



# SWILLINGTON PRIMARY SCHOOL

## ADMISSION POLICY 2020-2021

Admissions Policy approved for consultation by the determining authority Board (The Brigshaw Learning Partnership): 18<sup>th</sup> December 2018

Public consultation on the policy 19<sup>th</sup> December 2018 – 29<sup>th</sup> January 2019

For Review:

Autumn 2019

In accordance with the Admission Code 2014, THE BRIGSHAW LEARNING PARTNERSHIP Board of Directors is the Admission Authority for Swillington Primary School

## **1. PUBLISHED ADMISSION NUMBER AND ADMISSION LIMIT**

The Published Admission Number for the Reception year group and the admission limit for every other year group is 30. It is the Governors' policy to admit no more than 30 children into the Reception year as part of the normal admission round and to hold to a maximum of 30 in each year group, irrespective of the number of children in the school overall.

## **2. ADMISSION PROCEDURE FOR RECEPTION ENTRY**

Applications for admission the school must be made by completing the Local Authority's online Common Application Form, naming Swillington Primary School

School as a preference on the form. The form can be found: on the Leeds Local Authority website: [www.leeds.gov.uk](http://www.leeds.gov.uk).

Children with an Education, Health and Care Plan (EHCP) will be admitted to Swillington Primary School if Swillington Primary School is named on their plan.

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

### **Nursery**

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

In the event that more than 30 applications are made for places in the Reception year, after the admission of pupils with EHCPs where Swillington Primary School is named, places will be offered according to the following oversubscription criteria, in priority order:

### ***PRIORITY 1:***

- (A) Children looked after (CLA) or children who were previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship Order or Child Arrangement Order (See Appendix A – Definition 1.1).

Children who appear (to the admissions authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted. See Appendix A – Definition 1.2

- (B) Pupils without an EHC Plan but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at a specific school. (See Appendix A – Definition 1.3)

***PRIORITY 2:***

Children with siblings who will be at the School at the start of the academic year when the applicant child attends and are living at the same address (See Appendix A – Definition 1.4).

***PRIORITY 3:***

Children who live in the defined catchment area. See the Primary School Catchment Map attached to this policy.

***PRIORITY 4:***

Any other children wishing to gain a place at Swillington Primary School, prioritised by distance (See Appendix A – Definition 1.5).

***TIE BREAKER:***

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused.

*TIE BREAKER 1:* A straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by a straight line (See Appendix A Definition 1.5).

*TIE BREAKER 2:* If after applying the above tie-breaker there are more applications than places available that are equidistant from the school, names of children will be allocated by the drawing of lots overseen by an independent person.

**ADMISSION DURING THE 2020/21 ACADEMIC YEAR (IN-YEAR ADMISSION)**

The authority to convey the offer of a place lies with the Brigshaw Learning Partnership (BLP) for places in other year groups and for entry to the Reception year outside the normal admissions round. All applicants must complete a Leeds City Council In-year Common Preference Form (ICPF). All completed forms must be returned to the School office. Note: Leeds City Council is consulting on changing to a central in-year admissions process. This policy will be amended to reflect Leeds City Council decision following the result of that consultation.

Each application will be considered, following the School Admission Code 2014 and with regard to this policy.

If a place is available in the required year group, an offer of a place will be made in writing.

If more applications are received than available places, the above oversubscription criteria (priorities) will be used to allocate places.

If an application is received but no place is available in the required year group, a refusal will be made in writing. You can ask for the child to be added to the school waiting list. You will be offered a right of appeal against the refusal.

### **3. INFANT CLASS SIZE (RECEPTION, YEAR 1 & YEAR 2)**

Admission to Reception, Year 1 and Year 2 classes is governed by Infant Class Size Legislation (Section 1 of School Standards and Framework Act 1998) which states that Infant Classes (Reception, Year 1 and Year 2) must not contain more than 30 pupils with a single teacher.

Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

### **4. 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 primary applications returned or amended after 12 February 2020 will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications received after 12 February will be considered before placements are made (where no preference could be met)

### **5. ADDRESSES**

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 retract the offer of a place if we find that an inaccurate address has been used. If you plan to move house, you must still give your current address. As soon as you move 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.

#### **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.

### **6. CHILDREN WITH SPLIT ADDRESSES**

If a child resides at two addresses, for the purpose of their application to the school, the address where they reside for the majority of the time will be used to determine their priority for admission.

Where a child lives at two addresses for equal amounts of time (50% at one address and 50% at another) the parent(s)/carer(s) can decide which address to use for the purpose of admission. Please note: we will investigate any queries about addresses and, depending on what we find; we may retract the offer of a place if we find that an inaccurate address has been used.

## 7. WAITING LISTS

### **RECEPTION YEAR ADMISSION:**

Where a child is formally refused admission to start in the Reception year group in September 2020, you can request that the child's name be held on a waiting list ranked in order according to the oversubscription criteria. Each time a child is added to the waiting list, the list will be ranked again in line with the published oversubscription criteria. This list will be maintained, initially (until 1<sup>st</sup> September 2020) by the Local Authority and then by the school for the duration of the academic year 2020/21. If a place becomes available within the Published Admission Number, this will be offered to the highest ranked child at that time, not based on length of time on the waiting list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

**IN-YEAR ADMISSION:** Where a child is formally refused admission to start in any other year group during the 2020/21 academic year, you can ask that the child's name be held on a waiting list held by the School in ranked order according to the oversubscription criteria. This list will be maintained for the whole of the academic year. If a place becomes available within the Published Admission Number, this will be offered to the highest ranked child at that time, not based on length of time on the waiting list.

## 8. RIGHT OF APPEAL

Parent(s) / Carer(s) whose school application is turned down have the legal right to appeal against this decision to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Details and deadlines concerning how to appeal will be explained in the decision letter and can be found at: [www.leeds.gov.uk](http://www.leeds.gov.uk) and on the Brigshaw Learning Partnership website: <https://www.brigshawlearningpartnership.com/>. Appeals Forms are available from the school office.

Appeals against a decision for a transfer of school place, outside the normal admission round, can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the in-year application has been processed and the right of appeal has been issued).

Parents are advised that admission to Reception, Year 1 and Year 2 classes are governed by Infant Class Size Legislation (Section 1 of School Standards and Framework Act 1998) which states that Infant Classes must not contain more than 30 pupils with a single teacher. An appeal for these year groups will only be upheld if the Independent Appeals Panel finds that:

- the admission of additional children would not breach the infant class size limit;

- the admission arrangements did not comply with admission law or were not correctly or impartially applied and the child would have been offered a place if the arrangements had complied or had been impartially applied;
- that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

## **9. DEFERRED ENTRY / PART TIME ATTENDANCE (RECEPTION)**

Parents must ensure their child receives an appropriate full time education from the term following their fifth birthday. Almost all children start school in Leeds in the September following their fourth birthday. However, 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.

Once a Reception year place has been offered and accepted, parent(s) / carer(s) may:

- choose to defer their child's entry to the School until he/she is of compulsory school age (i.e. the start of the term following the child's fifth birthday) but not beyond the beginning of the final term of the school year for which the application was made (i.e. summer term 2021).
- choose their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (i.e. the start of the term following the child's fifth birthday).

### **9.1 DEFERMENT FOR SUMMER BORN CHILDREN (1 APRIL – 31 AUGUST 2015)**

#### **9.1.1 Parents of summer born children who request to defer until September 2021 and want a place in Reception 2021**

Parents of children born between 1 April and 31 August 2016 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, attaching any evidence of the need for deferment from any associated professionals. The parent will be invited to a meeting with the headteacher (and other staff as required) 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.

#### **9.1.2 Parents of summer born children who choose to defer until September 2021 and want a place in Year 1 2021**

Parents of children born between 1 April and 31 August 2016 who wish to defer entry until into until September 2021 but who wish their child to start school immediately into Year 1 should wait until after Easter 2021 to apply directly to the school for a place in Year 1. Parents should be aware that by that point, there may be no places available in the selected year group.

## **10. CHILDREN EDUCATED OUTSIDE OF THEIR CHRONOLOGICAL AGE GROUP (OTHER THAN RECEPTION)**

Parent(s) / Carer(s) can request for their child to be taught outside of their chronological (correct) year group. These requests must be made as soon as possible after a place at the School has been offered and accepted. Decisions will be made on the circumstances of each case and in the best interests of the child. Parental views, academic achievement, social and emotional development, the view of the Headteacher and, where relevant, medical views will be taken into consideration.

When informing parent(s) / carer(s) of their decision, The Brigshaw Learning Partnership, as the Admission Authority, will clearly set out the reasons for their decision.

Parents have a statutory right to appeal against the refusal of a place at the School for which they have applied. (see Section 6 – Right of Appeal) This right does **not** apply if they are offered a place at the school but it is not in their preferred age group.

## **11. ACCEPTING OFFERS**

Parents will be asked to accept the offer of a school place directly with the school. 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. This may leave your child without a school place.

## **12. FAIR ACCESS ARRANGEMENTS**

All schools within the Brigshaw Learning Partnership have an active role in admitting pupils under the Fair Access Protocol arrangements within Leeds. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. Its 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)

## **13. COMPLAINTS**

An individual wishing to make a complaint about any Admission matter should discuss this with the School in the first instance.

- If the complaint can be dealt with by pursuing an Admission appeal, the School will advise parent(s) / carer(s) of this.
- If the issue is not resolved and can't be dealt with by pursuing an Admission appeal, then a complaint may be made, following the complaints procedure as set out in the Brigshaw Learning Partnership Complaints Policy.

## **14. EQUALITY IMPACT STATEMENT**

The Brigshaw Learning Partnership will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.



## APPENDIX A

### ***Definition 1.1***

In line with the School Admissions Code these children are given the highest priority within the oversubscription criteria. The code defines a Looked After Child as 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 services functions at the time of making an application to a school. Previously looked after children are defined as children who were looked after, but immediately after being looked after became subject to adoption, Child Arrangement Order or special guardianship order. These children do not have to live in the school's catchment area.

A copy of the relevant order, letter from the relevant local authority confirming the child was looked after immediately prior to the order being made and a completed priority 1a supplementary information form should be sent with your application. See Appendix

### ***Definition 1.2***

A child is regarded as being in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. The BLP will request appropriate evidence of previously looked after status in order to make a fair and equitable decision. If there is no evidence, the BLP will apply professional judgement in deciding whether a child should be regarded as adopted from state care overseas.

A copy of any evidence held confirming the child was looked after immediately prior to the order being made and a completed priority 1a supplementary information form should be sent with your application. See Appendix

### ***Definition 1.3***

The Brigshaw Learning Partnership promotes inclusion for all children and young people. In line with the Children and Families Act 2014, it is an expectation that all Brigshaw Learning Partnership schools are able to provide for all children with low level Special Educational Needs and disabilities (SEND) and also the majority of children with Complex SEND Needs. It is also an expectation that all BLP schools provide an inclusive and nurturing environment that can meet the needs of those vulnerable children who have social, emotional and mental health needs.

All schools have a duty to provide care and support for those pupils who have a medical condition.

Children with exceptional needs who require additional support above that expected of a mainstream school. e.g. blind children who need to access Braille, Deaf children who need access to specialist teachers will usually have an Education Health and Care plan (EHCP) naming a particular school.

Leeds schools are highly inclusive and have developed provision over a number of years to ensure the inclusion and progress of children and young people with SEND and Complex Needs – very rarely is a school unable to cater for a child or young person's needs.

1(b) admissions priority is specifically for pupils who have a significant physical disability or complex sensory impairment - e.g. pupils with a visual, hearing, or physical difficulty or those with pragmatics difficulties/autism, who do not have an EHCP and where higher level FFI funding is in place. It is expected that children and young people that require specific provision to meet additional and SEND needs will have professionals involved with them, these professionals ordinarily will have already alerted the Local Authority to any specific provision that a child needs.

When making an application under 1(b) you must be able to state the provision that is needed to meet a specific SEND need that is only available in the school of preference.

Applications in this category must be supported by a SEN SIF, available from the Admissions Team at the Local Authority, which must include a statement in writing from a paediatrician/doctor or other relevant professional who can evidence why a particular provision is needed over another see Appendix. Leeds City Council colleagues supporting the application must use the appropriate professionals form available from the Admissions team. The supporting statement must also evidence why the school of choice is the only school that can meet the particular need in question. This is necessary as the LA will be assessing if your child has a stronger case than other children.

Cases will be considered individually by a LA panel and where necessary in consultation with the school that has been preferred. If the evidence is not submitted to Leeds City Council with the application, a child's medical or social needs cannot be considered.

Advice and support can be sought from the Leeds SEND Information Advice and Support Service on 0113 395 1222.

#### ***Definition 1.4***

Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister living at the same address. The definition does not include cousins or other family members sharing a house.

#### ***Definition 1.5***

Distance is determined by the use a straight-line distance system. Leeds City Council uses a national computer system to run the 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. The point we measure to at your home address is determined by the Leeds City Council Admissions Computer system. This information provides coordinates for every dwelling. If we are not able to match your address with the LLPG, then we will use the centre of your dwelling. The School also uses this service for all in-year applications

