Admissions Policy & Arrangements from 2026-27

SCOPE:	Academy Policy
AUTHOR/ORIGINATOR:	Mrs N Lapskas
NAME OF RESPONSIBLE DIRECTOR/PRINCIPAL:	Mrs N Lapskas; Academy Principal
APPROVING COMMITTEE:	Academy Committee
STATUTORY BASIS:	Statutory Policy
REQUIREMENT TO PUBLISH ON WEBSITE:	Yes
DATE RATIFIED:	10/10/2024
DATE DISTRIBUTED:	17/10/2024

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The LEAF Studio will adopt fair practices and arrangements that are in accordance with the School Admissions Code, the School Admissions Appeals Code and admissions law.

Admission Number(s)

LEAF Studio accepts admissions from 13 – 19 years and provides a variety of specialist educational opportunities, which include a Sport Specialism and Performing Arts Specialism.

LEAF Studio has a Published Admission Number of 80 for Year 9 and 130 for Year 12 for the Year 2025-26:

LEAF Studio admits a total of 500 students, of which, there are the following places allocated in each year group:

- 80 places allocated for Year 9
- 80 places allocated for Year 10
- 80 places allocated for Year 11
- 260 places allocated for Sixth Form

Admission of children outside their normal age group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. LEAF Studio will make decisions based on the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the academy.

Process of Application

Arrangements for applications for places at the LEAF Studio at year 9 will be made in accordance with Bournemouth, Christchurch, and Poole (BCP) School Admissions co-ordinated admission scheme.

In the first instance, interested applicants should register their interest with LEAF Studio to allow completion of performance assessment based on aptitude to Sport or Performing Arts due to the nature of the curriculum offered within the school.

LEAF Studio will take all reasonable steps to inform parents of the outcome of the performance assessment before the closing date for secondary applications in October to allow parents time to make an informed choice of school – though this will not guarantee students a place at LEAF Studio.

Applications are to be made on the Common Application Form and submitted to BCP School Admissions by the October Deadline following Performance Assessment.

The LEAF Studio will use BCP's timetable for applications to the LEAF Studio each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within BCP as agreed by the Admissions Forum, BCP, local schools and Academies.

Timeline

1 September 2025	Parents can register for aptitude test using LEAF Studio School's Registration Form. Applications can be submitted to your local authority
September-October 2025	Open Evening Aptitude testing undertaken. LEAF will contact families to arrange visits and assessment dates
31 October 2025 (National Closing Date)	Parents must submit **both** of the following by this date: • Application Form to their Local Authority (e.g., BCP Council) • Aptitude test registration form to LEAF Studio School
December 2025	LEAF Studio sends a list of students to be offered places to BCP School Admissions
2 March 2026 (National Offer Day)	Parents will be informed the outcome of their application

Consideration of Applications

The LEAF Studio will consider all applications for places at the LEAF Studio.

The LEAF Studio will not:

a. Place any conditions on the consideration of any application, other than those in the oversubscription criteria.
b. Consider any previous schools attended.
c. Give extra priority to children whose parents rank preferred schools, in a particular order, including 'first preference first' arrangements.

Where fewer than the published admission number(s) for the relevant year groups are received, the LEAF Studio will offer places to all those who have applied. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below.

After the admission of young people with Education, Health, and Care Plans where LEAF Studio School is named on the Plan, LEAF Studio School will offer places to all those who have applied with a priority being given to:

Category 1
Looked after children and all previously looked after children. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted; (see note 1).

Category 2
Students will be admitted on the basis of aptitude to sport or performing arts due to the nature of the curriculum offered within the school. This will involve a Performance Assessment in the identified specialism which includes a fitness test for sport and practical demonstrations for performing art students. Up to 10% of students of the PAN will be admitted on the basis of aptitude to sport or performing arts (see note 2).

Category 3
Children living in the designated catchment area which is defined as the BH postcode (see note 3), of the academy who will have a brother or sister (see note 4) attending the academy at the time of admission.

Category 4
Children living in the designated catchment area, which is defined as the BH postcode (see note 7).

Category 5
Children living outside the designated catchment area of the academy who will have a brother or sister (see note 5) attending the academy at the time of admission.

Category 6
Children living outside the catchment area of the academy who live closest to the academy as measured by straight-line distance. In the event of a tie-break those who live closest to the academy as measured by the straight-line distance calculated by BCP's Geographical Information System (GIS) in use at the time of allocation (see note 8).

If LeAF Studio is oversubscribed overall from within categories 2 - 6 above, distance will be applied as a tiebreaker with those living closest to the main door of the school having priority for admission (see note 3).

Sixth Form Entry (Y12+)
LEAF Studio's Post 16 provision is made up of on-site and partnership sites.

All our Sixth Form sites offer full-time post-16 education, which requires the study of at least three A-levels or BTEC/NCFE equivalent. A full-time place at LEAF Studio Sixth Form or our partnership sites is considered to be an Extended Diploma qualification (3 A-levels overall) or the equivalent combination of BTEC/NCFE and A-levels. A place will not be offered to a prospective student if they are unable to take-up a full-time study programme with us.

Students who do not achieve a Grade 4 or above in GCSE English or Maths will be required to complete lessons and examinations in these subjects until a Grade 4 or above is achieved.

All LEAF Studio Year 11 students have the right to progress to courses in our Sixth Form or educational sites if they meet both the general and subject entry requirements. Applications are welcomed from Year 11 students in other schools who will meet both the general and subject entry requirements for Sixth Form. The overall for LEAF Sixth Form is 260 inclusive of partnership sites.

Onsite Sixth Form Admissions

Onsite Sixth Form applications open on or around 1 September each academic year. Applications are processed as they are received, and students are invited to attend interviews and aptitude testing. It is noted that interview and aptitude testing dates may clash with students mock exams and alternative dates may be made available.

Applicants will normally only be considered for admission into the sixth form onsite at LEAF Studio if the following criteria are met:

a. A course suited to their ability and aptitude is available in their year of application
b. Prior qualification requirements listed below are met (**If a student does not receive the entry requirements,** we will always have discussions surrounding their application as timetabling of our Functional Skills/GCSE retake programme may allow for additional entries)

Sport
• Successful aptitude test/interview • Minimum Grade 5 in P.E (or Level 2 BTEC Sport Merit) – (if studied) • Minimum Grade 5 in GCSE English • Minimum Grade 4 in GCSE Maths and Science
Performing Arts
• Successful aptitude test/interview • Minimum Grade 5 in Performing Arts subject; Dance, Drama or Music (or Level 2 BTEC Merit+) – (if studied) • Minimum Grade 5 in GCSE English • Minimum Grade 4 in GCSE Maths
A-Levels
• Successful interview, where appropriate • Grade 6 in the same subject (or equivalent) at GCSE level. Unless higher is required, applicants must achieve at least a Grade 5+ in English and Maths. Applicants may be able to study an A-level they have not previously studied at GCSE depending on their overall GCSE results. The general expectation is 5 GCSE passes, including English and Maths, at Grade 5 or above.

Offsite Partnership Admissions
Our partnership sites operate their own forms of testing/interviews and application processes which do not form part of this policy.

For partnership sites, the below entry requirements will be expected from those students hoping to enrol.

- 5+ grades at L4-9
- The above must include one or both of GCSE English and Maths at L4+.

The Academy will apply these categories to applicants subject to the following exceptions:

Final Tie-Break Allocation Process
If there are insufficient places to accommodate all applicants and after using all tie break criteria applicants for the final place(s) cannot be split the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through an independent provider. (See note 5)

Late Applications
Where an applicant is seeking admission for the September entry of the academy entry year, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness, involving hospitalisation or a bereavement.

In Year Fair Access
All the admission authorities in BCP have established an In-year Fair Access Protocol. The purpose of the Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. Decisions of the Panel may mean that the Academy might have to admit young people which could result in the Published Admission Number being exceeded.

Special Educational Needs
Where a child has a statement of special educational needs and for whom there is a legal requirement to admit to a particular academy named in the statement.

Waiting Lists
LEAF Studio School operates a formal waiting list for those refused a place. The waiting list is ranked according to the over-subscription criteria. Any places that do become available are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date.

Waiting Lists will automatically cease on 31 December, of the determination year. Previous applicants wishing to continue on a waiting list must re-apply to the LeAF Studio between 1 and 31 December.

Academy Admission Appeals

If your son or daughter is not offered a place at The LeAF Studio you have the right to appeal. For information on appeals you should check the Appeals Timeline on the Document Zone the school website, www.leafstudio.co.uk .

An Independent Appeals Panel will consider the Studio's reasons for refusal and your reasons for wanting to attend the LeAF Studio.

The panel will consist of three people (two will have education experience and one will be an independent person with no education experience).

The panel will consider the case put forward, it must consider the admission arrangements for the Studio and the reasons why you want to attend this particular academy. The panel must exercise its discretion by balancing the weight of arguments.

The decision of the Independent Appeals Panel is binding on the admissions authority and the parents.

The LeAF Studio will not consider repeat appeals by the same applicant in the same academic year unless the applicant is able to prove that there has been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by Independent Appeals Panel.

Withdrawal of an offer of a place

The LEAF Studio may withdraw an offer of a place where a parent fails to respond to an offer within a reasonable timescale or the place was offered on the basis of a fraudulent or misleading application.

Admission Criteria - Notes

In the case of over subscription in categories 1 – 5 priority will be given to these children:

Note 1: Looked After Children

A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the

previously looked after status of a child. It is at the discretion of the Academy what evidence is required. The final decision will be made by the Academy. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.

Note 2: Specialism

In the case of over-subscription in category 2, priority will be given to applicants in the main admission category order, sub-divided by the priorities in Note (1) (i) then based on the highest aptitude test rank with distance considered to those furthest not able to be admitted through categories 3 to 6.

Note 3: Catchment

The home address is considered to be the child's main and genuine principal place of residence at the time of the allocation of places. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, documentary evidence to support the address they wish to be considered for allocation purposes will be required.

Those that live closest to the school as measured by the straight-line distance calculated by the Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement from the centre of the building of the home address to the centre of the building of the school). If distances are equal, as calculated by the Council's GIS system, for example a flat in a block of dwellings with the same front entrance a random allocation system will be used to determine the allocation.

Note 4: Siblings

Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister and the children of parents who are married or cohabiting, where the parents and children live together in the same household.
When considering twins, triplets or other multiple births, places will be offered above the published admission number to the other twin, triplet, or multiple birth children whose twin, triplet or multiple birth sibling was offered a place within the admission number. Twins, triplets, and multiple births will be given a priority over other sibling links and other applicants.

Note 5: Other considerations

Where an applicant is seeking admission for the September entry of the school entry year, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness, involving hospitalisation or a bereavement or as prescribed within the co-ordinated admission arrangements.

Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy. If any information supplied by an applicant is judged to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.