

## **The admissions policy for Leeds community and voluntary-controlled schools for entry in September 2010**

Our Chief Executive makes all offers of a school place on behalf of Leeds City Council, which is the admissions authority. Headteachers or school-based staff are not authorised to offer a child a place.

Children with a statement of special educational needs will be admitted to the school named on their statement.

We will offer places to children in the following order of priority.

### **Priority 1**

- a Children in public care or fostered under an arrangement made by the local authority. (see note 1)
- b Pupils with Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at a specific school. (See note 2)

### **Priority 2**

Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 3). This priority will not apply where the older sibling joined the sixth form from a different school.

### **Priority 3**

Where children attend the following infant schools they will have priority for the linked junior school:

Farsley Westroyd Infant linked to Farsley Springbank Junior

Guiseley Infant linked to St Oswalds Junior

Horsforth Featherbank Infant linked to Horsforth Newlaithes Junior

Rothwell Haigh Road Infant linked to Rothwell Victoria Junior

Yeadon Westfield Infant linked to Yeadon Westfield Junior

Should there be more children than places available priority 4 will be used as a tie break.

### **Priority 4**

We will consider applications as follows.

- a If there are enough places for everyone who has applied, we will offer every child a place.
- b If we have more applications than there are places, we will offer places first to children living nearest to the school (measured in a straight line)

(see note 4). We will do this in line with parents' preferences, in the following order of priority.

- 1 We will give priority to parents who put the nearest school for which their child is eligible either by distance or catchment area, where one applies (see note 5). This does not include any voluntary-aided schools which act as their own admission authorities. Neither does it include single-sex schools because parents choose these schools deliberately because they want their child to go to an all-boys or all-girls school as appropriate.
- 2 Next in priority will be parents who choose a Leeds school, which is not the one nearest to their home address (see note 5).

If we cannot offer parents or carers a place for their child at any school they put on their preference form, we will offer their child a place at their nearest school that has places available when we make the offer (in the first instance this will be community or voluntary-controlled but may be voluntary aided, foundation or academy schools).

**Note 1**

Children who have been adopted from local authority care within the twelve months prior to applying for a school place will also be included within the higher priority for looked after children.

**Note 2**

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits in consultation with the school concerned. To receive this assistance you must contact the SEN Assessment and Provision Service on 3951035.

**Note 3**

For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

**Note 4**

In Leeds we use a straight-line distance system. Neighbouring local authorities have a priority (catchment) area system (this data is obtained from the postal address file).

We use a national computer system to run our school-admission system. As part of this system there is a program that measures the 'straight-line' distance from the centre of the main school building to your home address.

In the unlikely event there are insufficient places within the admission for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots.

### **If you live in Leeds**

If you live in Leeds and your nearest school is a school in another local authority, you will not be eligible for the school in the other local authority because you are not in its catchment area. Your nearest Leeds school by straight-line distance will be your nearest eligible school.

### **If you don't live in Leeds**

If you live in another local authority and the nearest school you are eligible for is a Leeds community or voluntary-controlled school, we will give you priority under our admissions policy.

If you live in another local authority and your nearest school by straight line is a school in your catchment area, we will not give you priority for a Leeds school. Instead, you will be eligible for the school in your catchment area.

### **Note 5**

When we say the 'nearest' school, we do not include voluntary-aided (faith based) schools. This is because they apply their own admissions policies and, if they are oversubscribed, they mainly offer places based on the religion practised by the child and family. We do not include single sex schools as nearest schools.

### **Address**

For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. We will investigate any queries about addresses and, depending on what we find, we may change the school we offer your child. When we make an offer, we assume your address will be the same in the following September as we have on record. If you plan to move house, you must still give your current address. If you move house after the deadline of 16 October 2009, you must tell us your new address as we may have to offer your child a place at another school.

### **Late Applications**

If you return the preference form after the deadline we cannot guarantee to consider your preferences at the same time as those received on time. Any applications returned after 10 December 2009 will only be dealt with once all other applicants have been offered a school place, unless there are significant and exceptional reasons.

**Accepting Offers**

Parents will be asked to accept the offer of a school place. This will not affect their position on any waiting list for a higher preference, or their right to appeal. Parents who do not wish to accept the offer, or do not accept the offer within a reasonable time, may have the place withdrawn.

**Waiting List**

After offers have been made on 1<sup>st</sup> March parents can ask to go on the waiting list for any school they originally asked for on their preference form. The waiting list will be held in criteria order of the admission policy and will close on 31 December 2010

**Nursery**

A place in a nursery does not guarantee a place in the school.

**Temporary School Site**

If a school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school's permanent site.

**Transfer Age**

We normally only allow children to start primary school at the appropriate age. This is the beginning of the academic year in which they will have their fifth birthday.

**Applications outside the normal admission round**

All applications outside the normal admission round should be made on Leeds' transfer form. Where a house move has taken place, and your child can no longer reasonably get to their previous school, a place will be offered at your highest preference school with an available place. If the schools are full you will be offered a right of appeal and told the next nearest school with an available place. (Written proof of your new address will be required).

Where no house move has taken place you will only be offered a place at one of your preferences, where a place is available, and to start at the beginning of the next term. Where no places are available you will be offered your right of appeal but no other school will be offered.

Following any unsuccessful appeal, no further application for a place at the same school can be accepted for the same academic year, unless there has been a material or significant change in circumstance. No waiting lists are held for transfers outside of the normal admission round.