



Admissions Policy

1. This document sets out the proposed admission arrangements for Batley Grammar School (referred to as the Free School) in accordance with Annex B to the Funding Agreement between Batley Grammar School and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. References in this document to “parents” include guardians and carers.

2. The Free School will act in accordance with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. References in the codes to admissions authorities shall be deemed to be references to the Free School. In particular the Free School will take part in the Admissions Forum set up by Kirklees and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Kirklees.

3. Notwithstanding these arrangements, the Secretary of State may direct the Free School to admit a named pupil to the Free School on application from a LA. Before doing so the Secretary of State will consult the Free School. The proposed Free School will be an all-through school.

Admissions arrangements approved by the Secretary of State

4. The Free School will have the following agreed admission numbers for the academic year 2011/12 and subject to any changes approved by the Secretary of State for subsequent years:

a) The agreed admissions for Year 7 of the secondary phase (11-18) will be 60. That is the number of places that will be offered annually and applies only to those applicants being admitted from outside the Free School. If fewer than 24 of the Free School's own Year 6 pupils transfer from Year 6 to Year 7, additional external pupils will be admitted until Year 7 meets its capacity of 84;

b) The agreed admissions for Reception of the primary phase (4-11) will be 24. That is the number of places that will be offered annually.

5. For the academic year 2011/2012 pupils of the predecessor school will, subject to complying with any applicable requirements, be entitled to transfer to the Free School if their parents make an application to the Free School for them to do so.

6. The Free School may set a higher admission number than its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, the Free School will consult those listed in the annual consultation procedure at paragraph 34 below. Pupils will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

7. Applications for places at the Free School for the academic year 2011/2012 will be made directly to the Free School (as requested by the LA) and will not be part of Kirklees coordinated admissions arrangements. This arrangement was advised by the LA admissions team in December 2010.

8. Applications for places at the Free School from September 2012 will be made in accordance with Kirklees co-ordinated primary and secondary admission arrangements and will be made on the Common Application Form (CAF) provided and administered by Kirklees. The Free School will also ask parents to complete a Registration Form, where sufficient information for the consideration of the application is not available from the information supplied in the Common Application Form. Parents should submit the SIF to the Free School at the same time as they submit the CAF to the Local Authority.

9. The Free School will use the following timetable for applications each year (**exact dates may vary from year to year**) which, whenever possible, will fit in with the common timetable agreed by the Kirklees Admissions Forum:

a) September - The Free School will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2011 for admission in September 2012). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Free School will also provide information to Kirklees for inclusion in the composite prospectus, as required;

b) September/October - The Free School will provide opportunities for parents to visit the Free School;

c) October/November – Common Application Form (CAF) to be completed and returned to the Local Authority to administer. Registration Form to be returned to the Free School.

d) Local Authority to send applications to Free School;

e) Free School holds a day when all year 6 applicants (internal and external) can sit the fair banding assessments;

f) Late December/Early January – The Free School sends the list of pupils to be offered places to Kirklees;

g) February - Kirklees applies agreed scheme for own schools, informing other LA's of offers to be made to their residents; and

h) 1st March (year 7) and 20th April (primary phase) - offers are made to parents.

Consideration of applications (primary and secondary)

10. The Free School will consider all applications for places for the primary and secondary phases. Where the number of applications is not more than the published admission number, the Free School will offer places to all those who have applied.

11. Children attending Nursery at the Free School's predecessor school in the academic year 2010/11 will have priority for primary phase places for the academic year 2011/12. Priority **will not** be given from the academic year 2011/12 onwards.

12. Children in Year 6 of the primary phase whose parents wish them to continue at the Free School in Year 7 are entitled to do so without further application (if their parents make their wishes known via an application to the Free School).

Banding

13. Banding will be applied to all the Year 7 applications to ensure a comprehensive intake. All applicants will be placed into 1 of 5 ability bands based upon the score achieved in the GL Assessment Non Verbal Reasoning test, which will be taken by all Year 7 secondary transfer applicants to the Free School.

14. Applicants will be placed in bands, such that, wherever possible there are an equal number in each band and, wherever possible, an equal proportion will be selected from each band

Procedures where the Free School is oversubscribed (primary phase)

15. Where the number of applications for admission is greater than the number of places available, applications for the primary phase will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Free School is named on the statement, the following criteria will be applied in the order in which they are set out below:

a) Children who are in public care at the date of the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it in accordance with section 22 of the Children Act 1989 at the time they are admitted to the Free School;

b) Pupils for whom it is essential to be admitted to the primary phase or the secondary phase because of special circumstances to do with significant medical or social needs evidenced by written professional advice. The definition of what constitutes medical or social needs is "Batley Grammar School is the only school that can meet the child's needs".;

c) Pupils who, on the date of admission, will have an older sibling in Reception to Year 11 of the Free School. Within this criterion priority will be given to children with a sibling in the primary phase (reception to year 6) ahead of children with siblings in Years 7-11. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins, who will be living permanently with them at the same address at the date of their entry to the Free School. Parents will be required to produce birth certificates of both siblings to prove relationship.

d) If a tie-break is necessary in criteria 15(c) then the place will be offered to children living nearest to the Free School on the close of the admission application date. **The distance will be measured as the direct line distance ('as the crow flies') between the child's permanent address to the Free School's main entrance in Carlinghow Hill. The school will use a Global Positioning System (GPS) based Geographic Information System (GIS) to establish straight line co-ordinate point to point distance between home and school gate. The distance is measured to the exact Ordnance Survey point of each applicant's home. A child's permanent address is where he or she normally lives and sleeps and goes to school from;**

e) If a tie break is necessary in criteria 15(d) to determine who is admitted, criterion 15(f) will be used;

f) The remaining places in the primary phase will be offered to pupils living nearest to the Free School on the close of the admission application date. **Distance is measured in a straight line from the child's home address to the school. Measurements are calculated using six-figure National Grid co-ordinates taken from the National Land and Property Gazetteer. This grid reference refers to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey Master Map. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties, like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within one metre. A child's permanent address is where he or she normally lives and sleeps and goes to school from;**

Procedures where the Free School is oversubscribed (secondary phase)

16. Where the number of applications for admission, in each band, is greater than the number of places available in that band, applications for the secondary phase will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Free

School is named on the statement, the following criteria will be applied, to each band, in the order in which they are set out below:

- a) Children who are in public care at the date of the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it in accordance with section 22 of the Children Act 1989 at the time they are admitted to the Free School;
- b) Pupils for whom it is essential to be admitted to the secondary phase because of special circumstances to do with significant medical or social needs evidenced by written professional advice. The definition of what constitutes medical or social needs is "Batley Grammar school is the only school that can meet the child's needs".;
- c) Pupils who, on the date of admission, will have an older sibling in Years 7 to 11 of the Free School. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins, who will be living permanently with them at the same address at the date of their entry to the Free School. Parents will be required to produce birth certificates of both siblings to prove relationship.
- d) If a tie-break is necessary in criterion 16(c) then random allocation will be applied by allocating each applicant a number which will be randomly sorted by a computer programme. The process will be overseen by an independent scrutineer;
- e) The remaining places will be offered by random allocation. Random allocation within each of the 5 bands will be applied by allocating each applicant a number which will be randomly sorted by a computer programme. The process will be overseen by an independent scrutineer.

17. If false or misleading information is used to gain entry to the Free School, the offer of a place may be withdrawn.

Operation of waiting lists

18. Where in any year the Free School receives more applications for places than there are places available, a waiting list will operate. This will operate until the end of the first term. This will be maintained by the Free School 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. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 15 and 16 above (as applicable). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admission to Post-16 provision

19. The Free School will operate a co-educational sixth form for 112 students in September 2011. The admissions for year 12 of the secondary phase (11-18) will be 20. That is the number of places that will be offered in 2011 and applies only to those applicants being admitted from outside the Free School. If fewer than 36 of the Free School's own Year 11 pupils transfer from Year 11 to Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 56. The Free School has adopted specific criteria in relation to minimum academic entrance requirements for admission to the Post-16 provision. These criteria are the same for both internal and external applicants.

20. When the sixth form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

21. When there are more external applicants who satisfy any academic requirements than places available, then the oversubscription criteria in paragraph 16 will apply in order.

22. The Free School will admit any statemented pupils meeting the minimum academic entry requirements in whose statement the Free School has agreed to be named.

23. The Free School will publish, at the beginning of the academic year prior to admission (e.g. September 2011 for those seeking admission for September 2012) academic entry criteria. At the same time it will publish specific minimum requirements for individual courses. These academic entry requirements form part of the admission arrangements and will be published in the Free School's sixth form literature accompanying the prospectus. This information will also be published on the Free School website.

24. The academic entry criteria will be based upon GCSE grades or other measures of prior attainment. Details relating to the predicted or prior attainment for external applicants will be required on a Registration Form.

25. If eligible internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

26. Places in individual subjects will be limited by the availability of specialist and teaching resources. Priority will be given to eligible pupils who have studied in the Free School's Year 11. Those eligible pupils not offered a place on the course of their choice (either because they have not met the specified required grade for the course or because the course is full) will be offered an alternative if possible.

27. Unsuccessful external applicants and those existing Batley Grammar School - Free School pupils refused progression into the sixth form will have the right to appeal to an independent Appeals Panel.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the Free School

28. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for academic years other than the normal academic year of entry, the Free School will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available then the relevant oversubscription criteria in paragraphs 15 a-f shall apply for the primary phase and in paragraphs 16 a-e for the secondary phase.

29. Admission to such year groups without a published admission number will be based upon; the size of teaching groups already existing in the Free School and the efficient use of resources, up to a combined limit for the Free School and the child's ability to access the curriculum in these years through reasonable modifications. However, each year group in both the primary and secondary phases that has been automatically transferred from the predecessor school will have a maximum capacity of not more than the planned capacity for each subsequent Free School cohort.

Arrangements for admission of pupils as the Free School builds to its full capacity

30. The Free School will open on 1 September 2011 with published admission numbers relating solely to pupils in Year 7, and Reception.

31. Admission to year groups without a published admission number will be based upon the size of teaching groups already existing in the Free School and the efficient use of resources.

Exclusions from other schools

32. Notwithstanding any other provision of this document, the Free School may refuse admission to applicants who have been excluded from two or more other schools where one of such exclusions took place within the two preceding years. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. The Free School may also refuse admission to a child (other than in the normal year of entry) in the specific and limited circumstances described in the statutory Code of Practice. In all the circumstances described in this paragraph, however, the Secretary

of State may direct the Free School to admit such a child and that direction shall be binding on the Free School.

Appeals

33. Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Free School. The appeal panel will be independent of the Free School. The arrangements for appeals will be in line with the Code of Practice on Schools Admissions Appeals (the "Code") published by the Department for Education as it applies to Foundation or Voluntary Aided Schools. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties. The Free School will prepare guidance for parents about the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process.

Annual procedures for determining admissions arrangements consultation

34. The Free School shall consult each year on its proposed admission arrangements. The Free School will consult by 1 March:

- a) Kirklees (the local LA);
- b) The admissions forum for the LA;
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation;
- e) Affected admissions authorities in neighbouring local authority areas.

Determination and publication of admission arrangements

35. Following consultation, the Free School will consider comments made by those consulted. The Free School will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

36. The Free School will publish its confirmed admission arrangements each year once these have been determined, by:

- a) Copies being sent to the offices of Kirklees;
- b) Details being made available on the Free School website;
- c) Copies being made available without charge on request from the Free School;
- d) Copies being sent to public libraries in the area of Kirklees for the purposes of being made available at such libraries for reference by parents and other persons.

37. The published arrangements will set out:

- a) The name and address of the Free School and contact details;
- b) A summary of the admissions policy, including oversubscription criteria;
- c) A statement of any religious affiliation;
- d) Numbers of places and applications for those places in the previous year;
- e) Arrangements for hearing appeals.

Representations about admission arrangements

38. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Free School about its admission arrangements, the Free School will consider such representations before determining the admission arrangements. Where the Free School has determined its admission arrangements and notified all those bodies whom it has consulted and any of

those bodies object to the Free School's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Free School. Where he judges it appropriate, the Secretary of State may direct the Free School to amend its admission arrangements.

39. Those consulted have the right to ask the Free School to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Free School to increase its proposed published admissions number. The Secretary of State will consult the Free School and will then determine the published admission number.

40. The Secretary of State may direct changes to the Free School's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed published admissions number.

Proposed changes to admission arrangements by the Free School after arrangements have been published

41. Once the admission arrangements have been determined for a particular academic year and published, the Free School will propose changes only if there is a major change of circumstances. In such cases, the Free School must notify those consulted under paragraphs 36 and 37 above of the proposed variation and must then apply to the Secretary of State setting out:

- a) The proposed changes;
- b) Reasons for wishing to make such changes;
- c) Any comments or objections from those entitled to object.

Need to secure Secretary of State's approval for changes to admission arrangements

42. The Secretary of State will consider applications from the Free School to change its admission arrangements only when the Free School has notified and consulted the proposed changes as outlined at paragraphs 36 and 37 above.

43. Where the Free School has consulted on proposed changes the Free School will secure the agreement of the Secretary of State before any such changes can be implemented. The Free School will seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

44. The Secretary of State can approve, modify or reject proposals from the Free School to change its admission arrangements. Records of applications and admissions shall be kept by the Free School for a minimum period of five years and shall be open for inspection by the Secretary of State.