

# Lees Brook Academy

## Admission Arrangements 2023/24

### Introduction

This document sets out the admission arrangements for Lees Brook Community School

Archway Learning Trust (hereafter referred to as the Trust), which is its own admission authority, has responsibility to ensure that the admission arrangements complies with the School Admissions Code and School Admissions Appeal Code, and is implemented objectively and fairly.

### Admission number(s)

Lees Brook Community School has an admission number of **219** for entry in year 7.

The Academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, all those who have applied will be offered a place at the Academy.

### Application Process (How to apply)

Admission to Lees Brook Community School is carried out as part of the home authority's co-ordinated admission arrangements.

If you live in Derby City and you are applying for a secondary school place in September 2023 you can apply online by visiting [www.derby.gov.uk/secondary](http://www.derby.gov.uk/secondary) or request an application by contacting 01332 642725 or via email [secondary.admissions@derby.gov.uk](mailto:secondary.admissions@derby.gov.uk).

If you live outside Derby City, you must complete your home authority's application form.

Notification of school allocation will be made by the home local authority on National Offer Day. For September 2023 entry, the National Offer day is **1st March 2023**.

### In-year applications

In-year admission are to be made directly to the School, you should contact Lees Brook Community School by email: [schoolinfo@leesbrook.co.uk](mailto:schoolinfo@leesbrook.co.uk), phone: 01332 671723 or complete an in-year application form available from [www.leesbrook.co.uk](http://www.leesbrook.co.uk)

### Admission of children outside their normal age group

Parents may request that their child be admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the Trust will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account the views of the Principal / Headteacher and any supporting evidence provided by the parent.

## Oversubscription criteria

When the School receives more applications than there are places and the School is oversubscribed, after the admission of pupils with an Education, Health and Care plan (EHCP) naming the School, priority for admission will be given to those who meet the criteria set out below in priority order:

- 1) <sup>1</sup>Looked after children or a children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted.
- 2) Priority will next be given to the <sup>2</sup>children living in the catchment area served by the school and have a <sup>3</sup>sibling who will be on roll at Lees Brook at the at the time of admission.
- 3) Priority will next be given to children living in the catchment area at the time of admission. *For those families who move after the closing date, but before the offer date, the Trust and/or Local Authority will assess applications from the address where the parents were living at the closing date, and reassess applications on the National Offer Date.*
- 4) Priority will next be given to children who do not live in the catchment area served by the school but who have brothers or sisters attending the school at the time of their admission.
- 5) Priority will next be given to children who children whose parents have stated Lees Brook Community School as a preference on the common application form.

## Tiebreaker

In the event that two or more applicants meet the admissions criteria equally, priority will be given to the child living nearest the School, measured by a straight line. The line will be measured from the home address to the School using the national Ordnance Survey set points.

## Late Applications

Applicants that name Lees Brook Community School as a preference on the common application form but did not return the form to Derby City Education Authority by the closing date will be allocated places where available after the on time applications have been allocated. Places will be allocated in the same order of priority as for categories 2 – 5, where there is a tie-breaker the above tiebreaker will be applied.

## Waiting Lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. 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.

## **In-Year Admissions:**

Applications for in-year admissions should directly to Lees Brook Community School. If a place is available and there is no waiting list then a place will be offered to the applicant. If more applications are received than there are places available then applications will be refused and will be ranked in accordance with the over subscription criteria for the relevant year. Application that are refused are entitled to appeal to an independent appeal panel.

## **Arrangements for appeals panels**

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Clerk to the Appeals Panel, Lees Brook Community School, Morley Road, Derby, DE21 4QX within 20 school days of the refusal.

## **Fair access protocol**

The School Admissions Code requires all local authorities to establish in-year fair access protocols to ensure that access to education is secured quickly for children who have no education place, and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. The code requires that all educational settings and academies must participate in their local authority's protocol in order to ensure that unplaced children are offered a place at a suitable educational setting as quickly as possible. This includes admitting children above the published admission number to schools and academies that are already full. Lees Brook Community School and the Trust will participate fully in the Derby City Council's fair access protocol.

**Notes:**

**1. A looked after or previously looked after child** 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**2. Children living in the catchment area** are children residing in a defined geographical area, which the School serves. If you want to know which catchment area you live in, contact the Admissions Team on 01332 956988.

**3. Sibling** includes stepchildren that are living in the same household. Stepchildren are defined as children whose biological parent / legal guardian marries a person who is not the child's biological parent.

**4. Home Address** The child's place of residence is taken to be the parental home, other than in the case of children fostered by local authority, where either the parental address or the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 school nights, i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be the place of residence, even when the child stays there for all or part of the week.

Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live thereafter the time of admission. Informal arrangements, even between parents, will not be taken into consideration. Proof of residence from the courts regarding parental responsibilities in these matters may be sought.