



Admissions Policy and Guidelines for Entry in September 2027

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| Approved on | Autumn Term 2025 |
| Reviewed on | Autumn Term 2025 |
| Next review | Autumn Term 2026 |
| 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.

1. Introduction

Guiseley School as a Foundation School has the authority to offer places to all students in Years 7 to 13. The Governing Body have oversight of all admissions to the school except for initial entry into Year 7. As a school who has opted into the co-ordinated scheme the administration of admissions enquiries will be managed by Leeds Local Authority. 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 2026. All offers will be made by your home Local Authority, on our behalf, on offer day which is 1st March 2027.

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 2027:

- Applications for places in Year 7 open either online or by post on the 1 September 2026.
- The deadline for applications is the 31 October 2026.
- National offer day is the 1 March 2027, 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 parents/carers to accept their offer from Guiseley School is the 14 March 2027, failure to accept an offer by this date may result in the place being withdrawn and offered to another applicant.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 1 March 2027 to 1 September 2027.
- 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 1 September 2027 should be made directly to the school

This policy is updated for Academic Year 2027/28 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, stepbrother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

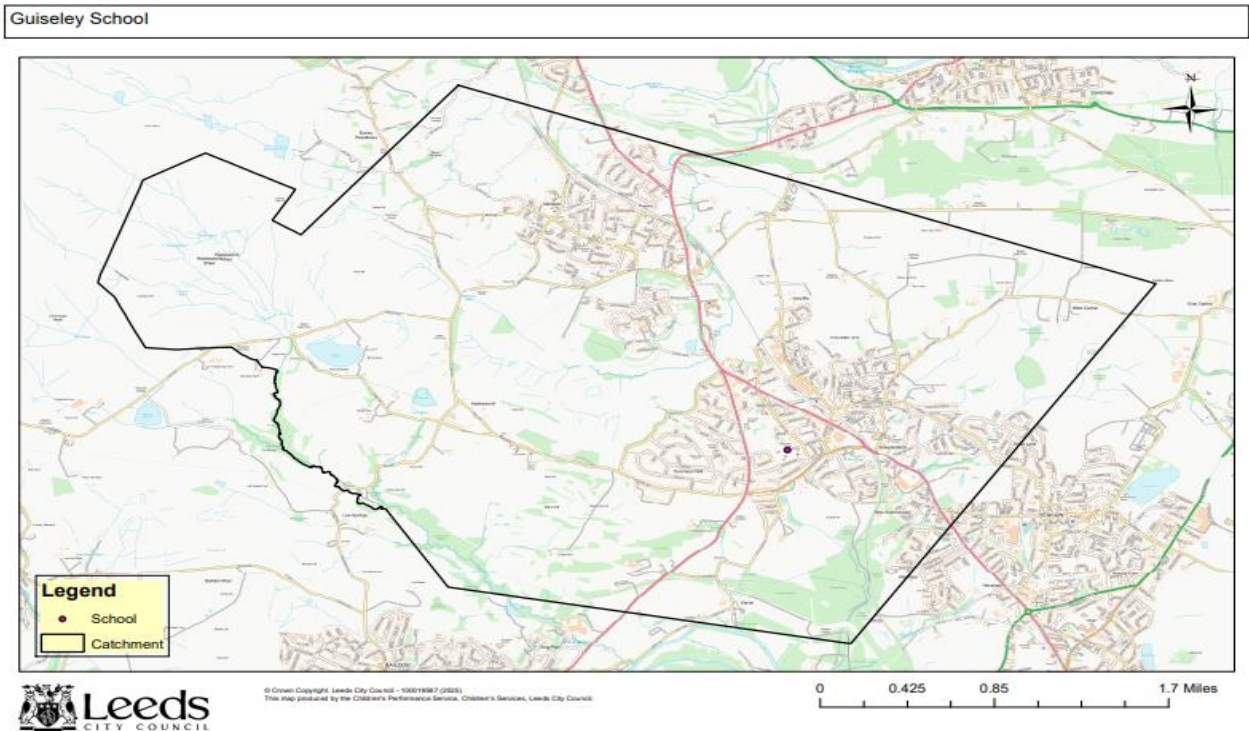
This priority will not apply where the older sibling joined the sixth form from a different school.

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 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 2027. 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, stepbrother 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 uses 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 2026 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 31 October 2026 will be dealt with according to the Leeds Co-ordination 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

We hold a waiting list after national offer day. How to add your child to a waiting list will be explained in the offer or decision letter you are sent.

If your child is added to a waiting list after offer day and a place becomes available before the new school year starts, the Local Authority will automatically allocate the place at your higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if you have accepted that place.

We hold waiting lists for all the year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in the school's admission policy (the rules for prioritising places)
- each time a child is added or removed, the list is ranked again and your child can move down if another child meets higher criteria
- the waiting list will close at the end of the academic year (July). You must reapply for a new school place to be on the list the following year
- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority 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 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 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.

Moving Schools (in-year applications)

Introduction

From September 2024 Leeds started an in year co-ordinated scheme approach to admissions with schools having the choice to opt in or opt out and take responsibility for their own admissions. Guiseley School decided to opt in for the academic year 2025/26 and will make an annual decision on how they wish to proceed for the following academic year.

Guiseley School Governing Body will have oversight of all admissions enquiries from Years 8 to 13 and in year transfers that happen after the start of the school year in September of Year 7. As a school who has opted into the co-ordinated scheme the administration of admissions enquiries will be managed by Leeds Local Authority.

Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

Find out more about in-year applications, including current vacancies at www.leeds.gov.uk/moveschools and on our website: <https://www.guiseleyschool.org.uk/about-guiseley/admissions>

Procedure

- Applications can 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 parent/carers 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.

Quality impact statement:

A quality impact statement will be included whenever there is a material change to this policy. Previous quality impact statements are available from the school on request.

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 three or, in some circumstances, four A levels. We offer over 30 Level 3 courses, including A Level and Cambridge Technical courses, the EPQ, Sports Leaders and Arts Award. All Year 12 students will also conduct work experience placements.

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

Guiseley School is a foundation school and is its own admissions authority.

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

Application procedure

An open evening will be held in November for students and parent/carers

Students apply formally directly to the school on the school's application platform by 31st January.

Students who have applied will be invited to attend 2 Taster Days where they experience being a Sixth Form student including attending Sixth Form lessons.

All applicants will be invited to interview with a member of the Sixth Form team. This will include advice and guidance around subject choices based on students predicted grades and aspirations.

All applications must be submitted before the relevant year's closing date (which will be published in advance on the school's website)

Conditional offers for places will be sent in March/April.

On GCSE results day, all applicants will need to formally accept their place through the school's application portal. Students from external schools will need to upload their statement of results at this time.

Allocation to courses

Students must achieve the entry requirements for each subject to be placed on the course.

Late Applications

All applications must be submitted before the relevant year's closing date (which will be published in advance on the school's website). Late applications will be placed on a waiting list and considered after those who submitted their application on time.

SEN Students

Under section 324 of the Education Act 1996, students with an EHCP that names the school will be admitted. This relates only to students who have undergone statutory assessment and where the final EHCP has been issued and takes into account the Year 12 entry requirements.

International Students

Eligible students from outside England and Wales can apply for a place in the Sixth Form. If students do not have GCSE qualifications, they must provide evidence of equivalent qualifications as well as a functional level of spoken and written English.

Entry Requirements

Each year entry requirements and available pathways will be published ahead of the opening of the application process on the school website and in the sixth form prospectus.

Over subscription criteria

All internal applicants who attended Guiseley School in Year 11 and are anticipated to meet the academic entry requirements for that year of entry (as published on the school website) will be issued with a conditional offer.

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 31st October that year. Places will be allocated based on the oversubscription criteria below:

Priority 1 - Looked after children and all previously looked after students who are anticipated to meet, the academic entry requirements.

Priority 2 - Students who will have a sibling on the school roll in September of the year they start in Year 12, who are anticipated to meet the entry requirements.

Priority 3 - Students engaging in the Pro-Elite Football Academy, who are anticipated to meet the entry requirements.

Priority 4 - Students in Year 11 at other schools will be offered places based on students living nearest to the school (measured in a straight line)

*** please note that a conditional offer refers to the conditions of entry requirement and oversubscription criteria being met in the event of PAN being exceeded ***

Appeals

If an application is refused, there is a statutory right of appeal to the Governors Appeal Panel, then the Independent Appeals Panel.

In year transfers

The normal admissions round for students is from 31st January up until the start of the new school term.

Students are able to apply for late entry, or transfer from an existing provider to Guiseley School Sixth Form until 31st October of Year 12.

Students attending other schools in Year 12 can apply for a place in Year 13 as long as the following criteria are met:

- transferability of their Level 3 courses

- that the year group is below PAN
- that places are available in subject classes
- applicant's results from internal and external examinations taken in Year 12 meet entry requirements.

Applicants will need to provide evidence that they can successfully complete all courses.

Appendix 1

Guiseley School

