

## PROCEDURES FOR ADMISSION TO LEVENTHORPE SCHOOL IN SEPTEMBER 2018

### **\*\*ADDITIONAL PLACES – SEPTEMBER 2018\*\***

In light of the local demand for places at Leventhorpe the Governing Board has once again decided to offer an additional 60 places for year 7 entry to the school in September 2018. This will increase the number of places available in this year from 180 places to **240 places**. Please note that these additional places will be offered strictly in accordance with the school's admission arrangements using criteria 1 – 5. Up to 18 places will continue to be offered under the music criterion (Criterion 6).

### **OPEN EVENING**

Leventhorpe will be open to prospective parents and students on **Wednesday 20th September 2017** from 6.00pm. Mr Jonathan Locke, Headteacher, will address parents at 6.00pm, 6.40pm, 7.20pm and 8.00pm. All classrooms and specialist areas will be open and parents and children are welcome to view work and talk to staff and students.

### **APPLICATIONS**

Two forms must be completed in order for the governing body to assess your application properly.

#### **a) SECONDARY TRANSFER FORM**

The form you should complete depends on where you live. Secondary Transfer Forms will be distributed through your Local Authority. Hertfordshire residents should use the form supplied by Hertfordshire Local Authority. Essex residents should use the form supplied by Essex Local Authority. Secondary Transfer Forms must be completed on-line or returned to the address on the form by the dates specified.

#### **b) LEVENTHORPE SUPPLEMENTARY INFORMATION FORM.**

Parents can obtain the Leventhorpe Supplementary Information Form by attending one of the admission information sessions at the school. You will be able to book your place at one of these sessions. Please contact Mrs Moodie or Mrs Vine on 01279 603171 to book your session as soon as possible. There will be an opportunity to arrange the date of your session during the Open Evening itself but please be aware that long queues are likely. These information sessions are for parents and carers only, **children should not attend**.

#### **CRITERION 6 (Music).**

Parents applying under criterion 6 (music) should ensure that they tick the appropriate box on the Supplementary Information Form. **These forms must be returned to Mrs Moodie at the school by 4pm on 6th October to enable us to make arrangements for your child to sit the test. All other Supplementary Forms (for those not applying under the music criterion) should be returned to the school by 31<sup>st</sup> October.**

### **ADMISSION CRITERIA and ALLOCATION LETTERS**

The admission criteria of the Governing Body are available on the school's website and in the school's prospectus which is available during Open Evening. **Parents should note that there are changes from previous years.** Places will be allocated by the Governing Body in strict accordance with these criteria. Letters informing parents of the outcome of their application will be sent on 1<sup>st</sup> March 2018.

### **APPEALS**

Appeals against decisions should be made directly to the Independent Appeals Panel.

If you have any queries or difficulties please do not hesitate to contact Mrs Moodie or Mrs Vine at the school during school hours.