



Admissions Policy
Joseph Leckie Academy

2027–2028



Approved by:	Date:
Trust Board	10th December 2025

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Joseph Leckie Academy is part of an inter Local Authority coordinated Admission Scheme.

All dates referred to within this document are in line with this scheme. Walsall Council's online application process will open in September 2026.

Closing date for the submission of applications is: 31st October 2026

Notification date: 1st March 2027

1. Aims

This policy aims to:

- Explain how to apply for a place at a school in Joseph Leckie Academy
- Set out the arrangements for allocating places to the students who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Headteachers' views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place but it is not in their preferred age group.

6. Allocation of places

6.1 Published admission number (PAN)

Our school's published admission number (PAN) for entry into Year 7 is 240.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name Joseph Leckie Academy will be admitted to the academy before any other places are allocated.

If Joseph Leckie Academy is not oversubscribed, all applicants will be offered a place.

In the event that Joseph Leckie Academy receives more applications than the number of places available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the academy.
2. Priority will next be given to children with siblings on the roll of the academy at the point of application for the new student. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former students of the school.
3. Priority will next be given to children on the basis of social or medical need. Relevant medical or social grounds include clear evidence that shows that attendance at the school is essential and supported in writing by a medical practitioner or social worker. Requests for such consideration will be subject to verification by Trust Board.
4. Students from feeder Primary Schools within the Forge Brook Trust. In the event of oversubscription from feeder primary schools, children living closest to Joseph Leckie Academy, as measured in a straight line distance, will be given priority.
5. Priority will next be given to students from other main feeder Primary Schools including Palfrey Junior, Caldmore Primary Academy and Whitehall Junior Community School, living within 2.25 miles of Joseph Leckie Academy, as measured by a straight line. In the event of oversubscription from feeder primary schools, children living closest to Joseph Leckie Academy, as measured in a straight line distance, will be given priority.
6. Proximity of the child's home to the school, with those living nearest being accorded the higher priority, the distance being measured in a straight line.

Definition of home address: the home address of the child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either owned by the child's parent, parents or carer or leased to or rented by the child's parent, parents or carer under lease or written rental agreement of not less than six months' duration.

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

6.4 Waiting list

Until 31st August 2027 parents may enquire about their child's position on the waiting list by contacting the Admissions and Pupil Place Planning Team on 01922 652585. From 1st September 2027 the waiting list will be maintained by the Academy and parents should make enquiries by contacting Joseph Leckie Academy Admissions on 01922 721071.

From 1st September 2027, parents wishing their child/ren to be placed on the Waiting List should contact Joseph Leckie Academy Admissions in writing to make their requests.

Under the School Admissions Code, looked-after children, previously looked-after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.7 below) must take precedence over those on the waiting list.

6.5 Fair Access Protocol

We participate in our Local Authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to any school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

6.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.7 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.8 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name Joseph Leckie Academy will be admitted to the school.

Likewise, if there are spaces available at the school in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the students on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address: For the attention of the Admissions Team, Joseph Leckie Academy, Walstead Road West, Walsall, WS5 4PG or send to JLAMidYearAdmissions@josephleckieacademy.co.uk.

You can find details on our in-year admissions and an application form on the following webpage [Joseph Leckie Academy – Admissions](#) Or come into school to pick up an application form.

Parents will have their mid-year application acknowledged within 2 working days and will be notified of the outcome of their in-year application in writing within 10 school days. (If an application is made on behalf of a child who is not already in a school, from outside the area or abroad, we will notify the Local Authority's Child Missing in Education (CME) team to make them aware

8. Appeals

If your child's application for a place at Joseph Leckie Academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing, the appeal form can be found at the following location on our website, [Joseph Leckie Academy – Admissions](#) and send it to the following address:

Mrs S Chhokar, Joseph Leckie Academy, Walstead Road West, Walsall, WS5 4PG. **Please mark ADMISSION – APPEAL**

Appeals in respect of Year 7 intake for September 2027 should be lodged by noon on Friday 2nd April 2027 and will take place during the summer term. Appeals for mid-year transfers will be heard throughout the school year.

Appeals will be heard by an independent appeal panel.

9. Monitoring arrangements

This policy will be reviewed and approved by the board of trustees every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the board of trustees will publicly consult on these changes.

The board of trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.