

A. ADMISSION OF STUDENTS FOR ENTRY AT YEAR 7 2018/19

For September 2018/19 the College Admission Number for entry into Year 7 will be 168 students. Students should normally be aged between 11 and 12 years on the 1 September in the year of entry.

Landau Forte College is an Academy which is state funded and *independent* to the local authority. Parents\carers only need to make a single application for their child to attend the secondary school of their choice, including an application for a place at Landau Forte College.

This application **MUST** be made via the Local Authority in which **you live**. For most applicants this will be to Derby City Local Authority. The Derby City area falls entirely within either Catchment Areas 1 and 2 (see below for details). However for those people who live within the parts of the Catchment Area 2 that fall within the *Derbyshire Local Authority* area, they should return their application form to that authority. Derby City Local Authority will be notified of those applicants by the *Derbyshire Local Authority* and Derby City Local Authority will then in turn notify the College about ALL the applicants for places for September 2018.

B. CATCHMENT AREA

Area 1

For entry at age eleven, 84 places will be offered to applicants from **Catchment Area 1** which is the Derby City electoral wards of *Abbey, Derwent, Arboretum, Normanton and Sinfin*.

Area 2

84 places will be offered to the applicants from **Catchment Area 2** which is an encircled geographical area measuring 4.75 miles in radius from the College and includes all of the remaining 12 electoral wards of the City of Derby and those parts of *Derbyshire* which are within a 4.75 mile radius of the College not including Catchment Area 1.

If insufficient applications are received from *either* Catchment Area 1 *or* Catchment Area 2, the places not allocated to applicants from a particular catchment area will be offered in the first instance to applicants from the other catchment area.

Applicants from outside the two catchment areas will only be offered a place if there are insufficient applicants from Catchment Areas 1 and 2.

C. EXPECTATIONS

1. Students will need to be committed to the College's approach, including the emphasis on Science, Technology, Business and Foreign Languages, the longer working day and the five-term year. They must be willing to give of their best and to take part in the social and sporting activities of the College.
2. Students should intend to remain in full-time education or vocational training until the age of 18.

We expect students to have the support of parents or carers who are also committed to the College's approach and we would expect them to take a keen interest in their child's learning, progress and social development at the College.

D. APPLICATION PROCESS

To apply for entry in September 2018 you should complete the **Local Authority Common Application Form** (which you should have received via your child's primary school) and send it to your Local Authority **by 31 October 2017**. This will guarantee you and your child an appointment to visit the College to complete the Application Process. The opportunity to visit the College will be advertised in the local press and on the College web site – this Open Evening will be held on Wednesday 13 September 2017.

E. NEXT STEPS

1. Send your completed **Common Application Form** to the Local Authority in which you live naming Landau Forte College as one of the school preferences for your child.
2. You will be invited to come with your child to the College at a given time on either Saturday 11, Monday 13, Wednesday 15 or Monday 20 November 2017.

Please Note

*It is essential that ALL applicants attend on the specified date. If for any reason you are not able to attend at your scheduled appointment time then you should contact us as soon as possible so that an alternative appointment time may be offered on another specified day and time. **If you have not notified us that you cannot attend and confirmed this in writing, then we shall be unable to process your child's application any further.***

3. On your visit to the College your child will be given a NFER assessment to complete. Please note that **ALL** applicants are required to take this test.
4. Whilst this assessment is taking place you will be given further information about the College, what it offers and the expectations it places on students and parents\carers.
5. The whole process should be completed within approximately 1.5 hours.
6. The NFER assessments will be externally marked and places allocated in accordance with the procedure outlined below.
7. The College will notify the Local Authority which children have been allocated places at the College.

You will be informed in writing by the Local Authority on 1 March 2018 to which school your child has been allocated a place.

F. ALLOCATION OF PLACES

If the College has 168 applicants or less then all applicants will be offered places. If the College is oversubscribed then the following procedure in accordance with paragraph 1.6 (c) of the 2012 School Admissions Code will be followed:

1. The College will seek to recruit a cohort of students which *reflects the national distribution of ability*. The method is as follows:
 - a) Each individual applicant will be tested using the NFER Non Verbal Reasoning assessment.
 - b) Each applicant's test will be externally marked and a score awarded; this score is adjusted for age to give a *standardised age score*.

- c) Using the *standardised age score* each applicant will be placed in one of nine stanines of ability according to their score.
- d) The *Oversubscription Criteria* as shown in *Section G a – c* of this document will be applied.
- e) Following the application of *Oversubscription Criteria Section G a – c* then apply *Oversubscription Criteria Section G d and e* which entails the use of computer software to randomly allocate the remaining places in each of the 9 stanines of ability and each of the two catchment areas.

As stated above, 84 places will be allocated to people living in Catchment Area 1 and 84 places to people who live in the Catchment Area 2. Please note that these numbers are inclusive of those children who are Looked After by a Local Authority and those children with Statement of Special Educational Need or Education Health & Care Plan (people outside of those areas will only be offered places if there are insufficient applicants from within Catchment Areas 1 and 2).

H. OVERSUBSCRIPTION CRITERIA

Where the number of applications for admission is greater than the published admissions number of 168, applications will be considered against the criteria set out below:

- a. Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order⁶⁷. A Looked After Child is defined as a child who is (i) in care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social care functions (see the definition in section 22(1) of the Children Act 1989).
- b. Children who have a Statement of Special Educational Need or Education Health Care Plan and where the Academy is named.
- c. Siblings of an existing student at the time of admission will be given preference provided that the applicant lives in the defined Catchment Area 1 or defined Catchment Area 2 (without prejudice to the conditions set out at a) or b) Siblings are defined as *brothers* or *sisters* who are either (i) a blood relative or (ii) are a sibling by legal adoption.
- d. Thereafter places will be allocated on a random basis within each stanine of ability. There will be a maximum of 50% in total of students from each of the defined catchment areas subject to sufficient applications being received.

Should places still be available following allocation of places in Catchment areas 1 and 2 these will be allocated on a random basis

H. OPERATION OF WAITING LISTS

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the College receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by the Academy and it will be open to any parent\carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in the paragraphs *G. Oversubscription Criteria a - e*. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

I. ARRANGEMENTS FOR APPEALS PANELS

Parents\carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding on all parties.

J. REMINDER

Parents\carers are respectfully reminded that to apply for a place at the College you **MUST** use the Local Authority Common Application Form naming the College as one of your school preferences and return that form to your Local Authority by the date specified on that form. **Please do not send the Common Application Form to the College.**

TIMETABLE FOR APPEALS FOR ADMISSIONS TO YEAR 7 2018/19

Offers sent to Parent/Carers by the Local Authority	1 March 2018
Parent/Carers who wish to Appeal should contact Landau Forte College in writing	From 1 March 2018
Landau Forte College will send an Appeals Form and further Guidance to Parent/Carers	Within 3 working days
Deadline for Parent/Carers to return their Appeal Form to Landau Forte College	09 April 2018
Notification of the date, time and venue for the Appeal will be sent to Parent/Carers along with the Generic Case for the College	10 working days prior to the commencement of Appeal Hearings
Deadline for submission of evidence supporting the Appeal to the Appeals Clerk for the College	3 working days prior to Appeals Hearing
Outcome of the Appeal confirmed in writing to Parent/Carers	Within 5 working days of Appeal Hearing