

Abbey Grange C of E Academy **Policies & Procedures**

Admissions Arrangements 2026

Approved on	5 February 2025
Approved by	Abbey MAT Board of Trustees
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Abbey Grange Church of England Academy

Admissions Arrangements for September 2026

Policy, Numbers, Applications for Year 7 Intake 2026

As a Church of England Academy, Abbey Grange exists to serve the whole city of Leeds, drawing students from around 70 different primary schools, including many of the 38 C of E primaries in the Leeds area. The Academy's distinctive Christian nature is very important to the governors, parents/carers, students and staff; many students come from families who worship regularly. In this context our key aim is to provide an environment in which the Academy can work with parents/carers to help its students to grow spiritually. This policy therefore places a Faith criterion for admission at its heart in order to support our ongoing vision, working in conjunction with the Diocese of Leeds.

In order to make a valid application to Abbey Grange C of E Academy, you must complete a common preference form. The common preference form must be returned to the local authority by **31 October 2025**; this is a legal requirement under the Admissions Code 2021. Information about how to complete this form can be obtained from the Local Authority.

In order to apply for a place at Abbey Grange C of E Academy under the faith oversubscription criteria, a supplementary information form (SIF) must also be completed, and must be returned to the Academy by **31 October 2025**. The supplementary information form is attached, and a paper copy will be available from the Academy office or on the Academy website from **1 September 2025**.

Any applications received after the national closing date of **31 October 2025** will be considered as late and will be dealt with once all other applications have been considered.

If you are making an application for a place under the Faith criteria, we will need to verify your attendance at your place of worship for at least one year prior to your application. You must indicate on the supplementary information form: the name, email, postal address and phone number of a priest, minister of religion, pastor or other appropriate spiritual leader. The Academy will contact the person named to verify the information you have supplied on the supplementary information form. We advise you to inform the person named that the Academy will contact them to verify the information supplied. If we do not receive verification from the person named, your application will be placed into category 9.

In the event that during the period specified for attendance at worship the church (or, in relation to those of other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions] arrangements in relation to attendance will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship.

Offers of places in year 7 do not depend on students' ability or aptitude. The published admission number (PAN) for year 7 for the academic year beginning on 1 September 2026 will be **240**.

Criteria for allocating places

All children with an Education Health Care Plan (EHCP) which names the school will be allocated a place. This is a statutory entitlement under s.324 of the Education Act 1996.

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

1. "Looked after" children (i.e. a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were previously "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 children who appear 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 adopted⁵.

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. Up to 140 places to those who worship within the Church of England. These places will be offered in the following order:
 - i) to children whose immediate⁴ family is at the heart of the church¹, who have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2026.
 - ii) to children whose immediate⁴ family is at the heart of the church¹, who **do not** have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2026.
 - iii) to children whose immediate⁴ family is attached to the church², who have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2026.
 - iv) to children whose immediate⁴ family is attached to the church², who **do not** have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2026.
3. Up to 70 places to those who worship within churches which are affiliated to Churches Together in England, or are in full sympathy with its Trinitarian stance (see appendix 1). These places will be offered in the following order:

- i) to children whose immediate⁴ family is at the heart of the church¹, who have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2026.
 - ii) to children whose immediate⁴ family is at the heart of the church¹, who **do not** have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2026.
 - iii) to children whose immediate⁴ family is attached to the church², who have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2026.
 - iv) to children whose immediate⁴ family is attached to the church², who **do not** have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2026.
- 4. Up to 25 places to those who worship within one of the following world religions (Buddhism, Hinduism, Islam, Judaism or Sikhism). These places will be offered in the following order:
 - i) to children whose immediate⁴ family is at the heart of the place of worship¹, who have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2026.
 - ii) to children whose immediate⁴ family is at the heart of the place of worship¹, who **do not** have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2026.
 - iii) to children whose immediate⁴ family is attached to the place of worship², who have a brother or sister attending³ Abbey Grange in Years 8-11 in September 2026.
 - iv) to children whose immediate⁴ family is attached to the place of worship², who do not have a brother or sister³ attending Abbey Grange in Years 8-11 in September 2026.
- 5. Children who have a parent/carer employed by Abbey Grange C of E Academy at time of application. In order to fulfil this requirement, the member of staff must fulfil either or both of these circumstances:
 - a. where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made; and/or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).
- 6. Any remaining applications in excess of 140 who meet the criteria under category 2. The places will be offered in accordance with the order specified in category 2.

7. Any remaining applications in excess of 70 who meet the criteria under category 3. The places will be offered in accordance with the order specified in category 3.
8. Any remaining applications in excess of 25 who meet the criteria under category 4. The places will be offered in accordance with the order specified in category 4.
9. Any other children.

Tie break

If there are more applicants than places available in any criteria, places will be offered to the children who live⁶ nearest⁷ to the academy measured by straight line distance. Please see 'Distance Measurements' in the Definitions box below for details of how this is measured.

In the unlikely event that two or more applicants reside equidistant from school, the remaining places will be allocated by the drawing of lots and will be witnessed by an independent person. This will not be applied to multiple birth siblings (twins and triplets etc.) from the same family where they are tied for the final place; we will admit them all, exceeding the PAN for the school.

Definitions:

¹ 'At the heart of the church/place of worship' means someone whose family worships twice a month or more. The worshipper might be the child or one or more parents/carers. This must be for a period of at least one year prior to the date of application (where families have moved within the last year, they may also ask for their previous place of worship to provide a reference).

² 'Attached to the church/place of worship' means someone whose family worships at least once every 2 months. The worshipper might be the child or one or more parents/carers. This must be for a period of at least one year prior to the date of application (where families have moved within the last year, they may also ask for their previous place of worship to provide a reference).

³ A 'brother or sister' is defined as someone who has one or both of the same parents or carers and lives at the same home address. This includes fostered siblings, but not cousins living at the same address.

⁴ 'Immediate family' is defined as one or more parents or carers or the child.

⁵ 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.

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.

⁶ 'Live' means the child's permanent home address where the child lives with their parent/carer. Parents/carers must not give the address of a relative or childminder. The Local Authority will investigate any queries about addresses and, depending on what they find, they may change the school offered to your child. For admissions purposes only one address can be used. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week.

When we consider your application, we assume your address will be the same in the following September as you have provided on your application. If there is a plan to move house, parents/carers must still give their current address on the application. If parents/carers move after the deadline for submission of the preference form in October, they must inform the Academy and the Local Authority of the new address, proof may be required. If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a place, that place may be withdrawn, even if the child has already started at the school.

⁷ Distance measurements: We use a straight-line distance system provided by Leeds City Council admission team. The program measures the straight-line distance from a defined LLPG point on the main school building to a defined point on your home address. The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

Reporting on the governors' decision

The governors will categorise and rank the applications in accordance with the admissions criteria detailed above. Information provided on the supplementary information forms will be used by the governors to rank applications under the different faith oversubscription priorities 2 – 4 and 6 – 8. On 1 March 2026 (or next working day if this falls on a weekend), the local authority will make 240 formal offers of a place to parents or carers on behalf of governors.

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.

Any applications submitted or changed between 1 November and 31 December 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 1 January are considered late and won't be allocated a school place until after national offer day (1 March).

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.abbeygrangeacademy.co.uk/parents-carers/admissions>

This includes our full timetable for admission appeals for the 2026 academic year which will be published on our website by no later than 28 February 2026.

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).

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.

Admissions outside the normal admission round (in-year transfers)

How to apply for a school transfer for the 2026/2027 admission year will be available on our website by no later than 31 August 2026.

Upon receipt of a completed in-year application, and the supplementary information form (where application is made under the faith oversubscription

criteria), 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.

Applications can only be ranked as meeting faith priority once we have received a SIF and the verification from the place of worship.

Fair Access Protocol

All schools have an active role in admitting pupils under the Local Authority's 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. Leeds City Council's Fair Access protocol can be found at www.leeds.gov.uk/admissions.

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.

You will need to request this if your summer born child was admitted to reception at compulsory school age, has been educated out of age throughout primary school, and you wish them to remain out of age at secondary 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.

Admissions Post 16 for 2026 (Going into the Sixth Form)

Admission is on to A-level/Level 3 courses only. Admission onto Year 13 is only for those students achieving a pass in the Year 12 examinations (either internal or external assessments) in at least two subjects. Re-sitting Year 12 will only be permitted in exceptional circumstances.

Abbey Grange C of E sixth form is available to all existing year 11 students who wish to enrol providing that an appropriate viable course is available and students meet the requirements for entry to post 16 courses set out below.

Students from other schools are invited to apply if they meet the relevant entry requirements. The minimum published admission number (PAN) for new entrants to the Academy will be 25, however the Academy may enrol above this PAN if sufficient spaces are available. The anticipated capacity for Year 12 from September 2026 (taking into account both internal and external candidates) is 240; this is based on the published admission number for the year 11 group for the academic year 2026/2027.

Places will be offered subject to appropriate, viable courses being available and students meeting the entry requirements for post 16 courses set out below.

Entry requirements

- Students applying for 3 A Level courses should have at least 5 GCSEs (not including BTEC courses) at grade 4 or above. Anyone not achieving the entry requirements will need to speak to the Director of Post 16 about potential pathways available to them.
- Students applying for 4 A Level courses will need to have a discussion with the Director of Post 16 in order to ensure suitability.

Oversubscription criteria

Students from Abbey Grange C of E Academy who meet the specified entry requirements will be offered a place in Sixth Form. If the number of external applications exceeds 25, after the admission of students with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plan which names the academy, priority to other students will be given in the following order:

- A. "Looked after" children (i.e. a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were previously "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 adopted⁵.

- B. Those who worship within the Church of England, or churches affiliated to Churches Together in England or are in full sympathy with its Trinitarian stance. These places will be offered in the following order:
 - i) to students whose immediate⁴ family is at the heart of the church¹.
 - ii) to students whose immediate⁴ family is attached to the church².
- C. Those who worship within one of the following world religions (Buddhism, Hinduism, Islam, Judaism or Sikhism). These places will be offered in the following order:
 - i) to students whose immediate⁴ family is at the heart of the place of worship¹.
 - ii) to students whose immediate⁴ family is attached to the place of worship².
- D. Students who have a parent/carer employed by Abbey Grange C of E Academy at time of application. (In order to fulfil this requirement, the member of staff must fulfil either or both of these circumstances: a) where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.)
- E. Any other students who do not meet the criteria for categories A-D above.

Within each category listed above, priority will be given to those students who live nearest to the Academy (see Tie Break section on page 5 for further details on how we measure distance).

In order to take any faith commitment into account for a post 16 application, we will require a supplementary information form to be completed.

How to apply

Current Year 11 and external students can apply online through the Applica system from 1 November 2025 and by no later than 31 January 2026.

Visit www.abbeygrangesixthform.co.uk/apply to log into Applica.

In order to take any faith commitment into account for a post 16 application, we will require a supplementary information form to be completed. Any applications received after this date will not be considered until after the on-time applications have been processed.

Correction Notice – Sixth Form Admissions Policy for 2026 Entry

A factual error was identified in the admissions arrangements for sixth form entry in 2026. The original document incorrectly named the application system as "UCAS Progress". This has been corrected to reflect the accurate application system: "Applicaa".

This correction does not affect the substance of the admissions arrangements and has been made in line with paragraph 3.6 of the School Admissions Code (2021).

Date of correction: 31 July 2025

Appendix 1: Admissions Policy Category 3 – “Churches Together in England”

The member churches* of “Churches Together in England” are:

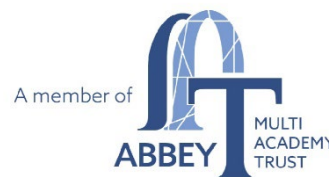
- Antiochian Orthodox Christian Archdiocese of the British Isles and Ireland
- Apostolic Pastoral Congress
- Armenian Orthodox Church
- Assemblies of God
- Baptist Union of Great Britain
- Catholic Bishops' Conference of England and Wales
- Church of England
- Church of God of Prophecy
- Church of Scotland (Presbytery of England)
- Churches in Communities International
- Congregational Federation
- Coptic Orthodox Church
- Council of African and Caribbean Churches UK
- Council of Lutheran Churches
- Council of Oriental Orthodox Christian Churches
- Elim Pentecostal Church
- Evangelical Lutheran Church of England
- Evangelische Synode Deutscher Sprache in Großbritannien
- Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate)
- Free Church of England
- Ground Level
- Ichthus Christian Fellowship
- Independent Methodist Churches
- International Ministerial Council of Great Britain
- Joint Council for Anglo-Caribbean Churches
- Malankara Orthodox Syrian Church (Indian Orthodox Church)
- Mar Thoma Church in Europe
- Methodist Church
- Moravian Church
- New Testament Assembly
- New Testament Church of God
- Oecumenical Patriarchate
- Pioneer
- Redeemed Christian Church of God
- Religious Society of Friends
- Ruach Network of Churches
- Russian Orthodox Church (Moscow Patriarchate)
- Salvation Army
- Seventh-day Adventist Church (observer)
- Transatlantic Pacific Alliance of Churches
- Unification Council of Cherubim + Seraphim Churches (Europe Chapter)
- United Kingdom World Evangelism Trust
- United Reformed Church
- Wesleyan Holiness Church

For contact details, see the Churches Together in England website:

http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx

*Please note that, when applying the admissions criteria, the Governors will regard any branch of the Christian Church that is not a full member of Churches Together in England but which is in full sympathy with its Trinitarian stance as being affiliated. If in doubt, please consult the church leader.

Appendix 2: Supplementary Information Form (SIF)



Abbey Grange Church of England Academy
Butcher Hill, Leeds, LS16 5EA
0113 275 7877

Supplementary Information Form (SIF) for entry to the academy in September 2026

Closing date for receipt is 31 October 2025

Child's Legal Surname:

Male/Female:

Child's Legal Forename(s):

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Date of Birth:

Parent/Carer Name:

Address:

Postcode:

Tel/Mobile No:

Parent/Carer Email Address:

You should read and complete this form in conjunction with our admissions policy for 2026.

Failure to correctly complete this form may affect your application as governors will not be able to rank your application against the faith oversubscription criteria.

**All applicants should fill in sections 1 to 3 as fully as possible
and should sign and date the reverse**

Please Note:

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

Appendix 2: Supplementary Information Form (SIF)

1. **Attendance of immediate family¹ members at worship:**

please tick the box which you think best describes your situation.

☐

At the heart of the Church/Place of Worship

This means someone whose family worships twice a month or more.

The worshipper might be the child or one or more parents/carers.

☐

Attached to the Church/Place of Worship

This means someone whose family worships at least once every 2 months. The worshipper might be the child or one or more parents/carers.

¹Immediate family is defined as parents/carers or brothers or sisters of the child.

For how long?

☐

More than 1 year

☐

Less than 1 year:

If less than 1 year, please also provide details of your previous church if applicable.

2. **Please indicate which Church or Place of Worship you usually attend.**

Your Religious Denomination:

Your Church/Place of Worship's Name:

Address:

3. **Please give the name and contact details of your Vicar/Minister/Faith Leader** to whom we can contact to request information about your Church/Place of Worship attendance. Please provide a church/place of worship email address where possible (email addresses that are not published on the Church/Place of Worship website or do not contain the Church/Place of Worship name will not be accepted). *We recommend that you contact your Faith Leader before returning this form; please note that he/she will be sent a separate form.*

Name of Vicar/Minister/Faith leader:

Church Email Address:

Address:

Tel/Mobile No:

Please sign below to give permission to share your details with the faith leader you have named above.

Parent/Carer Signed:

Date:

Please return this form to: Admissions, Abbey Grange Church of England Academy, Butcher Hill, Leeds, LS16 5EA or sif@abbeygrangeacademy.co.uk Closing date for receipt is 31 October 2025

PRIVACY NOTICE: For information on how we collect, store and use personal data you provide, please refer to our privacy notices available on our website at www.abbeygrangeacademy.co.uk or on request from the academy office

Appendix 3: Place of Worship Verification Form



Abbey Grange Church of England Academy
Butcher Hill, Leeds, LS16 5EA
0113 275 7877

Church / Place of Worship Verification Form 2026 Admission

Child Name:		Parent/Carer Name:	
Address:		Contact Number:	

Name of Vicar / Minister / Faith Leader:		Name of Church or Place of Worship:	
Email address of Church or Place of Worship:		Address of Church or Place of Worship:	

We are contacting Churches/Places of Worship to request information from the Vicar/Minister/Faith Leader for prospective students for Year 7 intake in September 2026. The above family have given your name as a referee and will hopefully have already discussed this with you. Please complete A to D below as appropriate and return this form to me by **24 November 2025**. The Governors admission panel will then be able to make decisions based on verified information.

Please return this form by email from an official Church/Place of Worship email address (email addresses that are not published on the Church/Place of Worship website or do not contain the Church/Place of Worship name will not be accepted). If replying by post, please stamp the reverse with your Church/Place of Worship stamp or attach your letterhead paper.

The Governors are very much aware of the extra work involved and wish to thank you in advance for your kind co-operation.

a) **Attendance of immediate family members at worship:** please confirm which category is the most appropriate fit

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

<input type="checkbox"/>	At the heart of the Church / Place of Worship	This means someone whose family worships twice a month or more. The worshipper might be the child or one or more parents/carers. This must be for a period of at least one year prior to the date of application.
<input type="checkbox"/>	Attached to the Church / Place of Worship	This means someone whose family worships at least once every 2 months. The worshipper might be the child or one or more parents/carers. This must be for a period of at least one year prior to the date of application.

¹Immediate family is defined as one or more parents/carers.

b) Attendance Start: Please confirm when this family started attending your place of worship (i.e. more than 1 year):	c) Attendance End (if applicable): If this family no longer attends, please advise when they stopped attending (approximately):
<input type="text"/>	<input type="text"/>

d) The Church/Place of Worship is:	
<input type="checkbox"/> Church of England	<input type="checkbox"/> A full member of Churches Together in England
<input type="checkbox"/> Not A Full Member of Churches Together in England but in sympathy with its Trinitarian stance	<input type="checkbox"/> Another world faith (i.e. Buddhism, Hinduism, Islam, Judaism or Sikhism)

Signature:		Role within the Church / Place of Worship:	
Name:		Tel No:	Date: