



ADMISSIONS POLICY 2019/20

1. Vision

Our vision at Landau Forte College is to ensure that every young person is inspired, engaged and challenged to achieve at the highest possible level. At the heart of everything we do is a strong moral purpose to ensure all young people have access to the highest quality education and enrichment experiences. We are relentlessly ambitious for our students in their future aspirations and we want their success to go beyond academic achievement.

The College aims to ensure that our young people leave as confident, healthy, secure and independent individuals who have a love of learning and are ready to make a personal contribution to society.

2. Rationale

Landau Forte College Derby operates an Admissions Policy for entry at year 7 which will:

- be consistently applied and clearly transparent to all stakeholders;
- meet the needs of the students;
- meet the needs of the parents and carers;
- meet the requirements of the Law.

ADMISSIONS POLICY 2019/20

1. Introduction

- 1.1 Landau Forte College is an Academy, which is a state funded independent school, in Derby. This policy covers the administration of admissions for students into year 7.
- 1.2 This policy will provide transparency and consistency in all our admissions' procedures.
- 1.3 Staff of the Academy will ensure that information regarding entry criteria and application procedures are available to all stakeholders.

2. Definitions

For the purposes of this Admissions Policy, the following will apply:

- 2.1 'Children Looked After' has the meaning set out in the Children 1989 Section 22(1) and the Adoption and Children Act 2002 section 46 (adoption orders).
- 2.3 'The College' means the Landau Forte College Derby.
- 2.4 'Sibling' means any Eligible Applicant residing at the same address as the Applicant and as part of the same family unit at the time of the proposed admission, whether as a full, half, step, adopted or foster sibling.

3. Planned admission numbers

- 3.1** For September 2019/20 the College Admission Number for entry into Year 7 will be 196 students.

4. Admission to the Academy

- 4.1** Students should normally be aged between 11 and 12 years on the 1 September in the year of entry. Students should intend to remain in full-time education or vocational training until the age of 18.

4.2 Applications must be made directly to the Local Authority where the student lives.

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 2019.

4.3 Catchment Areas

For entry at age eleven there are two catchment areas:

Catchment Area 1

98 places will be offered to applicants from Catchment Area 1 which is the Derby City electoral wards of Abbey, Derwent, Arboretum, Normanton and Sinfen.

Catchment Area 2

98 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.

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

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

5 Requirements

- 5.1 Students will need to be committed to the College's approach, including the emphasis on business dress, the longer working day and the five-term year. They must be willing to give of their best and to take part in the wider life of the College and embrace the opportunities for personal development.
- 5.2 The College expects students to have the support of parents or carers who are also committed to the College's approach and expects them to take a keen interest in their child's learning, progress and social development at the College.

6 Admissions Procedure: 2019/2020

- 6.1 To apply for entry in September 2019 applicants should complete the **Local Authority Common Application Form** (which parents/carers should have received via their child's primary school).
- 6.2 There is the opportunity to visit the College at its Open Evening to be held on Wednesday 12 September 2018. This will be advertised in the local press and on the College web site.
- 6.3 **Completed Common Application Forms** should be sent to the **Local Authority** where the parent/carers lives naming Landau Forte College as one of the school preferences for their child.
- 6.4 After submission of the completed Common Application form parents/carers will receive a letter requesting them to visit the College, to complete the application process, with their child at a specified time on either Saturday 17, Monday 19, Wednesday 21 or Monday 26 November 2018. It is essential that all applicants attend on the specified date.
- 6.5 If for any reason applicants cannot attend at the scheduled appointment time parents/carers should contact the College as soon as possible so that an alternative appointment may be offered on another specified day or time.
- 6.6 Failure to notify the College in writing that an applicant cannot attend will result in the failure of the application being processed any further.
- 6.7 On the visit to the College applicants will be given a NFER assessment to complete. All applicants are required to take this test.

- 6.8 Whilst the assessment is taking place parents/carers will be given further information about the College, what it offers and the expectations it places on students.
- 6.9 The whole process should be completed within approximately 1.5 hours.
- 6.10 NFER assessments will be marked externally and places will be allocated in line with section 8 of this policy.

7. Application deadlines

- 7.1 Completed application forms should be sent to the **Local Authority by 31 October 2018**. This will guarantee that the appointment letter, referred to in 6.4, is sent to applicants to visit the College in order to complete the Application Process.

8. Offer of Places

- 8.1 If the College has 196 applicants or less then all applicants will be offered places. If the College is oversubscribed, then a procedure in accordance with paragraph 1.6 of the 2012 School Admissions Code will be followed.
- 8.2 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 10.1 a – c of this document will be applied.
 - e) Following the application of Oversubscription Criteria Section 10.1, a – c, Oversubscription Criteria Section 10d and e then apply 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.
- 8.3 As stated in 4.3, 98 places will be allocated to people living in Catchment Area 1 and 98 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 a Statement of Special Educational Need or Education Health and Care Plan (students outside of those areas will only be offered places if there are insufficient applicants from within Catchment Areas 1 and 2).

8.4 The College will notify the Local Authority which children have been allocated places at the College.

8.5 Parents/carers will be notified in writing by the Local Authority on 1 March 2019 of the school at which their child has been allocated a place.

9. Appeals

9.1 The College will set up an independent complaints panel which will allow parents and carers to make an appeal against a decision made by the College. The arrangements for appeals will be in line with the Code of Practice on Schools Admissions Appeals published by the Department for Education as it applies to Voluntary Aided Schools (see appendix 1).

9.2 The outcome of the complaints procedure is final and binding on all parties.

10. Oversubscription Criteria

10.1 Where the number of applications for admission is greater than the published admissions number of 196, 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 order 67.
- 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 who will be in Years 8 – 11 in the academic year 2019/20 (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 above). Please note, the sibling criteria is not applicable when the sibling will be in Year 12/13 in the academic year 2019/20.
- 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 enough applications being received.
- e.** Should places still be available following allocation of places in Catchment areas 1 and 2 these will be allocated on a random basis.

11 General

- 11.1** The College may subsequently withdraw a place if false, incorrect or misleading information has been provided which has led to a place being offered or has advantaged the Applicant in the priority order for oversubscription.

RESPONSIBILITY

Responsible Staff	Ms Alison Brannick
Policy administrator	Miss Lauren Walendziewski
Approving body	Governors
Review date	September 2019
<i>All policies are available to stakeholders either on the College website or upon request from the College Office.</i>	

Appendix 1

TIMETABLE FOR APPEALS FOR ADMISSIONS TO YEAR 7 2019/20

Offers sent to Parent/Carers by the Local Authority	1 March 2019
Parent/Carers who wish to Appeal should contact Landau Forte College in writing	From 1 March 2019
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	08 April 2019
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