Abbey Grange C of E Academy

Policies & Procedures

Admissions Arrangements 2028

Approved on	TBC
Approved by	Abbey MAT Board of Trustees

Last reviewed on	**04 February 2026**
Next review due	**XX February 2028**

In Partnership to
Educate, Nurture and Empower

Abbey Grange CofE Academy Admissions Arrangements for September 2028

ADMISSION PROCEDURE FOR ENTRY INTO YEAR 7

When applying to start in the entry year, all applications are co-ordinated 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 2027. If your Local Authority is Leeds City Council you must apply online at www.leeds.gov.uk/schools-and-education/school-admissions

Any applications received after the national closing date of 31 October 2027 will be considered as late and will be dealt with once all other applications have been considered. All offers will be made by your home Local Authority on offer day of 1 March 2028.

FAITH CRITERIA

As a Church of England Academy, Abbey Grange exists to serve the whole city of Leeds, drawing students from around 70 different schools, including many CofE primaries. The Academy's distinctive Christian nature is very important to the governors, parents, students and staff. In this context our key aim is to provide an environment in which the Academy can work with parents to help its students to grow spiritually. This policy therefore places faith criteria for admission at its heart to support our ongoing vision, working in conjunction with the Diocese of Leeds.

In order to apply for a place at Abbey Grange CofE Academy under the faith criteria, a Supplementary Information Form (SIF) (Appendix 1) must be completed and returned to the Academy by 31 October 2027. Copies will be available from the Academy office or on the Academy website from 1 September 2027.

The Academy will verify your attendance at your place of worship for at least one year prior to your application. You must indicate on the SIF 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 given (see Appendix 2). We advise that you inform the person named that the Academy will contact them directly. If we do not receive verification from the person named, your application will be placed into category 9.

PUBLISHED ADMISSION NUMBER (PAN)

The Published Admission Number (PAN) for Year 7 is 240.

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" children[6] and children who were "previously looked after"[6].

   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.

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 immediate family[5] is at the heart of the church[2], who have a sibling[4] attending Abbey Grange in Years 8-11 in September 2028.

   ii) to children whose immediate family[5] is at the heart of the church[2], who **do not** have a sibling[4] attending Abbey Grange in Years 8-11 in September 2028.

   iii) to children whose immediate family[5] is attached to the church[3], who have a sibling[4] attending Abbey Grange in Years 8-11 in September 2028.

   iv) to children whose immediate family[5] is attached to the church[3], who **do not** have a sibling[4] attending Abbey Grange in Years 8-11 in September 2028.

3. Up to 70 places to those who worship other Christian churches. For the purposes of these admission arrangements 'other Christian churches' means churches which are Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. These places will be offered in the following order:

   i) to children whose immediate family[5] is at the heart of the church[2], who have a sibling[4] attending Abbey Grange in Years 8-11 in September 2028.

   ii) to children whose immediate family[5] is at the heart of the church[2], who **do not** have a sibling[4] attending Abbey Grange in Years 8-11 in September 2028.

   iii) to children whose immediate family[5] is attached to the church[3], who have a sibling[4] attending Abbey Grange in Years 8-11 in September 2028.

iv) to children whose immediate family[5] is attached to the church[3], who **do not** have a sibling[4] attending Abbey Grange in Years 8-11 in September 2028.

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 immediate family[5] is at the heart of the place of worship[2], who have a sibling[4] attending Abbey Grange in Years 8-11 in September 2028.

   ii) to children whose immediate family[5] is at the heart of the place of worship[2], who **do not** have a sibling[4] attending Abbey Grange in Years 8-11 in September 2028.

   iii) to children whose immediate family[5] is attached to the place of worship[3], who have a sibling[4] attending Abbey Grange in Years 8-11 in September 2028.

   iv) to children whose immediate family[5] is attached to the place of worship[3], who do not have a sibling[4] attending Abbey Grange in Years 8-11 in September 2028.

5. Children who have a parent/carer employed by Abbey Grange CofE 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.

   Eligible staff members who apply for a school place should inform the Academy office.

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.

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[8] 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[7] 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.

DEFINITIONS

[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.

[2] '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).

[3] '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).

[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.

[5] 'Immediate family' is defined as one or more parents or carers or the child.

[6] A 'looked after child' is a child who, at the time of making the application is:

- in the care of a local authority, or
- 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)

A 'previously looked after child' is any child who was previously looked after, but stopped being so because they were adopted, or became subject to a child arrangements or special guardianship order. This includes children who appear to have been in state care outside of England (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 stopped being in state care 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.

[7] The home address is 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.

Only one address can be used for admissions purposes. In cases of equal shared care, parents must agree which address to use. Temporary addresses or those used solely to secure a school place (e.g. rented addresses or relatives' homes) will be treated as fraudulent and may result in withdrawal of the offer. 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. 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.

[8] Distance measurement: 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.

REPORTING ON THE GOVERNORS' DECISION

The governors will categorise and rank the applications in accordance with the criteria detailed above. Information provided on the SIFs will be used by the governors to rank applications under the different Faith oversubscription priorities 2 – 4 and 6 – 8. On 1 March (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.

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.

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 2028 academic year which will be published on our website by no later than 28 February 2028.

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.

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

How to apply for a school transfer for the 2028/2029 admission year will be available on our website by no later than 31 August 2028.

Upon receipt of a completed in-year application, and the SIF (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 verification from the place of worship.

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 apples 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

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.

ADMISSIONS PROCEDURE FOR ENTRY INTO SIXTH FORM

Admission is onto 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 three subjects. Re-sitting Year 12 will only be permitted in exceptional circumstances.

Abbey Grange CofE Academy 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 2028 (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 2027/2028.

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

To apply for a place in the Sixth Form, applicants should normally achieve at least five GCSEs at Grade 4 or above, including the entry requirements specified for their chosen courses. Most A Level subjects require a Grade 5 or above in the relevant subject, although some courses may have higher entry requirements. Full subject-specific entry requirements can be found in our Course Listings.

Students are expected to enrol on and complete a full study programme of three Level 3 qualifications over two years. This reflects the standard Sixth Form curriculum and supports progression to higher education, employment and training. In exceptional circumstances, alternative programmes may be agreed where supported by appropriate evidence and at the discretion of the Academy.

Applicants who have not achieved a Grade 4 in English Language or Mathematics will be expected to continue studying the relevant subject and resit the qualification as part of their Sixth Form programme, in line with government requirements.

Passes at Level 2 vocational qualifications (such as BTECs) may be accepted as equivalent to GCSEs where appropriate for entry to Applied Level 3 courses.

Students wishing to study four A Levels will be required to discuss their suitability with the Director of Post-16 before a place can be confirmed.

OVERSUBSCRIPTION CRITERIA

Students from Abbey Grange CofE 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 an Education, Health and Care Plan (EHCP) which names the Academy, priority to other students will be given in the following order:

A. "Looked after" children[6] and children who were "previously looked after"[6] 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.

B. Students who have a parent/carer employed by Abbey Grange CofE 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.

    Eligible staff members who apply for a school place should inform the Academy office.

C. Any other students who do not meet the criteria for categories A-B above.

Within each category listed above, priority will be given to those students who live[7] nearest to the Academy (see Definitions section for further details on how we measure distance[8]).

HOW TO APPLY

Current Year 11 and external students can apply online through the online application system (Applicaa at the time of writing) from 1 November 2027 and by no later than 31 January 2028. Visit www.abbeygrangesixthform.co.uk/apply to log in and apply. Any applications received after this date will not be considered until after the on-time applications have been processed.

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

APPENDIX 1. Supplementary Information Form (SIF) for entry in September 2028

Closing date for receipt is 31 October 2027

Child's Legal Surname:		Male/Female:	
Child's Legal Forename(s):			
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 Arrangements 2028.

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.

1. **Attendance of immediate family[1] 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.

[1]*'Immediate family' is defined as one or more parents or carers or 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** 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:	
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 2027.

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

THE CHURCH OF ENGLAND
Diocese of Leeds

Abbey Grange Church of England Academy

A member of ABBEY MULTI ACADEMY TRUST

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

FOR ABBEY GRANGE OFFICE USE ONLY. PARENTS/CARERS SHOULD NOT COMPLETE

APPENDIX 2. Church / Place of Worship Verification Form 2028 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 2028. 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 by **25 November 2027**.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 [1]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.

☐ 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.
☐ 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.

[1]'Immediate family' is defined as one or more parents or carers or the child.

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):

d) **The Church/Place of Worship is:**

☐ Church of England

☐ Other Christian Church designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity

☐ Another world faith (i.e. Buddhism, Hinduism, Islam, Judaism or Sikhism)

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