

## Admission Arrangements

The Admissions Policy for Green Lane Primary Academy– 2017-18

Green Lane Primary Academy is a primary academy within the School Partnership Trust Academies Group and is also a member of a shared trust with a number of other local schools – The School Partnership Trust. The Education Advisory Board is the Admissions Authority for the academy as part of the co-ordinated scheme with the Local Authority. Parents must apply for a place at the academy using the common preference form which must be returned as specified on the form. Alternatively, parents may apply directly online.

There will be 60 reception places available in September 2017.

### Allocation of Places

Children an Education Health & Care Plan (EHCP) that names the academy, looked-after children or children fostered under an arrangement made by the local authority.

In the case of special needs we will consider those children who have a ECHP and also those without a ECHP who have exceptional medical or mobility needs which can realistically only be met by Green Lane Primary Academy. Applications in these categories must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking us to assess your child as having a stronger case than other children.

Included in the 'looked-after children' category will be any children who have been formally adopted during the twelve months preceding the submission of the preference form.

The Education Advisory Board has set the following criteria and list of priorities for the allocation of the remaining places:

### Priority 1

Children with brothers or sisters who will be at academy at the start of the academic year. We can give priority for brothers and sisters if they are living in the same house and we receive your application by the

closing date. (see Note 1)

#### Priority 2

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 who have the academy as their nearest school measured in a straight line.

2

- c) We will then offer places to other children living closest to the academy measured in a straight line, where the academy is not their nearest.

#### Tie Break

Should a situation of full subscription be reached at any point in the allocation process, the places remaining for that category of priority will be given to children living nearest to the academy, as measured by a straight line between the home and the academy. The Local Authority uses a national computer system to measure the 'straight line' distance from the centre of the school building to the child's home address. (see Note2)

#### Notification of Places

In accordance with the co-ordinated admissions policy, on 17th April 2017 the Local Authority will make the formal offer of a place to parents or guardians on behalf of the Education Advisory Board of the academy. Parents should contact the academy by telephone or letter by 1st May 2017 to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school.

#### Deferred Entry to Primary Schools

Parents of children who are offered a place at the academy before they are of compulsory school age can defer their child's entry until later in the academic year or until the child reaches compulsory school age in that academic year. Where entry is deferred, the academy will hold the place for that child and not offer it to another child during the remainder of the academic year. Parents cannot defer entry beyond the beginning of the term after the child's birthday, nor beyond the academic year for which the original

application was accepted. Parents can also request that their child attends part-time until the child reaches compulsory school age.

### Nursery

Attendance at a nursery or children's centre does not guarantee a place in the main school and parents must apply for a place in the reception class using the local authority common preference form.

### Appeals Procedure

Parents who want to appeal against the local authority's or Academy Educational Advisory Board's decision not to offer their child a place at the Academy must appeal directly to the Academy. Appeals should be addressed in writing to the Admissions Officer at the Academy within 20 school days of receiving the decision letter. The envelope should be clearly marked "Admission Appeal". The appeal will be heard within 40 school days of the deadline for receipt of appeal applications.

Green Lane Primary Academy uses an appeal organisation separate to that of the Leeds City Council but in full accordance with the National School Appeals Code. The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. This will include a final deadline for submitting any additional information. If they wish, parents may be accompanied by an advisor or friend. Following the appeal, the Clerk to the appeals panel will write to the parents with the decision.

3

### Waiting List

A waiting list will be drawn up from unsuccessful applicants, giving priority in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list. If a child has been placed on the waiting list, parents will be informed in May and are asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

### In-Year applications

Since September 2013, parents are able to apply directly to the academy at any time for an in-year

transfer. The admissions team of Green Lane Primary Academy will notify parents of the procedure and outcome of the application. An application form is available from the academy.

If more than one application has been received and only one place is available, the criteria given in this admissions policy will be used to make a decision.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the academy, if there is a place available.

Where parents simply wish for their child to change schools, the application may be considered for the start of the following term.

For all in-year applications, please contact the Academy's admissions officer on:

0113 212 7107

#### Note 1

For these purposes, brothers and sisters must be living at the same address as your child. This also includes children living with the family, for example, foster children and stepchildren. The definition does not include cousins or families sharing a house.

#### Note 2

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 child minder or relative. When we make an offer, we assume your address will be the same in the following September but you must use your current address. If you move after the deadline of 15th January 2017 you must tell the academy and the Local Authority of your new address.

#### Note 3

If the academy 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 academy's permanent site.

#### Note 4

We normally only allow children to start primary school at the appropriate age. This is the beginning of the

