

# Leeds Primary Partnership

## Admission Arrangements 2022-23



**VICTORIA**  
Primary Academy



**EBOR GARDENS**  
Primary Academy

Ebor Gardens Primary Academy and Victoria Primary Academy form the Leeds Primary Partnership within Wellspring Academy Trust. The Local Governing Body is the admissions authority for the Leeds Primary Partnership and these admission arrangements only apply to these Academies.

Admission to this Academy is into the relevant year group, which starts Reception Year (Foundation Stage 2).

Schools are required to admit children up to their admission number in the relevant year group.

Attendance at a nursery unit attached to the school does not guarantee a place at that school.

Children with a school named on their Education, Health and Care (EHC) Plan will be given a place in our school.

### **The single offer of a school place**

Leeds City Council will be the body that makes the single offer of a place to Leeds residents on behalf of the Academy.

The single offer of a school place will be communicated to parents on 19<sup>th</sup> April 2022.

### **Date of Admission to Primary School**

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, (compulsory school age), the School Admissions Code makes provision for all children to be admitted to school in the September following their 4<sup>th</sup> birthday.

Parents will be able to access this entitlement through one of the following options.

#### **Option 1**

Full-time in the Reception Year from 1 September following the child's fourth birthday.

#### **Option 2**

Part-time in the Reception Year from 1 September following the child's fourth birthday.

#### **Option 3**

Part-time in an early years setting.

### **Entry to Primary School**

1. Where a place is offered at a school, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday or a part-time admission offered.
2. There may be Spring and Summer Term admissions as a result of parents who have deferred their child's entry.
3. The deferred place at that school will be held for that child and will not be available to be offered to another child.
4. The deferred place must be taken up during the same school year for which the offer of the place was made and accepted.
5. Entry to a school cannot be deferred to:
  - a) the next academic year; or
  - b) beyond the beginning of the term following the child's fifth birthday.
6. You must ensure your child has a full time education from when they reach compulsory school age. Your child reaches this on 31<sup>st</sup> December, 31<sup>st</sup> March or 31<sup>st</sup> August after their fifth birthday (whichever comes first).

### **Admission of children outside their normal age group**

1. Parents/Carers 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. You must provide the following information to our school at the time you apply:-
  - a. Your child's name, date of birth and address

- b. The year group you wish your child to be allocated and why it is an admission out of a normal year group
  - c. What precise support your child requires due to their specific needs
  - d. Why only our school can provide the support needed to meet your child's needs and why no other school can
  - e. What extra support or funding your child currently receives
  - f. You must also attach supporting evidence from an independent professional such as a medical specialist, which confirms exactly what your child's needs are and why, in their view, only our school can meet that need. Without this evidence, your child's needs cannot be considered.
2. A determination on the exceptional circumstances will be made by the Governing Body based on the information provided by the parent/carer.
  3. This decision is separate to any decision about offering a place at our school. The right of appeal does not apply for admission outside of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application.

### **Oversubscription Criteria**

1. Where the number of applications for the Academy received during the normal admissions round exceeds the admission number, or an admission limit set higher than the admission number, then admission will be determined in accordance with the following priority of admission criteria:
  - 1.1 First to children who are Looked After or Previously Looked After Children (as defined within the Admissions Code, set out in Paragraph 3 below) or were in State Care outside of England and were then adopted;
  - 1.2 Secondly, children with exceptional Social or Medical Needs that can only be met at our school;
  - 1.3 Third, to children with brothers and/or sisters attending the Academy on the proposed date of admission;
  - 1.4 Fourth, to children who live in the catchment priority are for our school (see appendix 1 and 2),
  - 1.5 Lastly, to children living nearest the Academy; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the Academy building.
2. When you apply, you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

#### **If the child lives in different properties (shared care)**

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

If there is no agreement, the Local Governing Body will decide which address will be used, based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

3. Priority 1.1  
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 care functions at the time of making an application to the school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a Special Guardianship order or Child Arrangements Order).

A child who was in state care outside of England and then adopted, evidence must be provided to confirm the child's adoption (adoption order or adoption certificate) **and** that they were in state care (a letter from the state)

#### 4. Priority 1.2

This priority is a request for admission to our school because your child has exceptional needs that can only be met at our school. It must be supported by professional evidence.

All schools in Leeds have experience of supporting a wide range of social and medical needs. However, in exceptional cases, there may be compelling reasons why a child needs to attend our school. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, our school and how our school can meet your child's needs in a way that no other school can. It must be supported by professional evidence.

Our Governing Body will review your request for this priority. Cases will be considered individually.

A request would not be granted where a parent wishes for their child to attend a school based on the child's abilities, because their friends attend the school or due to childcare arrangements. Any request for this priority must outline why the child's circumstances are exceptional, and why only our school is suitable.

You can find out more on Leeds City Council's [check if you need to submit extra information page](#).

You must provide the following information to our school at the time you apply:

- your child's name, date of birth and address
- What precise support your child requires due to their specific needs
- Why only our school can provide the support needed to meet your child's needs and no other school can
- What extra support or funding your child currently receives
- You must attach supporting evidence from an independent professional, such as a medical specialist which confirms exactly what your child's needs are and why, in their view, only our school can meet that need. Without this evidence, your child's needs cannot be considered.

#### 5. Priority 1.3

For the sibling criterion to be applicable one of the following conditions must exist:

- a) brother and/or sister to be permanently resident at the same address;
- b) stepbrother and/or stepsister to be permanently resident at the same address (to include half-brothers/sisters or foster siblings)
- c) the sibling must still go to our school when the child applying starts (in September)

#### 6. Priority 1.4

Our school has a defined catchment priority area, adopted on conversion to academy status from previous Leeds City Council catchment information. You can see this on a map at appendix 1 (Ebor Gardens) and appendix 2 (Victoria Primary Academy) below.

If you live in our catchment area, your application will receive a higher priority at our school than applicants who live outside the catchment area. Living in the catchment area does not guarantee a place at our school.

#### 7. Priority 1.5

If none of the other priorities apply, your application will be considered under this priority.

#### **Distance measurements**

We use a straight line distance system provided by Leeds City Council admission team. The program measures the straight line distance from a defined point on the main school building to a defined point on your home address.

The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

8. If children meet the same priority (tie break) but there are not enough places left for all of them, the places will be allocated based on distance from our school. For example, if there are 4 places remaining at our school and 5 children all live in the priority catchment area, the 4 priority catchment children living closest to the school will be allocated those places.

If two or more children live exactly the same distance from our school (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the Published Admissions Number for our school.

### **Applying for a school place**

When applying to start in the entry year, all applications are coordinated by local authorities across England.

Applications for admission to the Academy from a parent/carer resident in Leeds must be made via Leeds City Council.

Applications for the Academy from parents/carers resident in another local authority area must be made on their own authority's admission portal.

Parents/Carers will be invited to state on their application five preferences for schools in rank order and give reasons for those preferences.

For Leeds residents the recommended process of application is via the online admissions system accessible from the Council website. Should you require support accessing this, contact Leeds City Council Primary Admissions.

For children not resident in Leeds the common application form must be returned to the home authority's admissions service. Applications must be received by the closing date of 15<sup>th</sup> January 2022. All offers will be made by your home Local Authority on offer day of 19 April 2022 (first working day after 16 April).

### **The offer of a place at a school**

1 – Parents/Carers will only receive a single offer of a place for admission into the Reception Year from the local authority.

2 - All offers will be communicated on the offer day 19<sup>th</sup> April 2022. You must accept the offer of a school place directly with our school. Where a parent/carer declines the offer of a place they must inform the Academy within **10 working days**. If a parent/carer does not accept or refuse the offer within these 10 days, your place at our school may be withdrawn. This will leave your child without a school place in September.

### **Late Applications**

Late applications received after 15<sup>th</sup> January 2022 will be considered after the determination of the single offer of a school place for those common application forms received by 15<sup>th</sup> January.

Any application submitted or changed after 12<sup>th</sup> February 2022 will be dealt with according to the Leeds Coordination Scheme and we will adopt any dates they use.

### **Waiting List**

After offers have been made in April, you can ask for your child to go on the waiting list for our school.

If you ask that your child is added to a waiting list after offer day and a place becomes available before the new school year starts, your child will automatically be allocated the place at your higher preference school. The Local Authority will also automatically withdraw the place at a lower preference school to give it to another child.

We hold waiting lists for all the year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in the school's admission policy (the rules for prioritising places)
- each time a child is added or removed, the list is ranked again and your child can move down if another child meets higher criteria
- the waiting list will close at the end of the academic year (July 2023). You must reapply for a new school place to be on the list the following year
- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list

### **Fair Access Protocol**

All schools must take part in the Fair Access Protocol arrangements. It is a legal requirement and the protocol applies to all Leeds schools. The protocol operates outside of the Admissions policy.

The policy applies to in-year applications and the aim is to make sure the most vulnerable children who do not have an accessible school place, are offered a place at a suitable school as quickly as possible. It also ensures that no school (including those with places) is asked to take a disproportionate number of vulnerable children.

If you think the Protocol applies to your child's application, you will need to provide the Local Authority with some further information – [Leeds City Fair Access](#).

### **False information**

1 - Where the Authority has made an offer of a place at a primary school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school the offer of a place will be withdrawn where this provision is included in the respective admission authority's admission arrangements.

2 - Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.

3 - Where a place or an offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the school.

4 - Where it is established that the place was obtained on the basis of fraudulent or intentionally misleading application and the child continues to attend the school, the sibling criterion will cease to apply in the event of the parent making an application to the same school on behalf of a younger child in the family.

### **Appeals against the Governing Body's decision not to offer a school place**

1. Any parent/carer<sup>1</sup> whose child is not offered a place at the Academy has the right to an independent appeal. Our appeals are arranged by Leeds City Council.
  2. The right of an independent appeal applies to all preferences expressed for the Academy.
  3. Appeals submitted for a reception place in the normal round will need to be received by Leeds City Council by 21<sup>st</sup> May 2022.
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4. Appeals against a decision for an in-year application can be submitted at any time during the academic year. Appeals will be heard within **30 school days** of the appeal request being received (where the application for a place has been refused and the right of appeal has been issues).
5. Normally appeal hearings will be held within **40 school days** of the closing date for receiving the notice of appeal.

### **Admission Numbers**

Ebor Gardens Primary Academy Admission Number: 60

Victoria Primary Academy Admission Number: 60

### **Moving schools (in-year applications)**

We have the responsibility for considering requests to join our school in-year, or for Reception places after the start of the school year.

To apply for a place, an in-year application form should be completed and returned to Leeds City Council. The application will then be sent on to all the school(s) you have applied for and our school will decide whether we can offer a place.

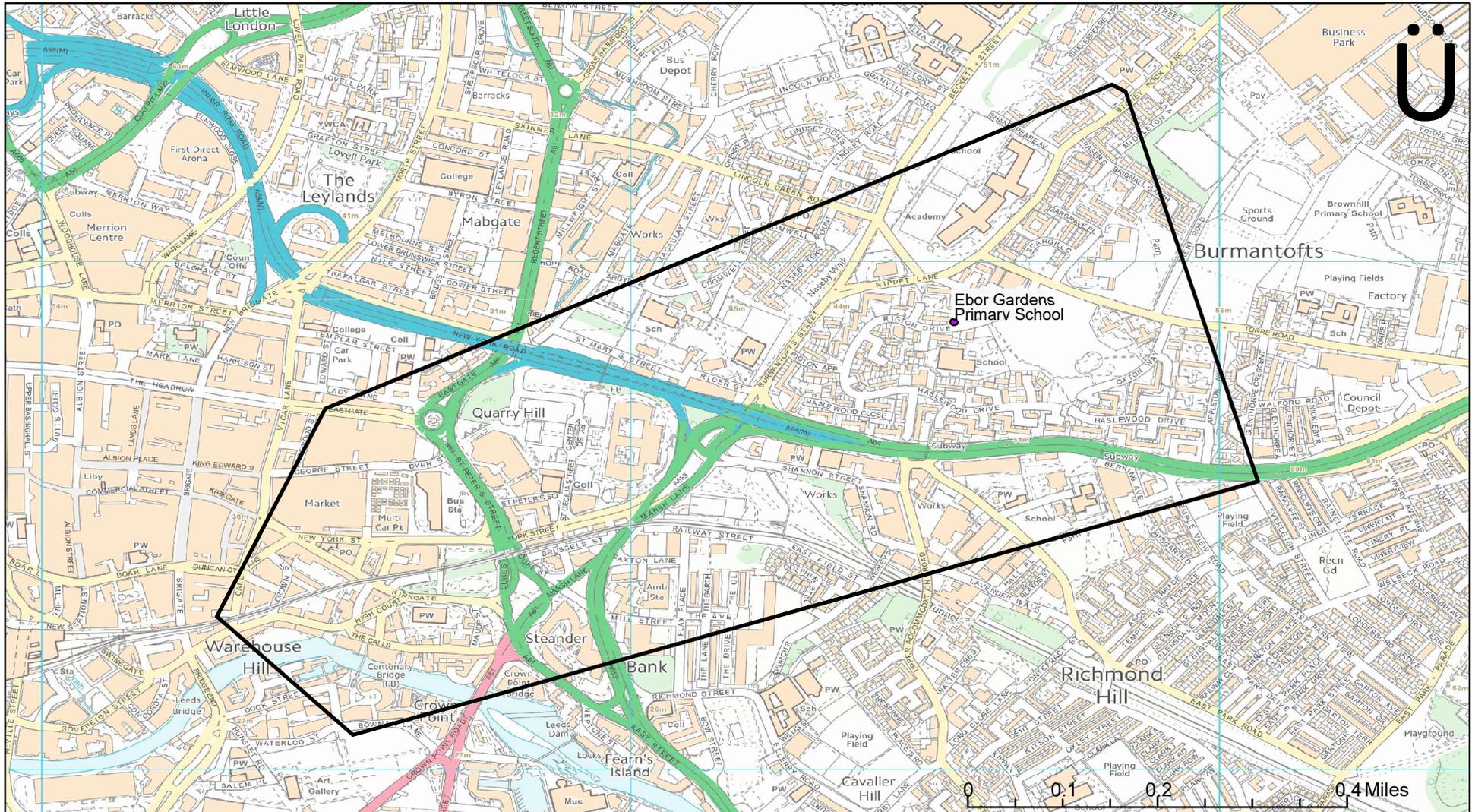
If we refuse to offer a place, we will confirm this in writing to you, explaining the reasons, and that you have the right of appeal. Your child will be added to our school's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

[Find out more including any current vacancies in Leeds schools.](#)

### **Timetable for Admission to Primary Schools**

Closing date for receipt of applications	15 <sup>th</sup> January 2022
National offer day	19 <sup>th</sup> April 2022
Appeals from the normal round to be received by	21 <sup>st</sup> May 2022
Appeals to be heard	by the end of the summer term 2022

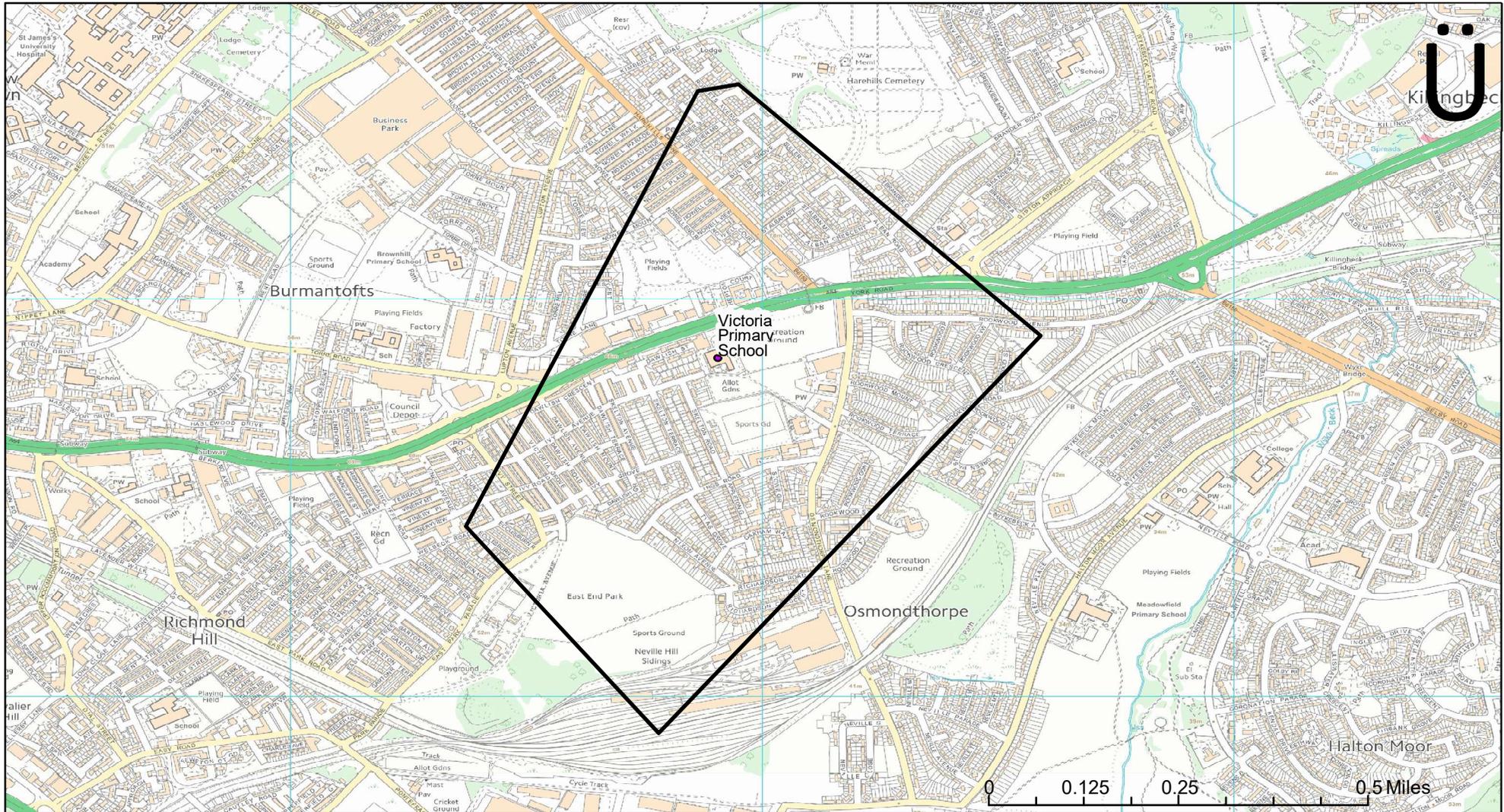
# Appendix 1 – Ebor Primary Academy catchment area



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Legend	
	School
	Priority Area

## Appendix 2 – Victoria Primary Academy catchment area



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Legend	
	School
	Priority Area

