



**GUISELEY
SCHOOL**

Admissions Policy and Guidelines for Entry in September 2024

Approved on:	14 March 2023
Last Reviewed:	Spring 2023
Review Date:	Spring 2024
Governors' Committee:	Full Governing Body
Responsible Officer:	Deputy Headteacher – Pastoral

Please note: *An accessible version of this policy for family members with visual impairments is available upon request.*

Introduction

Guiseley School as a Foundation School has the authority to offer places to all students in Years 7 to 13. The Governing Body manage all admissions to the school with the exception of initial entry into Year 7. Guiseley School have agreed an Admissions Lead Governor to ensure admissions deadlines can still be met in line with local guidance. The Lead Admissions Governor has delegated authority to make decisions around admissions and will feed back to the full Governing Body.

When applying to start in the entry year (year 7), all applications are coordinated by local authorities across England. You apply to your home Local Authority (the council who you pay your council tax to) by the closing date of 31 October 2023. All offers will be made by your home Local Authority, on our behalf, on offer day of 1 March 2024.

The Headteacher or school-based staff are not authorised to offer a child a place for this year group.

The published admission number for Guiseley School is 240.

Important dates for admissions in September 2024:

- Applications for places in Year 7 open either online or by post on the 1 August 2023.
- The deadline for applications is the 31 October 2023.
- National offer day is the 1 March 2024, you will either receive an e-mail if you applied online or the offer will be posted on the 1 March by second-class post.
- The deadline for accepting offers for Guiseley School is the 20 March 2024, failure to accept an offer by this date may result in the place being withdrawn and offered to another applicant.
- Places are allocated from waiting lists and appeals from March 2024 to September 1st 2024.
- Waiting lists for Year 7 will be maintained throughout the academic year and offers made where places become available.
- All applications to Guiseley School after September 1st 2024 should be made directly to the school

This policy is updated for Academic Year 2024/25 and reflects up-to-date Local Authority guidance around admissions based on the Admissions Code 2021

Please note, any reference to 'we' through the policy refers to Guiseley School as the admitting school, any reference to 'you' refers to parents and families of children making applications.

Children with an Education Health and Care Plan (EHCP) will be admitted to Guiseley School where Guiseley School is named on the Education, Health and Care Plan.

Oversubscription Criteria:

We will offer places to children in the following order of priority:

Priority 1: Exceptional Need

- a) Children in public care or fostered under an arrangement made by the local authority (see note 1). This includes all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- b) Pupils without an EHCP but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at Guiseley School. (*See note 2*).

Priority 2: Siblings

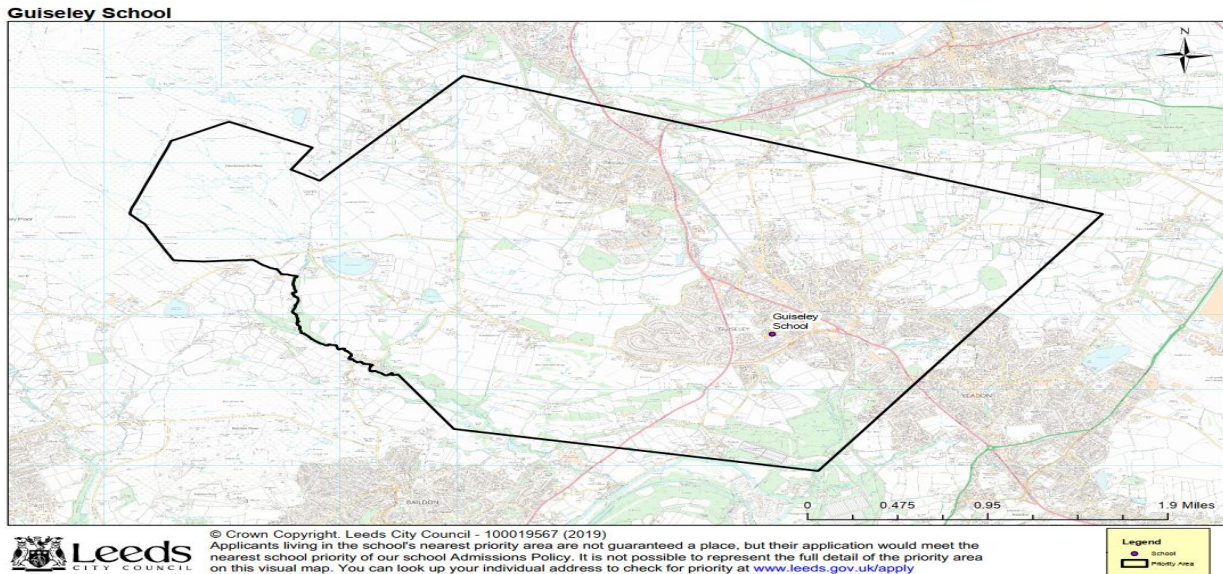
Children with older brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 3). Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

This priority will not apply where the older sibling joined the sixth form from a different school.

Priority 3: Nearest School

We will give priority to parents for whom Guiseley School is their nearest school. If we have more applications than there are places, we will offer places first to children living nearest to the school (measured in a straight line).

Leeds City Council introduced priority for those living nearest to Guiseley School when the Local Authority was the admission authority for the school. The area was created by drawing straight lines between Guiseley School and other Leeds schools who also offered this priority, but the area was defined by excluding any schools that prioritised admission on other grounds such as voluntary aided schools who prioritised on faith grounds. Our school continues to use this area as Guiseley School's nearest school area. You can see the area on a map below. If an address lies on the border, you can confirm whether the property falls into the 'nearest school' area by using the lookup up tool on <https://forms.leeds.gov.uk/schoolcatchment>



Please see Appendix one for enlarged version of map.

Priority 4: Other applications by straight line distance

If none of the other priorities apply, we will then prioritise all other families who chose Guiseley School. If we have more applications than there are places, we will offer places first to children based on straight line distance (*see note 4*).

Please note: that the priorities outlined above will be used the by Local Authority to support allocations to start at Guiseley in September 2024. The same priorities will be used to prioritise waiting lists for all year groups with no spaces following the start of the school year. For more information on in year applications, please go to page 7.

Note 1

Children who have been adopted from local authority care, children with a Child Arrangement Order and those with special guardianship immediately following being Looked After are children who will receive Priority 1a if:

- *they are children currently looked after by a local authority;*
- *children fostered under an arrangement made by the local authority;*
- *those who have been adopted from local authority care including if they have been in state care outside of England and ceased to be in state care as a result of being adopted;*
- *children who reside with a person named on a Child Arrangements Order immediately following being looked after by the local authority;*
- *those with a Special Guardianship Order immediately following being looked after by the local authority*

Where necessary, you must submit evidence of your child’s previously looked after status (a copy of the court order and evidence of being in local authority care) with your application.

Note 2

Priority 1b – Children with SEN, exceptional medical or mobility 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.

*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 can find out more on Leeds City Council's 'check if you need to submit extra information' page: [Click here](#).*

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*

Advice and support can be sought from the Leeds SEND Information Advice and Support Service on 0113 395 1222.

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

Leeds City Council uses the Local Land and Property Gazetteer (LLPG) to determine addresses. Leeds use a national computer system to run our school-admission system. As part of this system there is a program that measures the 'straight-line' distance from a defined point of the main school building to your home address. The point measured to at your home address is determined by the LLPG. This information provides coordinates for every dwelling. If unable to match your address with the gazetteer, then the centre of your dwelling will be used.

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots.

Address

For admission purposes, the home address is where the child usually lives with their parent or carer. Applicants must not give the address of a childminder or relative. Leeds City Council will investigate any queries about addresses and, depending on what is found may change the school offer made to your child. When an offer is made, it will assume your address will be the same in the following September as is currently on record. If you plan to move house, you must still give your current address. If you move house after the deadline of 31 October 2023 for Secondary places, you must tell Leeds City Council Admissions your new address as they may have to offer your child a place at another school.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the local authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

Late Applications

If you apply after the deadline, Leeds City Council Admissions cannot guarantee to consider your preferences at the same time as those received on time. Any applications submitted or changed after 28 November 2023 will be dealt with according to the Leeds Coordination Scheme and we will adopt any late dates they use.

Accepting Offers

Parents will be asked to accept the offer of a school place. This will not affect their position on any waiting list for a higher preference, or their right to appeal. Parents who do not wish to accept the offer, or do not accept the offer within a reasonable time, may have the place withdrawn.

Waiting List

After offers have been made on 1st March 2024, parents can ask to go on the waiting list for Guiseley School. All waiting lists will be held in criteria order of the admission policy. **The waiting list will close at the end of the academic year – July 2025.** Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy. Under the Admissions Code, children looked after and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Temporary School Site

If a school has to move to a temporary site for any reason, such as the building being damaged by a fire, distance measurements will be based on the school's permanent site.

Children educated outside of their chronological age group

A request may be made 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.

Parents should still apply in the normal admission round for 2024, and indicate their request on the preference form – 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. In addition, applications should be made by letter addressed to the Headteacher and any relevant accompanying evidence should be attached. These applications must be submitted to the School by the closing date.

These applications will be put before the Governing Body Admissions Panel who will consider the applications and notify the parents in writing whether the request is agreed. There is no right of appeal against a decision relating to admission out of chronological age.

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.

In-Year Transfers

Introduction

Guiseley School Governing Body will deal with all admissions enquiries from Years 8 to 13 and in year transfers that happen during Year 7.

The oversubscription criteria identified within this policy will be applied when determining any in year applications and will be applied in determining waiting lists for year groups where we are oversubscribed.

Full details about Guiseley School can be found on the website or in the school prospectus.

Procedure

- Applications should be made directly to [Guiseley School](#).
- If parents wish to talk through their application before making it then they should contact the school and ask to speak to the member of staff who has direct responsibility for admissions.

- The school application form (In Year Transfer Form) can be obtained from the School website, emailing the school or in person from reception.
- The form should be returned directly to school. If families wish to apply via Leeds City Council, they should submit the Leeds Online Application Form available on the Leeds City Council [website](#).
- Where an offer is made an appointment will be set up for parents and the student to meet members of the school staff. Guiseley School will seek to have the student on roll within five working days of this appointment to allow for form allocations, timetabling and options choices etc.
- If the Year group is fully subscribed the student's application will be placed on a waiting list. The position on the waiting list will be determined solely in accordance with the oversubscription criteria above. 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, children looked after and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.
- In the event a place is not offered, Guiseley School will write to the family outlining their reasons for refusal and giving the parents right to appeal.

Fair Access Protocol

As part of the co-ordinated admissions arrangements with the local authority, Guiseley School may accept hard-to-place pupils onto the school roll from time to time in accordance with the Fair Access Protocol agreement. These are special cases that fall outside the boundaries of this policy but are Governed by locally agreed Fair Access Protocols.

Published Admission Number

Guiseley School operates on a Published Admission Number of 240 in Year 7. The school then operates a prejudicial limit in subsequent years whereby curriculum, groupings and pastoral resources are allocated in line with current and historical numbers, transition to alternative educational providers at key transition points and the required timetable and logistical changes around the options processes. The Governing Body require school leaders to review and quantify the prejudicial limit for each Year Group annually.

The prejudicial limits for applications for entry in September 2024 are:

Year 8 – 240

Year 9 – 240

Year 10 – 225

Year 11 – 225

Sixth Form applications

Introduction & Entry Criteria

Guiseley School Sixth Form is one of the highest performing Sixth Forms in Leeds. We welcome applications from students who have attended other schools in Years 7-11.

Students will study for three or, in some circumstances, four A levels.

Further details about the Sixth Form can be found on the school website.

Guiseley School has a Pupil Admission Number (PAN) for Year 12 of 150.

Application procedure for external students

If a student wishes to apply for Guiseley School Sixth Form then they should apply using the application form that can be found on the Guiseley School website. Alternatively, if the student has access to the Start to Apply platform then they can use this to apply.

Application procedure for Guiseley School students

Guiseley School students wishing to apply for the Sixth Form must apply using the Start to Apply platform.

Entry requirements

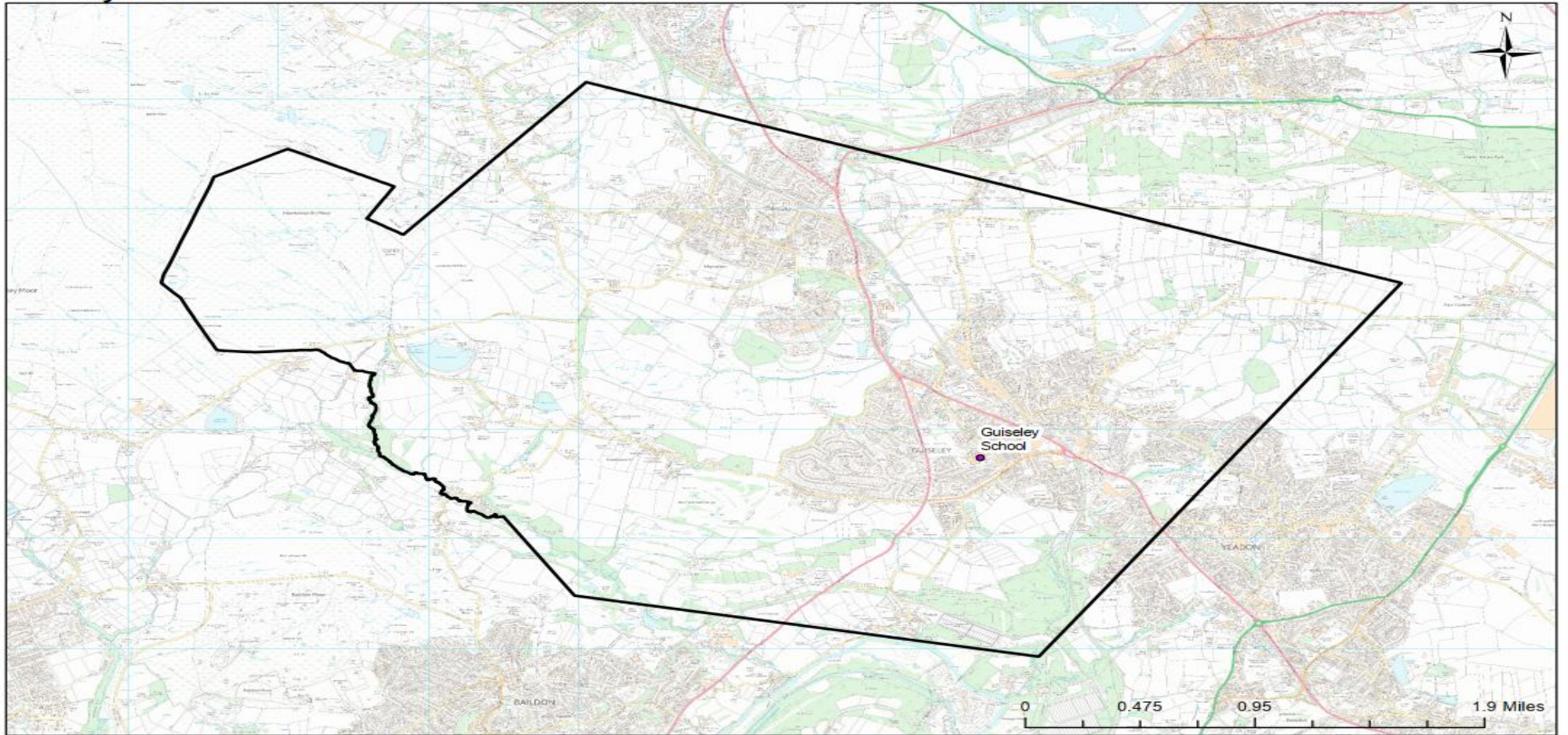
Five GCSEs Grade 5-9, this must include Maths **and** English Language or English Literature.

Students are expected to achieve a minimum of grade 6 in the subjects that they wish to study at post 16.

In subjects that students have not studied at GCSE we would expect a grade 6 in a subject similar in nature. Eg for Government and Politics we would expect a grade 6 in History.

Appendix 1

Guiseley School



© Crown Copyright. Leeds City Council - 100019567 (2019)

Applicants living in the school's nearest priority area are not guaranteed a place, but their application would meet the nearest school priority of our school Admissions Policy. It is not possible to represent the full detail of the priority area on this visual map. You can look up your individual address to check for priority at www.leeds.gov.uk/apply

Legend

- School
- ▭ Priority Area

Appendix 2

Equality, Diversity, Cohesion and Integration Screening

As a school via the public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. Please also take due regard of [Equalities considerations](#)

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

School: Guiseley School	Chair of Governing Board: Sharon Thandi
Lead person: Paul Clayton - Headteacher	Contact number: 01943 872315

1. Title: Guiseley School Admissions Policy
Is this a policy: <input type="checkbox"/> Yes
If other, please specify

2. Please provide a brief description of what you are screening
Admissions policy for school prepared in line with Admissions Code of Practice and consulted upon with all stakeholders. The outcomes that that are meant to be achieved by this policy are an equitable admissions process that sits alongside local arrangements for school admissions and clarity on which children will receive priority within the Leeds admissions cycle. The policy also seeks to address in year admissions, across year groups, and clarifies that the outlines 'priorities' will also apply to in year admission through our waiting lists.

3. Relevance to equality, diversity, cohesion and integration

All the school's policies affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		x
Have there been or likely to be any public concerns about the policy or proposal?	X See Key Findings	
Could the proposal affect how services are organised, provided, located and by whom?		x
Could the proposal affect our workforce or employment practices?		x
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 	x x x	

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?**

The main aims, objectives and purpose of the policy are to ensure clear, transparent and consistent guidance on the admissions process for Guiseley School consistent with the Admission Code and Leeds City Council processes.

Based on the Leeds Model policy this has been through a rigorous process of consultation with all stakeholders and Leeds City Council, Guiseley School Senior Leaders and School Governors. As part of this equality, diversity, cohesion and integration have been considered and this has also been evaluated by the governing body.

Integration outcomes are achieved through Priorities 1a and 1b as well as the legal entitlement for EHCP students and Fair Access Protocols

Equality and diversity processes are achieved through the ranking and ordering system done in partnership with LCC and the 'blind' nature of applying the rankings to the application cohort. Diversity is further supported through priority 4 which gives priority to families that choose Guiseley School as their first choice school, regardless of distance, postcode or location.

Both current and prospective students of Guiseley School, families of Guiseley students and prospective parents are expected to benefit from this policy which explains both process and criteria to prospective parents of the school.
<ul style="list-style-type: none"> • Key findings <p>(think about any potential positive and negative impact on different equality characteristics, , perception that the proposal could benefit one group at the expense of another)</p> <p>As outlined above, the agreed priorities ensure equality of access alongside continuing to promote diversity, cohesion and integration.</p> <p>While the Local Authority have expressed concern about the policy impact on the ability of local students to access local schools, our wider consultation, ongoing dialogue and the requirement of school to ensure a reduction in the ongoing deficit budget position, and the potential impact on school provision if that is not achieved. On balance, the changes made to this year’s policy better protect the provision, and therefore the ongoing equality of offer and integration of students with diverse backgrounds, experiences and educational needs.</p>
<ul style="list-style-type: none"> • Actions <p>(think about how you will promote positive impact and remove/ reduce negative impact)</p> <p>No further actions.</p>

5. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Paul Clayton	Headteacher	14.03.2023
Ali Hodrien	Admissions Governor	14.03.2023
Paul Carney	Deputy Headteacher	14.03.2022

6. Publishing	
This screening document will act as evidence that due regard to equality and diversity has been given.	
For record keeping purposes a copy will be kept on file with a copy of the policy and one with the governor minutes.	
Date screening completed	14/3/2022
Date agreed at Governors	Ratified at 29/3/22 FGB