

Bishop Young C of E Academy Policies & Procedures

Admissions Arrangements 2027

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Approved by	Abbey MAT Board of Trustees
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Bishop Young C of E Academy Admissions Arrangements September 2027

Bishop Young Academy (BYA), reflecting its Christian ethos, invites applications for admission from children whose parents¹ are members of the Christian Church community, those who are members of other major world faiths and those who are members of the local community.

The Academy aims to serve its community by providing an environment where all work together *'In partnership to educate, nurture and empower'* within the context of Christian belief and practice.

The Academy encourages an understanding of the meaning and significance of the Christian faith and promotes Christian values through the experience it offers all its students. We are a Church of England Academy and therefore the Governors are the admissions authority for the Academy.

PUBLISHED ADMISSIONS NUMBER (PAN)

The published admissions number (PAN) for Year 7 is 180.

ADMISSION PROCEDURE FOR ENTRY INTO YEAR 7

When applying to start in the entry year, all applications are coordinated by local authorities across England.

You apply to your home Local Authority (the council who empty your bins) by the closing date of 31 October 2026. If your Local Authority is Leeds City Council you must apply online at www.leeds.gov.uk/schools-and-education/school-admissions

All offers will be made by your home Local Authority on offer day of 1 March 2027.

¹ 'Parent' includes any person who has parental responsibility or care of the child, as defined in the Children Act 1989. Where parents live separately but share parental responsibility, they must agree on which address to use and who submits the application.

CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

All children with an Education, Health and Care Plan (EHCP) which names the Academy will be allocated a place. This is a statutory entitlement under Section 324 of the Education Act 1996 and is not part of the oversubscription criteria.

OVERSUBSCRIPTION CRITERIA

If there are more applications than the number of places available, places will be offered in the following order:

1. Looked after and previously looked after children

"Looked after" children² and children who were "previously looked after"³ (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as children who appear to the Trust Board to have been in state care outside of England care, but ceased to be so as a result of being adopted.

If you are making an application under the priority for a previously looked after child, you will need to submit evidence of your child's previously looked after status with your application, so the Local Authority can verify this priority.

2. Siblings

Children who have a sibling⁴ already attending BYA and who will be continuing at the Academy in Year 8-11 in September 2027.

² 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

³ A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted. If you are making an application under the priority for a previously looked after child, you will need to provide evidence of this with your application (e.g. a copy of the court order) so the local authority can verify this priority.

⁴ Sibling includes a full, half, step or foster brother or sister living at the same address as the applicant child, who is attending the school and still be expected to attend the school when the child starts. It does not include cousins or other extended family members living at the same address.

3. Priority Admission Area

Children whose permanent address is inside our Priority Admission Area⁵ defined in the map in Appendix 1.

4. Children of staff members

Children of staff who have shown their commitment to the church academy ethos by working at the Academy for two years or more at the time at which the application is made. Eligible staff members who apply for a school place should inform the Academy office.

5. Straight-line distance

All other children, ranked by straight line distance⁶ from home to school.

IF CHILDREN MEET THE SAME PRIORITY (TIE BREAK)

In any priority, if children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from the school. For example, if there are 4 places remaining at the school and 5 children applying under the same priority category, the 4 children living closest to the school will be allocated those places.

If two or more children live exactly the same distance from the school (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by a person independent of the school.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the Published Admissions Number for the school.

⁵ Priority Admission Area is defined by the area shown by the map attached at the end of this policy (Appendix 1).

⁶ For schools using Leeds City Council's admissions system, distance is measured in a straight line from a defined point on the main school building to a defined point on the child's home address. These points are set using the Local Land and Property Gazetteer (LLPG), which supplies precise geographical coordinates. If an address is not listed in the LLPG, the measurement will be taken from the centre of the dwelling. If a school is based on a temporary site for any reason we will base our distance measurements on the school's permanent site.

APPLYING AFTER THE NATIONAL CLOSING DATE (31 OCTOBER)

If you apply after the national closing date, we cannot consider your preferences at the same time as those received on time.

Until 28 November, all applications submitted or changed will be treated as if they were on time.

After 28 November, any applications submitted or changed will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by us.

All applications submitted after 31 December are considered late and won't be allocated a school place until after national offer day (1 March).

WHICH ADDRESS TO USE

When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

IF THE CHILD LIVES IN DIFFERENT PROPERTIES (SHARED CARE)

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

IF PARENTS DISAGREE ON AN APPLICATION MADE IN THE NORMAL ROUND

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

MOVING HOME

When offers are made on national offer day, we assume your address will be the same when you take up our school place in September. If you are planning to move house, you must still use your current address on your application.

As soon as you move house, you must tell the local authority of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you. Find out more on Leeds City Council's [making changes to your application page](#).

WAITING LIST

We hold a waiting list after national offer day. We automatically add all children to the waiting list after offer day.

If your child is added to a waiting list after offer day and a place becomes available before the new school year starts, the Local Authority will automatically allocate the place at your higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if you have accepted that place.

We hold waiting lists for all the year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in the

school's admission policy (the rules for prioritising places).

- each time a child is added or removed, the list is ranked again, and your child can move down if another child meets higher criteria.
- the waiting list will close at the end of the academic year (July). You must reapply for a new school place to be on the list the following year.
- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

ACCEPTING OFFERS

You will need to accept the offer of a school place directly with us. This will not affect your position on any waiting list for any other school or your right to appeal. If you refuse the offer, or do not accept the offer within a reasonable time, your place may be withdrawn. This will leave your child without a school place in September.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP (INCLUDING DEFERMENT FOR SUMMER BORN CHILDREN)

You can ask for your child to be admitted outside of their normal age group, for example if your child is gifted and talented or has experienced problems such as ill health or if your summer born child started reception at compulsory school age and has been educated out of chronological age throughout primary school.

You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by any deadline date and we recommend you send the request to each school you intend to apply for, as it is possible for one school to refuse a request that another school agrees.

To apply, you must send to us a written request that explains:

- why admission out of normal year group is being requested
- the year group you wish your child to be allocated a place

If you have it, you can also attach any available evidence that supports your request.

Our Governing Body will consider each application individually and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

This request is separate to any decision about offering a place at our school. There is no right of appeal against a decision relating to admission out of chronological

age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application.

ADMISSION OUTSIDE THE NORMAL ADMISSION ROUND (IN-YEAR TRANSFERS)

How to apply for a school transfer for the 2027/2028 admission year will be available on our website by no later than 31 August 2027.

Upon receipt of a completed in-year application, the governors will apply this policy. Parents/carers will be told in writing whether or not a place can be offered within 15 school days.

APPEALS PROCESS

Where we refuse to offer a place, we will tell you in writing the reason why admission was refused and all parents have the right to appeal to an independent appeal panel.

Parents who intend to make an appeal against the decision to refuse admission for Year 7 must submit a notice of appeal in writing by the deadline on our website to guarantee the appeal will be heard before the new school year starts

Further information on how to submit an appeal is available on our website at: <https://www.bishopyoungacademy.co.uk/parent-carers/admissions>

This includes our full timetable for admission appeals for the 2027 academic year which will be published on our website by no later than 28 February 2027.

Please note the right of appeal against our decision does not prevent you from making an appeal in respect of any other school.

Appeals against a decision for an in-year application can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued).

FAIR ACCESS PROTOCOL

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to

take a disproportionate number of vulnerable children. The protocol applies to in-year applications and only to children who do not have a current school place. Leeds City Council's Fair Access Protocol can be found at www.leeds.gov.uk/admissions

APPENDIX 1

PRIORITY ADMISSIONS AREA

The Priority Admission Area is shown on the map overleaf. It is for those living nearest to the Academy. It was created drawing straight lines between the Academy and other Leeds schools which also offered this priority at the time it was set. It excluded any schools that prioritised admission on other grounds, such as voluntary aided schools which prioritised on faith grounds.

If an address lies on the border, you can confirm whether the address falls into the area by using the address lookup tool on <https://www.leeds.gov.uk/schools-and-education/school-admissions/before-you-apply>

Bishop Young Church of England Academy

