



Admission Policy for Queensbury Academy

Aims of Policy:

To outline the criteria for pupil admissions to Queensbury Academy in accordance with the statutory Admissions Code and will be reviewed by the Directors of the Academy, the admissions authority, on an annual basis

Policy Statement:

Queensbury Academy caters for children of parent/carers who reside within the published Admission Area, who made a preference for Queensbury Academy on the Local Authorities Common application form (CAF). The admission of pupils with an Education Health and Care Plan are dealt with by a separate procedure and such pupils will be admitted to Queensbury Academy if the academy is named on the statement without reference to the admission criteria.

Application Process

Applications for Queensbury Academy must be made on the Local Authorities Common Application Form (CAF) which must be completed and submitted by 31 October each year. The Published Admission Number (PAN) for pupils admitted to Year 7 is 210. Where the number of applications is lower than the academy's published admission number, all applicants will be admitted. Where the number of preferences exceeds the number of places available the following criteria will apply in the order set out below:

Admissions Criteria

Where the number of preferences exceeds the number of places available, priority will be given to:

1. Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. (see note 1)
2. Pupils whose exceptional social or medical reasons can only be met at Queensbury Academy (see note 2)
3. Pupils who have an older sibling at Queensbury Academy who are on roll in years 7-10 (once the academy has filled these year groups) and who will still be attending the academy at the time of admission, who live at the same address within the academy's Admission Area (see note 3)
4. Pupils of staff employed by Queensbury Academy (see note 4)
5. Other children who live outside the Academy's Admission Area.
6. Other applicants

If there are two or more pupils eligible for one remaining place who live equal distance from home to the Academy, then random allocation would apply. This would be administered by an independent body, (Local Authority).

Where demand exceeds places in any one of the above criteria, the distance between the home and Academy, measured by a straight line, from the ordinance survey address point of the pupils home to the main entrance of the Academy, will be used to decide who is to be given a place; those living nearest being given the available places.

If the number of preferences received for Queensbury Academy is less than the published number of places available in each year 7 OR the overall Published Admission Number then the academy will defer to point 6 of the academy admission criteria (above). Preference will be given to those pupils living closest to the academy. This will be the distance between the ordinance survey point of the pupils home address and the main entrance to the academy, measured by a straight line, those living nearest being given the available place.

Notes

1. A looked after child is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services function. A previously looked after child is one who was in care of the local authority prior to becoming adopted or becoming subject to a residency order or special guardianship order.
2. Pupils with exceptional social or medical reasons must be supported by independent professional evidence as to why the academy is the only school that can meet the child's needs for social or medical reasons, when an Education Health and Care Plan does not exist. The Trust will consider all applications and evidence provided by parents and carers to decide if priority should be given.
3. The terms 'sisters' and 'brothers' refers to children who reside with the same family at the same address. Children living with the same family e.g. foster children and stepsisters and brothers are also included. Home address refers to the pupil's permanent home at the date of admission. Where a child lives with parents with shared responsibility, it is for the parents to determine which address is to be used for the allocation process.
4. A member of staff can be either a member of staff who has been employed by the academy for two or more years at a time at which the application for admission to the school is made, or a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Application Procedure

Applications for Queensbury Academy must be made on the Bradford City Council Common Application Form (CAF) which must be completed by the 31st October each year. School place allocation letters will be sent to parents/carers by the 1st March each year, National Offer day.

If an application to Queensbury Academy is unsuccessful an appeal can be submitted to the Local Authority, the deadline will be the end of March each year. Appeals received by the deadline date will be heard within 40 school days. For late applications, appeals will be heard within 40 school days from the deadline for lodging the appeals where possible, or within 30 school days of receipt. The process for late appeals is dealt with by the Local Authority.

Any parent or carer who would like to apply for a place at Queensbury at any time other than transition must complete an 'in-year common application form' which is available from the Local Authority and should be returned to them. If more applications are received than there are places available, the oversubscription criteria shall apply.

Queensbury Academy holds an open evening early in the autumn term where prospective parent/carers and pupils can visit. The dates of these meetings are circulated to local primary schools and published in the local press. Colleagues from the Local Authority are in attendance to share and discuss with all interested parties, the Admission Area and boundaries to aid the application process.

Waiting Lists

Waiting lists for admission to year 7 will be maintained by the Local Authority until the end of the Autumn Term (September to December) only.