



# ADMISSIONS POLICY FOR 2025-26

<b>Responsible Person/Author:</b>	Head of Governance and Compliance
<b>Ratifying Committee(s)</b>	Trust Board
<b>Date of Approval</b>	26 February 2024
<b>Effective from:</b>	1 September 2024
<b>Date of Next Formal Review:</b>	September 2024
<b>Review Period</b>	Annual
<b>Next Scheduled Consultation Period</b>	September 2029
<b>Status:</b>	Statutory
<b>Owner</b>	The Rodillian Multi Academy Trust
<b>Version:</b>	1

## Introduction

This document sets out the framework of the Rodillian Multi Academy Trust for admission to The Rodillian Academy. The desire of the Trust is for the Academy to be an all-inclusive, all-ability academy which serves the needs of students in the local community where the Academy is situated.

The Trust is committed to delivering a fair and transparent admissions process which meets statutory requirements and guidance issued by the Department for Education as well as meeting its duties under the Equality Act 2010.

## Procedure for Year 7 entry

### The admission arrangements are:

1. There are 300 places available.
2. Application for places at the Academy will be made in accordance with the Local Authority's Common Application Form as published by the Leeds City Council. Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
3. Parents wishing to apply for a place should name the Academy as one of the preferences on the local authority website by completing an online application submitting it by the national closing date of 31 October. There is a strict deadline for the completion of the online application. Those received by the deadline will be considered first.
4. Parents residing outside of Leeds who wish to apply for a place should complete and return an application to their own local authority.

## Oversubscription Criteria

The Academy will admit up to 300 children in year 7. All applicants will be admitted if 300 or fewer children apply.

If the Academy is oversubscribed, which means we have more applications than places, after the admission of children with an Education, Health, and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

1. Looked after children or children who were previously looked after by a local authority or those who have been in state care outside of England and ceased to be so because of being adopted.

See note 1 for a definition of the above terms.

2. Children who have exceptional social or medical need, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services.

Prioritisation will be decided based on the information received and parents will be informed by the Academy if the application meets the criterion before the end of December. See note 2 for how to apply.

All schools in Leeds have experience of supporting a wide range of social and medical needs. However, in exceptional cases, there may be compelling reasons why a child needs to attend

the Rodillian Academy. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, our Academy and how our Academy can meet your child's needs in a way that no other school can. It must be supported by professional evidence.

The Academy Local Review Board will review your request for this priority. Cases will be considered individually.

A request would not be granted where a parent wishes for their child to attend the Academy based on the child's abilities, because their friends attend the Academy or due to childcare arrangements. Any request for this priority must outline why the child's circumstances are exceptional, and why only Rodillian Academy is suitable.

You must provide the following information to our Academy to [contact@rodillianacademy.co.uk](mailto:contact@rodillianacademy.co.uk) at the time you apply:

- Your child's name, date of birth and address
  - What precise support your child requires due to their specific needs
  - Why only our Academy can provide the support needed to meet your child's needs and no other school can.
  - What extra support or funding your child currently receives
  - You must attach supporting evidence from an independent professional, such as a medical specialist which confirms exactly what your child's needs are and why, in their view, only our Academy can meet that need. Without this evidence, your child's needs cannot be considered.
3. 30 places (10%) will be awarded to children who show a particular aptitude for rugby union or netball and the Rodillian Academy is their priority school. To apply for one of these places' parents must complete the Rugby and Netball Trials Request Form and return it to the Academy by the deadline of 21 September. All applicants for these places will be required to attend trials.

Children who are not offered a rugby union or netball place will still be considered for one of the remaining places, along with all other applicants. Where parents will be informed if their child's application is being prioritised under this criterion, prior to the national closing date of 31 October.

Further information on Rugby and Netball places can be found in the Rugby and Netball places section below and the Calendar for admissions immediately below that. Access to the rugby and netball trials request form can be found at

<https://www.rodillianacademy.co.uk/page/?title=Sports+Trials&pid=48>

4. Children of staff who have been in post at the Rodillian Academy for at least 2 years, or to staff recently appointed to a post for which there is a demonstrable skill shortage. See note 2 for how to apply.
5. Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission. See note 3 for a definition of sibling.
6. Children who the Rodillian Academy is their priority school who reside nearest to the Academy based on the straight-line distance from the home address to the Academy.
7. All other children, by straight line distance. If none of the other criteria apply, your application will be considered under this criterion.

## Notes

1. 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).

A previously looked after child is a child who was previously looked after but who left care through an adoption order, child arrangements order or special guardianship order.

Children previously in care outside of England are those who have been looked after by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

You must submit evidence of your child's previously looked after status (a copy of the Court Order and evidence of being in local authority or state care outside England) with your application.

2. Applications must be in the form of a letter or email to the Clerk to the Local Review Board of the Academy, stating the name, post, and length of service of the member of staff and the child's name and date of birth. The letter or email is required in addition to the submission of a completed local authority application form. Applications should be submitted to [contact@rodillianacademy.co.uk](mailto:contact@rodillianacademy.co.uk).
3. The term siblings includes brothers, sisters, half, adopted, step or foster brothers or sisters living at the same address. It does not include cousins or other family members sharing a house. Where siblings such as twins or triplets apply for the same year group and one sibling gains a place, the other sibling(s) will be offered a place(s) even if this is above the admission number.

Please note that we are heavily subscribed, and we cannot always guarantee to offer a place to every sibling.

## Distance measurements

4. We use a straight-line distance system provided by Leeds City Council admission team. The program measures the straight-line distance from a defined 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.

## Temporary school sites

5. If our Academy is based on a temporary site for any reason, we will base our distance measurements on our Academy's permanent site.

### Which address to use?

6. When you apply you must use the child's permanent address, where they usually live with their parent or carer - this is the address of a person holding parental responsibility for the child. 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 to secure an Academy place is considered a fraudulent application. We will investigate all queries about addresses, and we could ask the local authority to change the Academy place offer.

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

### If the child lives in different properties (shared care)

7. Only one address can be used on your application for a school place, and this should be the parent address where the child lives for most 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 parent address will be used. This decision will be based on where the child spends most 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 at the closing date.

### If parents disagree on an application made in the normal round

8. 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 start our Academy place in July. 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 Leeds City Council of your new address and provide proof of the house move, including evidence you have permanently left the old address and evidence of the 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.

### If children meet the same priority (tie break)

9. 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 our Academy. For example, if there are 4 places remaining at our Academy and 5 children have asked for a place at our Academy, the 4 children living closest to the Academy will be allocated those places.

If two or more children live the same distance from our Academy for example, in a block of flats, and there are not enough places for both, we will draw lots. An independent person will witness this.

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 our Academy.

### Rugby Union and Netball places

Rugby Union and netball places are offered following trials.

The rugby union and netball trials comprise of a series of skill/drill type activities in which students, working in small groups and led by an experienced coach, aim to demonstrate some aptitude to develop a series of skills.

Students are then given the opportunity to play conditioned, small sided competitive games to apply those skills developed previously within a more structured, game specific format (although previous understanding of rugby union or netball are not required to excel within this conditioned game environment). This allows the coaches to not only assess the athletic aptitude of those students trialling, but to also assess students' aptitude to develop a quick understanding and knowledge of a game and attempt to explore the tactics and strategies which exist within a competitive environment.

The students' aptitude to focus and apply any technical or tactical coaching points given is also observed, relating to demonstrating positive habits and behaviours which lie at the heart of the culture of the sports academy programmes.

The small group sizes which are employed during both the skill/drill stage and the competitive game stage of the trial process allow the lead coach to gain a good understanding of both a student's current level and of their potential to thrive within our sports programmes. Several members of the coaching staff also observe students from 'outside' the coaching drill or game. This provides the coaching group with a particularly good perspective of every student who attends the sports trials and gives every student the best possible opportunity to demonstrate their athletic aptitude and sporting mind-set.

### Calendar for admission

September	Local authority booklet and common application form is made available.
September	Open evening held
21 September	Deadline for application for Rugby/Netball trials. Requests for these places cannot be made after the trials are held.
24 September	Rugby/Netball trials

31 October	<p>Deadline for receipt of:</p> <ul style="list-style-type: none"> <li>• Local authorities' common application/preference form.</li> <li>• Letters or emails and any documentation in respect of exceptional need.</li> <li>• Letters or emails in relation to applications under children of staff oversubscription criteria</li> </ul>
1 March	<p>Local authorities write with offers made to parents for all schools in their schemes.</p> <p>In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list until 31 December.</p>
25 June	<p>The Academy transition process from Year 6 into Year 7 will start on 25 June 2025, when children officially become Rodillian students and leave their primary school. This is in line with the start of our academic year. Parents are required to ensure their child attends school regularly. Any student who fails to attend on 25 June 2025 without good reason will be absent without authorisation. If the absence is prolonged, consideration may be given to a Fixed Penalty Notice against the parents. Unauthorised absences of more than 20 days may lead to deletion of the child's name from the Academy register.</p>

### Application process (normal round)

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

### Applying after the national closing date

If you apply after the national closing date, we cannot guarantee to 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 will not be allocated a school place until after national offer day.

### In-year admissions

From September 2025 there are 300 places in each of years 7,8 ,9, 10 and 11. Vacancies rarely occur, but where they do, places are not offered based on the length of time children have been on the waiting list. They are filled in coordination with the local authority and in line with the oversubscription criteria stated above. It is possible, that a child may be added to the waiting list who qualifies more highly under the criteria than children already on the list. If a place becomes available, the list will be ranked in line with the oversubscription criteria. Looked after children, previously

looked after children, and those allocated a place at the Academy in accordance with the Fair Access protocol take precedence over those on a waiting list.

Parents seeking in year admissions should make application via the Leeds Local Authority centralised online application process.

Where a place is offered, and the place is accepted, we shall plan for your child to start the Academy as soon as possible. If the decision letter informs you that a place cannot be offered to your child at the Academy, you will be advised of your right of appeal to an independent appeal panel.

Details of children refused admission at the Academy will be included on the Academy's waiting list. The Academy maintains the waiting list, in accordance with the Academy oversubscription criteria. Parents will need to complete a new in-year application each academic year they wish for their child's details to remain on the waiting list.

### Fair access protocol

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the local authority, to admit a proportion of these children.

### Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group, for instance, where the child is gifted or talented or where a child has suffered from learning, social or medical issues impacting his or her schooling.

When such a request is made, the Local Review Board will decide based on the circumstances of the case and in the best interest of the child concerned, considering the view of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the Clerk to the Local Review Board at [contact@rodillianacademy.co.uk](mailto:contact@rodillianacademy.co.uk) to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Enclosed with this should be any evidence in support of their case; some of the evidence a parent might submit could include:

- Information about the child's academic, social, and emotional development.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

It is for parents to decide the evidence they wish to submit in support of their application for admission outside of their normal age group. There is no expectation on parents to provide professional evidence they do not already have.

The Academy LRB will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The Clerk to the LRB will inform the parents whether the request for admission out of age group has been agreed or the reason for any refusal.

Where the LRB refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.

### Waiting lists

If your child is not offered a place at the Academy for Year 7, you should apply to the Academy for your child to be added to the waiting list. We hold the waiting list until the end of July. You will need to make a fresh application in August for your child's details to remain on the waiting list for the next school year (see In Year Admissions section for how to apply).

For in-year applications, the details will remain on the waiting list until the end of the academic year (July). You will need to make a new school transfer application in early July if you wish for your child to be placed onto the waiting list for the next academic year. Where places become available, they will be filled in accordance with the oversubscription criteria.

### Appeal

All parents whose children are refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. This is a legal process and places are not 'reserved' for appeal panels to offer.

If you have applied but not been offered a place at our school, you have the right to appeal. Leeds City Council arrange our appeals.

Appeals submitted for a year 7 place in the normal round will need to be received by Leeds City Council's deadline to guarantee being heard before the new school year starts. [Find Leeds City Council's appeals timetable containing deadlines and timescales](#)

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).