

# **Determined Admission Arrangements for entry in 2025 for Leigh Academy Minster**

## **1. Introductory Statement**

Leigh Academy Minster is an 11-18 coeducational, non-selective secondary academy. To access general information about our academy please visit the academy's website at: [www.leighacademyminster.org.uk](http://www.leighacademyminster.org.uk).

Please note:

- The academy is one of a number within a network of academies overseen by the Leigh Academies Trust
- The Leigh Academies Trust Board may delegate some functions to the Local Governing Body set up to provide a local oversight of individual academies
- The Trust Board is responsible for the admissions policy, and reserves the right to delegate functions to the academy's Local Advisory Committee.

## **2. Arrangements for admission to ages 11-16 Provision**

The admission arrangements for Leigh Academy Minster for the academic year 2025-2026 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

- a. Leigh Academy Minster has a published admission number (PAN) of 180 students. The Academy will accordingly admit up to 180 students in the relevant age group each year if sufficient applications are received.
- b. Leigh Academy Minster may set a higher admission number as its Published Admission Number for any specific year. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

## **3. Process of application**

Applications for places at the Academy will be made in accordance with Kent County Council's co-ordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF) provided and administered by the Kent County Council. Leigh Academy Minster will use the timetable for applications each year to fit in with the common timetable agreed by Kent

County Council or its Admissions Forum. The closing date for applications is 31st October 2024. All the details are listed on the Kent County Council Website following the link below: [www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places](http://www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places) Parents are asked to apply online, or contact [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk) for assistance. All offers of Secondary School places will be made via the Local Authority.

#### **4. Consideration of applications**

Leigh Academy Minster will consider all applications for places. Where fewer than the published admission number of 180 for the relevant year groups are received, Leigh Academy Minster Academy will offer places to all those who have applied.

#### **5. Oversubscription Criteria**

Where the number of applications for admission of 180 is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Education, Health and Care Plans (ECHPs) where the Leigh Academy Minster is named on the statement, the criteria will be applied in the order in which they are set out below:

- As a result of admissions for students with Education, Health and Care Plans (ECHPs), the published admissions number will be reduced accordingly.

Where applications for admission exceed the number of places available, the oversubscription criteria will be applied in the following priority order:

**i) Looked After Children and Previously Looked After Children** – a looked after child is a child who 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 (Section 22(1) of the Children Act 1989) at the time of making an application to a school. A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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. 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, religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**ii) Admission of students whose sibling(s) currently attends the academy.** Students whose sibling(s) currently attends the academy and who will continue to do so at the time of entry. For this criterion brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters, foster brothers or sisters. Children residing in the same households as part of an extended family, such as cousins, will not be treated as siblings. The Academy reserves the right to ask for proof of relationship.

*N.B For this purpose 'sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.*

**iii) Nearness of children's homes to school** - We use the distance between the child's permanent home address and the Academy, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. These straight line measurements are used to determine how close each applicant's address is to the academy with those living closest being given priority. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. Where parents live at separate addresses, and have joint custody, the address used will be the one where the child spends the main part of the academy week (i.e. Sunday night to Thursday night inclusive).

**iv) Child of a Staff Member** – The son or daughter of a member of staff who has been recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage. For this criteria son or daughter means a child who lives in the same house as the member of staff, including a natural son or daughter, an adopted child, stepson or daughter, or foster child. Children residing in the same households as part of an extended family, such as cousins, will not be eligible under this criterion. The academy reserves the right to ask for proof of relationship.

**Note for applications eligible under 3:** *Each application will be ranked using either the address (if an Isle of Sheppey resident) or the proximity of the child's home to the academy. A child's home address is considered to be a residential property that is the child's only or main permanent residence and not an address at which your child*

*might stay sometimes or sleep due to your own domestic or special arrangements. The address must be the child's home address on the day you completed your application form and which is either owned by the child's parent, parents or guardian OR leased to or rented by the child's parent, parents or guardians under a lease or written rental agreement.*

*If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address registered for receipt of Child Benefit will be used. Where no Child Benefit is claimed, the address used to register the child with a doctor will be used.*

**6. Tiebreaker** In the unlikely event that two or more children living the same distance away from the Academy and in all other ways have equal eligibility for the last available place at the Academy, the names will be issued a number and drawn randomly to decide which child should be given a place.

**7. Late Applications** All applications received by Kent County Council after the deadline will be considered to be late applications. Late applications will be considered after those received on time.

**8. Operations of Waiting Lists** Leigh Academy Minster will operate a waiting list for each year group, where in any year the academy receives more applications for places than there are places available. This will be maintained by Leigh Academy Minster 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 set out 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 or leaves the waiting list.

**9. Appeals** The academy uses an independent appeals panel to consider appeals against non-admission. Parents have a right to appeal against refusal of a place in accordance with the School Admissions Appeals Code. Applicants should review the information about appeals on the Academy's website.

[www.leighacademyminster.org.uk](http://www.leighacademyminster.org.uk)

**10. Entry to Post-16 (Year 12)** Leigh Academy Minster will publish specific criteria in relation to minimum entrance requirements for the Sixth Form and for the range of courses available based upon GCSE grades or other measures of prior attainment conduct and behaviour. These criteria are the same for internal and external applicants. The academic entry criteria will be published in the autumn immediately preceding the year of admissions (that is 2024) for 2025 admissions. The criteria will be included within the academy's prospectus and details of these will also be available on the academy website. Priority will be given to existing pupils transferring from Year 11 at Leigh Academy Minster.

**11. In Year/Casual Admissions** The Academy will be responsible for in-year applications and for applications for year groups outside of the normal point(s) of entry (September intake). In-year admission forms can be obtained directly from the academy. Forms must be returned directly to the academy and will be processed accordingly. Parents can apply for an in year/casual admission at any time during the school year. Parents can request to be placed on the Leigh Academy Minster waiting list by completing the academy's 'Waiting List Request Form' from 1st January. If no places are available at the time of application (at/over PAN) parents must be advised of their right of appeal if the academy cannot offer a place. All places will be allocated as they arise for In year/Casual Admissions when transferring schools. If a parent wishes to transfer their child from another school without moving home, the Principal will contact the child's current school to ascertain the situation so that our academy is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our academy and meet with the Principal or his/her representative before any place will be offered. If more applications are received than there are places available, the oversubscription criteria will apply. Paragraph 1.7 of the new School Admissions Code will require that the highest priority is given to "Looked After Children and all previously Looked After Children, including all those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**12. Academy's right to withdraw a place** After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- place offered in error
- when a parent has failed to respond to an offer within a reasonable time, or
- when a parent has failed to notify the academy of important changes to the application information, or

- the admission authority offered the place on the basis of fraudulent or intentionally misleading application from the parent.

The academy uses an Independent Appeals panel to consider appeals against non-admission. Details of the arrangements and appeals will be published each year. Parents have a right to appeal against refusal of a place in accordance with the School Admissions Appeals Code. Requests for admission outside of the normal age group should be made to the Principal.

### **13. Applications for Children to be Taught Outside their Expected Year**

**Group** Requests for admission outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with the child's date of birth. This allows the academy and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request. However, where provided it must be specific to the child in question and may include medical or educational psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede the academy's ability to agree to a request for admission outside of the normal age group. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. Deferred applications must be made via the Leigh Academy Minster admissions process. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the academy's oversubscription criteria.