



Star

NURTURING TODAY'S **YOUNG PEOPLE**,
INSPIRING TOMORROW'S **LEADERS**

DETERMINED ADMISSION ARRANGEMENTS

2025/26

Tong Leadership Academy
Sixth Form



Determined Admission Arrangements for Tong Leadership Academy Sixth Form for 2025/26

Tong Leadership Academy Sixth Form is part of Star Academies.

Admission into Tong Leadership Academy Sixth Form is open to students from Year 11 at Tong Leadership Academy and students from other schools. We aim to ensure that students will experience a high quality and stimulating education, which will equip them to progress to courses at prestigious universities.

The overall capacity for Year 12 is 100. The published admission number, which applies to students requiring admission from other schools is 70 for Year 12.

Entry requirements

The minimum academic entry requirement that must be met by all students requiring admission to the relevant level of study are:

- (a) A minimum of 5 GCSEs at grades 9 - 6, with at least a grade 5 in GCSE English Language or English Literature and GCSE Mathematics to pursue A Levels.
- (b) A grade 4 in GCSE in English Language or English Literature and Mathematics as well as a minimum of 3 GCSEs at grades 9 – 5 in other subjects to pursue vocational courses.

There is also a requirement to have attained a minimum GCSE grade in order to pursue a specific A level subject. This also applies for some vocational courses. More details are included in the Sixth Form prospectus.

Students who fail to obtain the necessary GCSE grades to meet the minimum entry requirements for the course of their choice will not be eligible for an offer of a place on that course. They may however be considered for admission for an alternative course, for which they meet the minimum course entry requirement.

Admission process

All applicants (internal and external) must complete the Tong Leadership Academy Sixth Form Admission Form. The form is available from Tong Leadership Academy Sixth Form. The completed form must be returned to the college.

Following receipt of the application form, the students are requested to attend an information, guidance and advice meeting at the college, with their parents. The purpose of the meeting will be to discuss the options the students wish to pursue and the entry requirements which must be met. The meeting does not form part of the decision process on whether to offer a place or not.

Offers of places

All applicants are required to advise the college of their GCSE results as soon as possible after they receive them. This will enable the college to confirm the final offer of a place by 31 August 2025.



Admission policy

Students with an education, health and care plan, naming Tong Leadership Academy Sixth Form will be admitted.

Oversubscription criteria

- 1) Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school 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).
- 2) Children of staff employed at Tong Leadership Academy or Tong Leadership Academy Sixth Form for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage (see note 2).
- 3) Children who have a sibling attending Tong Leadership Academy or Tong Leadership Academy Sixth Form or was a former pupil of Tong Leadership Academy or Tong Leadership Academy Sixth Form at the time of application and offer of a place (see note 3).
- 4) Children with proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at Tong Leadership Academy Sixth Form.

Parents are responsible for providing the professional supporting evidence to the college by the closing date from a consultant, doctor, psychologist, social worker or from another relevant independent professional (see note 4).

- 5) All other students who live nearest from home to college (see note 5).

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) at the time of making an application to a school.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society (see Section 23ZZA(8) of the Children's Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangement orders are defined Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989, which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).



- 2) A child is eligible for consideration when the parent(s) of child on the payroll of Tong Leadership Academy or Tong Leadership Academy Sixth Form completes the section on the application form.
- 3) Siblings refers to full, half, adopted, step, foster children or the child of the parent's partner, and in every case, the child must be living in the same family unit at the same address.

To be eligible for consideration as a sibling of a former pupil, the former sibling must have completed their Year 11 studies or Year 13 studies at Tong Leadership Academy or Tong Leadership Academy Sixth Form respectively.

- 4) For a place to be offered under this criterion, the information must confirm the exceptional medical or social need, and demonstrate how Tong Leadership Academy Sixth Form is the only college that can meet the defined needs of the child. In all cases the medical or social need must be permanent or long term. For medical conditions affecting mobility, consideration will only be given if Tong Leadership Academy Sixth Form is nearest to the child's home. It is the parent's responsibility to provide the information directly to the college. Failure to provide the supporting information by the closing date may result in the application not being considered under this criterion.
- 5) Bradford Council measures the distance in a straight line taken from the ordinance survey reference point for the home address to the main entrance of the college.

Tie-breaker

Students who live nearest from home to college will receive priority for any criteria that are oversubscribed. If the distance between the student's home and the college is the same, which includes the same geographical property reference (such as a block of flats), random allocation is used as a tie-breaker. Bradford Council's School Admissions Team will undertake the random allocation process.

Address

The address given must be where the child and parents live permanently. It should not be the child minder's, grandparent's or other relative's address. If parents share custody of a child, the school may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. If there is joint custody for the child, the address of the parents receiving the child benefit is used. If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's house will not be considered as a permanent address.

Parents will be required to provide current copy of council tax as proof of residence at the permanent address. We may seek other means of evidence as proof of residence at the permanent address if required.

Multiple births

If children of multiple births (twins and triplets) require admission in the same year group and there is only a single place left within the published admission number, the college will offer places above the published admission number.



Late applications

Unless there are exceptional reasons for the late submission of the application form, late applications will not be considered at the same time as applications that were received by the closing date.

Waiting list

Details of students refused admission will be kept on the waiting list. The college maintains the waiting list in accordance with the oversubscription criteria.

Withdrawing an offer of a place

The college reserves the right to withdraw an offer of a place if:

- It was made in error;
- Parents / student fail to respond to the offer of a place within a reasonable period of time;
- Parents decline the place offered;
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parents / student fails to respond to the offer of a place, the college will give the parents / student a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn based on misleading information, the college will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The college will not withdraw the offer of a place once the student has started at the college, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the student has been at the college. Where the student has been at the college for less than a term, the college may consider it to be appropriate to withdraw the place.

Admission of students outside their normal age group

Parents / students may seek a place outside of their normal age group, for example, if a student is gifted and talented or has experienced problems such as ill health.

Parents / students who wish to seek admission at Tong Leadership Academy Sixth Form outside the student's normal age group (whether they are currently placed in a lower year group than their chronological age or are already of college age), must submit a written request to the college for admission out of the normal age group.

The college will decide on the request before the provisional offer date if at all possible. If the request is agreed, the application will be processed as normal.

To enable the college to consider if the request for admission outside the normal age group is in the best interests of the student concerned, the college will consider:

- Parent's / student's views.
- Information about the student's academic, social and emotional development.
- Where relevant, the student's medical history and views of the medical professional.



- If the student was born prematurely, what age group would the student have fallen in, if the student had been born on time.
- Views of the headteacher.

It is for parents / student to decide the professional evidence they wish to submit in support of their application for admission outside the normal age group. However, there is no expectation on parents / student to provide the professional evidence that they do not already have. The college will consider all requests regardless of whether any professional evidence is submitted. The supporting information could include:

- Any evidence from a health or social care professional who is involved in the care or treatment of the student, for example speech and language therapist, occupational therapist, social worker or paediatrician.
- The view of the headteacher of the school / college that they currently attend and any records of the student's development and progress.
- What can the year group in which a place is sought offer that their chronological year group would not?

The college will make their decision based on the circumstances of each individual case, and in the best interests of the student concerned. The college will inform the parents / student of their decision on the year group the student should be admitted to and will provide the reasons for their decision.

Parents / students have a statutory right to appeal to an independent appeal panel against the refusal of a place at a college for which they have applied in their child's chronological age group. However, there is no right of appeal against the decision to refuse admission outside of a child's chronological age group. Parents may make a complaint to Star Academies about the decision to refuse an application for admission outside their child's chronological age group.

In-year admission

In-year admission is the process of applying for admission into an existing year group within college. It does not refer to Year 11 to Year 12 transfer in September. The college will deal with any requests on an individual basis.

Appeals

Parents / students have a legal right of appeal to an independent appeal panel against the decision not to offer admission. Bradford Council administers the appeals process, on behalf of the college. Parents / students should contact the college for an appeal form.

Parents / students will be given at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, so they can attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision will be communicated to all parties as soon as possible after the hearing.

Re-appeals

Parents / students do not have the right to a second appeal in respect of the same year group, unless in exceptional circumstances, the college has accepted a 2nd application from the parents / students



because of a significant and material change in the circumstances of the parents / student or college but were still refused admission.