

## Admissions Policy 2020-21

Green Lane Primary Academy is a primary academy within the Delta Academies Trust group.

The Board of Directors is the Admissions Authority for the academy as part of the co-ordinated scheme with the Local Authority.

If you are applying for a Reception place then you will need to do this by going on to the Leeds City Council School Admissions page [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions), or by phoning them on 0113 222 4414.

There will be 60 reception places available in September 2020.

### Allocation of Places

Children with an Education, Health and Care Plan (EHCP) that names the Academy will be allocated a place.

Where there are fewer applicants than places available, all applicants will be offered a place.

Where there are more applicants than places available, places will be offered in the following order of priority.

#### Priority 1

- a. Children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority (see note 1).
- b. Pupils without an EHC plan but who have Special Educational Needs that can only be met at GLPA, or exceptional medical or mobility needs that can only be met at a GLPA (see note 2).

#### Priority 2

Children with older brothers or sisters who will be at academy at the start of the academic year and are living at the same address (see Note 3).

#### Priority 3

Children who have GLPA as their nearest school measured in a straight line (this does not include any voluntary aided schools).

#### Priority 4

All other children.

#### 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. Leeds City Council uses a national computer system to measure the 'straight line' distance from the centre of the academy building to the child's home address. (See Note 4).

#### Note 1

A "looked after child" is defined as a child who, at the time of making the application is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

A “previously looked after child” is defined as a child:

- who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship Order or a Child Arrangements Order, or
- who has been in state care outside of England and ceased to be so as a result of being adopted

### **Note 2**

This priority will be given to children based on their exceptional medical or social needs. Each application must include a 1B supplementary Information Form along with supporting evidence from a medical specialist or social worker of the child’s needs and why the child must attend GLPA rather than another school, based on those needs. If the evidence is not submitted to Leeds City Council with the application, a child’s medical or social needs cannot be considered. Cases will be considered individually by the Board of Directors. The 1b form can be found via the following link: <https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/admissions-primary-schools>

### **Note 3**

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 4**

For admission purposes, the home address is the child’s permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. We will investigate any queries about addresses and, depending on what we find, the offer of a place at the academy may be withdrawn.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the local authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move to a new house, you must still use your current address on your application. As soon as you move to a new house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the academy.

### **Late Applications**

In line with the Leeds coordinated scheme, primary applications returned or amended after the deadline of 12 February 2020 will be dealt with as late applications, meaning they will be dealt with once all other preferences have been considered, unless there are significant exceptional reasons for the late application.

### **Notification of Places**

In accordance with the co-ordinated admissions policy, in April Leeds Admissions will make the formal offer of a place to parents or guardians on behalf of the academy.

When you have received your offer you must confirm your school place. To confirm the place you must contact GLPA directly; the Admissions Team are unable to register your confirmation. If you are unhappy with the school place you have been offered then you have the right to appeal. Please see further guidance within the appeals document at the base of this page.

### **Waiting List**

After offers have been made on 16<sup>th</sup> April, parents can ask to go on the waiting list for the academy. 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. All waiting lists will be ranked when new applicants have been added ahead of any allocations being made.

### **Nursery**

A place in nursery does not guarantee a place in the academy. Parents must apply for a place if they want their child to transfer to the reception class.

### **Temporary School Site**

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.

### **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 academy.

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

Parents of children born between 1 April and 31 August who wish to defer entry into reception until September 2021 should still apply in the normal admission round for 2020, 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.

### **Applications outside the normal admissions round (In year applications)**

All applications outside the normal admission round should be made using an in year application form (ICPF) which is available from Leeds City Council.

The application should be submitted to Leeds City Council Admissions team who will then notify all preferred schools about the application. The academy will contact you directly to confirm whether they can offer a place. The academy will respond to your application, to either offer or refuse a place. If a place cannot be offered, the academy will offer the right of appeal and your child will be added to the waiting list.

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Where a vacancy arises, places will be offered from the waiting list based on the published oversubscription criteria within this policy.

Where no house move has taken place, you will be offered a place to start at the beginning of the next term, unless no other accessible school place is available to you.

You can find out about vacancies in schools on [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions)

### **Appeals Procedure**

Parents who want to appeal against the any decision not to offer their child a place at the academy must appeal directly to the academy. The academy will coordinate appeals directly in line with the Leeds City Council appeals timetable which can be found at [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions)

Appeals outside of the normal admissions round will be heard within 30 school days of the appeal request being received.

The appeal will be heard by an independent appeals panel. Parents will receive notification of the date and time of their appeal hearing, to which they can go and make their case. If they wish, parents may be accompanied by an advisor or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Fair Access Protocol**

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children. Leeds City Council's Fair Access protocol can be found at [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions)