

## Admissions Policy 2019-20

Green Lane Primary Academy is a primary academy within the Delta Academies Trust and is a member of a shared trust with a number of other local schools.

The Board of Directors 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 2019.

### Allocation of Places:

#### Priority 1

- a. Children who have an Education Health & Care Plan (EHCP) that names the academy will be allocated a place.
- b. Children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority.

Children will receive Priority 1b if

- they are children currently looked after by a local authority
  - children fostered under an arrangement made by the local authority
  - those who have been adopted from local authority care
  - children who reside with a person named on a Child Arrangements Order immediately following being looked after by the local authority
  - those with a Special Guardianship Order immediately following being looked after by the local authority
- c. In the case of special needs we will consider those children without an EHCP 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. When making an application you must be able to state the provision that is needed to meet the specific SEN need that is only available in your school of preference.

#### Priority 2

Children with older brothers or sisters who will be at school at the start of the academic year and are living at the same address (see Note 1).

#### Priority 3

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.
- 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 16<sup>th</sup> April 2019 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 28<sup>th</sup> April 2019 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.

### **Starting Reception Age**

In Leeds, almost all children start primary school in the September following their 4<sup>th</sup> Birthday. You must ensure your child receives an appropriate full time education from the term following their fifth birthday. Parents can request that the start date for their child is deferred until later in the school year in the case of children who have not reached their 5<sup>th</sup> birthday. You can also request that your child attends part-time until he/she reaches compulsory school age. If you want a later start date within the academic year you should discuss this with the school. If your child is born in the summer term and you wish to defer entry until the next academic year but remain within the same chronological year group you will need to apply for a place in year 1.

### **Deferment for summer born children**

Parents of children born between 1 April and 31 August 2015 who wish to defer entry into reception until September 2020 should still apply in the normal admission round for 2019, and indicate this on their preference form, and attach any evidence of the need for deferment from any associated professionals. The parent will be invited to a panel including early years education experts and headteachers where their individual case will be considered. This will ensure the opportunity to reflect on the long term impact of that decision, and balance this against the child's current needs.

### **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 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.

## Waiting List

After offers have been made on 16<sup>th</sup> April 2019, parents can ask to go on the waiting list for the school. Waiting lists will also be held for applications outside of the admissions round. All waiting lists will be held in criteria order of the admissions policy and will close at the end of the academic year (July 2020). All waiting lists will be ranked when new applicants have been added ahead of any allocations being made.

## 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 siblings 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 2019 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 academic year in which they will have their fifth birthday.

**Note 5**

The Local Authority has a protocol to admit 'hard to place' children, outside the normal admission round and above the published admission number, in accordance with the DfE advice.