SRP for ASD or associated communication and interaction difficulties will have complex ASD or associated communication and interaction needs within a broad spectrum and will require specialist provision beyond that which is normally available within a mainstream school. As such, they must have a diagnosis of ASD or associated communication and interaction difficulties and an EHCP (Statement of Special Educational Needs) to be accepted into the unit.

#### **Student admission number**

The total number of places is 12 and our aim is to maintain a balance of student numbers across the year groups.

The resource is staffed by the Head of the SRP and support staff who are allocated to classes with SRP students as needed. They are trained and experienced in working with students with ASD and associated communication and interaction difficulties, and undergo ongoing training in order to fulfil their roles and provide appropriate and effective support. The provision is housed in a separate building at the front of school (previously known as 'the bungalow') with its own separate entrance. It has a suite of rooms and is self-contained with facilities providing a quieter environment. All students who are enrolled with the SRP have access to this suite either on an individual or small group basis for parts of their school day as appropriate. This includes breaks and lunchtimes when they are encouraged to bring their friends into the SRP with them.

Support and advice from the Educational Psychology service is ongoing. Other professionals including CAMHS, occupational therapy, social services and ACST are involved as necessary.

Home School Liaison is vital in order to maximise communication and for students to be able to achieve their Personal Best. Staff are available throughout the day if parents have concerns. Regular liaison also takes place through ClassCharts, by email and telephone as necessary.

Transition from primary school to secondary, or from another secondary, can be a stressful process for students and their parents. Transitions are managed by the Resourced Provision in consultation with the existing provision. Transition visits are made to the SRP by all new students with staff from the existing provision and visits to the existing provision are made by the SRP staff. The number and nature of the visits is individually tailored depending on needs.

Within 6 weeks of placement in the Resourced Provision an initial planning meeting is held. The purpose of the meeting is to discuss the settling in process and to plan the first year's educational arrangements. Parents meet with the Head of the SRP on this occasion. A review of the student's EHCP takes place at least annually, in accordance with guidelines and the SEN Code of Practice. These are held with parents and all relevant professionals are invited.

### **Admission Procedure**

Referrals for the Resourced Provision come via the Special Educational Needs Inclusion Panel which meets weekly at Education Bradford. Parents or professionals who are considering a SRP placement should first consult with their SEN Officer who will then make the necessary arrangements. SEN Bradford will consult with the SRP regarding the suitability of potential candidates for Resourced Provision places at the initial stages of the admissions process in accordance with the SEN Code of Practice.

# ADMISSIONS: POST 16 GUIDELINES

## Introduction

Students are at the heart of all we do and we are committed to helping our young people find appropriate courses of study post 16. The Post 16 provision at Ilkley Grammar School forms part of a wider authority 16-19 provision and we are continually improving our links with other schools and providers to enable this. Whilst we recognise that A levels do not suit all students, on our current site we are not in a position to offer a wider vocational curriculum.

Ilkley Grammar school has a largely academic post 16; we offer 31 level 3 programmes of study including 26 AS / A level courses alongside limited BTEC provision.

We expect all of our students to study at least 3 A levels or equivalent from the curriculum available, supplemented by a programme of enrichment or study of an additional qualification such as EPQ or Core Maths. Many of our students select to study 4 AS/A levels.

## Entry Requirements to Sixth Form

The minimum entry requirement for admission to Post-16 is a minimum of 5 grade 4s or equivalent and above at GCSE, including English Language and /or mathematics, at grade 4 as well as meeting any subject specific entry requirements outlined in the prospectus. Other qualifications may be accepted but are treated on an individual basis and if they allow access to appropriate courses.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the entry requirement if it is clear that they are capable of A-Level study. These exceptional circumstances are dealt with on an individual basis and only in consultation with our Post 16 Team. Examples of exceptional circumstances include long term illness, close family bereavement in the examination season etc.

## Application Procedure

- a) An open evening is held in November each year for prospective students and parents.
- b) All interested students will then be invited to a "Taster Day" where students can experience lessons at AS.
- c) Students are then asked to apply formally on the school's application form, which can be downloaded from the school website or obtained from the school. Students should attach evidence of their predicted grades at GCSE
- d) All applicants will be invited to a meeting which will provide guidance on particular courses; guidance will be personalised in line with the student's predicted grades and Year 11 mock examination scores.
- e) All applications must be submitted before the relevant year's closing date. The closing date for receipt of applications for the academic year will be published in advance each year and students notified.

## Oversubscription Criteria

All students who are currently on roll in Year 11 at Ilkley Grammar School will be offered places first if they achieve the entry requirements. It is anticipated that the number of external applicants the school can admit each year is 60.

Where there are more applications than places, students will be offered places (subject to meeting the entry requirements above), in the order of priority listed below:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order on roll in Year 11 at any school.
2. Students on roll in year 11 at IGS.
3. Students on roll in year 11 at other schools who live within the school's priority admission area\* and who have siblings who reside at the same address, who are at present in year 7-10 at IGS and who will still be attending IGS at the time of admission. (in-area siblings)
4. Other Year 11 students who are on roll at other schools who live in the school's priority admission area\*
5. Students on roll in Year 11 at The Skipton Academy
6. Students in Year 11 at other schools, living outside the priority admission area\* with siblings residing at the same address, who are at present in Year 7-10 at IGS and who will still be attending the school at the time of admission. (out of area siblings)
7. Students in Year 11 at other schools, living outside the priority admission area\* who live closest to the school as measured by a straight-line distance.

\*As the school has more than one school priority admission area, criteria 3 and 4 above will apply for the whole of priority one and then for the whole of priority two; if there are remaining unallocated places, criterion 5 will then be considered before criterion 6 and 7.

### **Late Applications**

Applications received after the closing date will be placed on a waiting list and will be considered after those received on time.

### **Offer of Places**

Students will receive a conditional offer in April. Applicants will be required to formally accept their place on GCSE results day in August. Any applicant who cannot be offered a place will also be notified.

### **Allocation to Courses**

This will be done on the basis of GCSE results achieved and subject specific criteria. Class sizes will be set appropriately for the nature of the subject.

### **Waiting Lists**

If there are more applicants than places, those applicants who have been unsuccessful may request to be placed on a waiting list which will be kept until December of that year. Places may become available, for example if students do not achieve the results they need or applicants decide to take up an offer of a place elsewhere. Any available places will be offered in accordance with the oversubscription criteria above.

### **Appeals**

Any unsuccessful applicant may appeal to an independent appeals panel. Parents or students wishing to do so should contact the Admissions Team at Education Bradford for an appeal form.