



## Royds Hall

# Admissions Policy 2020-2021

School Version	1.1
Name of document writer	Jenny Carr
Last updated	
Review date	
Approval by Local Governing Body	

## Secondary

Secondary – Ad

Executive

Royds Hall

---

Website: [www.roydshall.org](http://www.roydshall.org)

- The governing body decides admission arrangements.
- The Published Admission Number of Year 7 places available for the 2020/2021 school year will be 172.

### 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 for deferment should be made by letter addressed to the Headteacher of Royds Hall and any relevant accompanying evidence should be attached. These applications must be submitted by the closing date.

Applications will be put before the Academy's Governing Body, who on behalf of the SHAREMAT Board, 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.

### Application process

- a) Arrangement for applications for places at Royds Hall Community Academy will be made in accordance with Kirklees local authority coordinated admission arrangements, as published in the LA's booklet, 'Guide for Parents' <https://www.kirklees.gov.uk/beta/admissions/apply-secondary-school-place.aspx>.
- b) An applicant must complete the Secondary Common Application Form (SCAF), supplied by their home Local Authority and return it as instructed by the Local Authority.
- c) If the number of preferences received is less than the admission number then all preferences will be met.
- d) If there are more applications than places available at Royds Hall the oversubscription criteria will be applied
- e) It is very important that the form is returned by the closing date because forms received after this date will be treated as 'late'. Late applications are not dealt with until all those received on time have been through the application process.

## **Oversubscription criteria**

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria which are considered in strict order of priority:

1. Children in public care (looked after children) and children who were previously looked after (note 1).
2. Children who live inside the PAA<sup>1</sup> (priority admission area) and attend Beech Primary (note 2).
3. Children who live inside the PAA<sup>2</sup> (priority admission area) who have a brother or sister attending from the same address at the date of admission (sibling rule).
4. Children who live in the school's PAA.
5. Children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule). NB: (brother or sister means; a child with at least one natural or legally adopted parent being the same person). Original documents may be requested by the Data Manager.
6. Children who live outside the school's PAA but attend Aspire Co-operative Learning Trust School
7. Children who live outside the school's PAA.

## **Special Education Needs**

Royds Hall shall ensure that children with an Educational Health Care Plan are admitted on an equal basis with others in accordance with its Admissions Policy. Where a Local Authority proposes to name Royds Hall in an Educational Health Care Plan made in accordance with section 324 of the Education Act 1996, Royds Hall shall consent to being named.

The exception to this is where admitting the child would be incompatible with the provision of efficient education for other children, and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children, Royds Hall shall have regard to the relevant guidance issued by the Secretary of State to maintained schools. In the event of any disagreement between Royds Hall and the Local Authority over the proposed naming of Royds Hall in a statement, Royds Hall may ask the Secretary of State to determine whether Royds Hall should be named.

## **Tie breaks**

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest the Academy. Straight line distance will be used to measure. Distance is measured in a straight line from a child's home address to the academy. Measurements are calculated using seven-figure grid references for each address taken from Ordnance Survey ADDRESS-POINT® data, this is supplied by Kirklees Local Authority. This grid reference relates 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 Land-Line data. For smaller, residential properties the grid reference denotes a point near the centre of the building. For larger properties, like schools with, for example, multiple buildings and large

---

<sup>1</sup> Priority Admission Areas for all schools have been agreed and determined by Kirklees Local Authority

<sup>2</sup> Priority Admission Areas for all schools have been agreed and determined by Kirklees Local Authority

grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

### **Notification of offer of place**

The formal offer of a place will come from the Local Authority, on behalf of Royds Hall.

### **Waiting lists and appeals**

Subject to any provisions regarding waiting lists in the Local Authorities coordinated admissions scheme, the Academy will operate a waiting list for year 7. Where in any year Royds Hall receives more applications for places than there are places available, a waiting list will operate throughout the year and will be maintained by the Academy. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Unsuccessful applicants have a right of appeal to an independent appeal panel.

### **Appeals Procedure**

Parents/carers who want to appeal against the decision not to offer their child a place at Royds Hall must appeal directly to the Academy, not through the Local Authority Admissions Team. The appellants will receive at least ten school days' notice of the place, date and time of their appeal hearing. This notification will be given by the Clerk to the Independent Appeals Panel. Any questions which the appellants have in advance of the hearing should be addressed to:

The Clerk to the Independent Appeals Panel

Royds Hall Academy

Luck Lane

Paddock

Huddersfield

HD3 4HA

The appeal will be heard by an Independent Appeals Panel which the appellants can attend to explain their case. If they wish, the appellants may be accompanied by an adviser or a friend. Following the appeal, the Clerk will send decision letters to the parties within five school days of the hearing wherever possible.

### **In year admissions**

Applications for in year admissions should be made directly to the academy. Parents are requested to use the Kirklees ICAF (in-year common application form), these are available from the academy or the Local Authority website <https://www.kirklees.gov.uk/beta/admissions/pdf/in-year-admissions.pdf>. Full details of the application process are available at the Local Authority's web address <https://www.kirklees.gov.uk/beta/admissions/apply-secondary-school-place.aspx> and in the brochure "Guide for parents". This is available from the Local Authority upon request.

The completed ICAF should be returned to:

Admissions

Royds Hall Academy

Luck Lane

Paddock

Huddersfield

HD3 4HA

Any inaccurate or false information provided on the form may result in the withdrawal of any place offered. The Academy operates in keeping with the Local Fair Access Protocol.

### **Late Applications**

Applications received after the appropriate closing date will be regarded as late unless we feel there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required. Late applications are not considered until all on-time applicants have been allocated places. Forms submitted after the closing date due to a significant house move will be regarded as on-time if documentary evidence is provided to confirm the move is permanent and not easily reversible and the allocation process has not begun.

### **Notes:**

#### **Note 1**

A looked after child is one who is either in the care of a Local Authority or who is being provided with accommodation by a Local Authority in the exercise of their social services functions (under the terms of the Children Act 1989 s 22(1)) at the time of making an application to the school.

Previously looked after children are those who were looked after but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Residence Order or a Special Guardianship Order (both under the terms of the Children Act 1989).

#### **Note 2**

'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the allocation of places.

A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.

#### **Note 3**

Children with an Education Health and Care plan are admitted to mainstream schools, special units and special schools separately from the general admission policies published.