



# SWILLINGTON PRIMARY SCHOOL

## ADMISSION POLICY 2021-2022

Policy Determined 29<sup>th</sup> January 2020 by the BLP Board

Noted LGB Spring 2020

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For publication on school websites

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In accordance with the Admission Code 2014, The Brigshaw Learning Partnership Board of Directors is the Admission Authority for Swillington Primary School. We are responsible for determining the school's admissions arrangements including this policy and deciding who can be offered a place in accordance with the policy.

## 1. PUBLISHED ADMISSION NUMBER AND ADMISSION LIMIT

The Published Admission Number (PAN) 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.

## 2. ADMISSION PROCEDURE FOR RECEPTION ENTRY

For applications in the normal admissions round (entry into Reception in September), all applications will be processed in accordance with the national co-ordinated admissions scheme by completing the Local Authority's online Common Application Form, naming Swillington Primary 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).

Applications should be made to your home Local Authority for a place at our school. The closing date for applications is **15 January 2021**. In April, if you have been successful, your home Local Authority will send you the offer of a place at our school on behalf of the Trust (The Brigshaw Learning Partnership).

Headteachers or school-based staff are not authorised to offer a child a place for Reception for September entry.

National offer days are 16 April (or next working day) for reception.

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

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.

### 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. Looked After Children in public care (CLA) or fostered under an arrangement made by a local authority 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 Swillington. (See Appendix A – Definition 1.3)

***PRIORITY 2:***

Children with siblings who will be attending 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 priority area. See the Primary School Catchment Map attached to this policy at Appendix D.

You can apply for **any** school but if you live in our catchment area it, 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 the school.**

***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:*** In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots, witnessed by an independent person.

The drawing of lots for random allocation will not be applied to multiple birth siblings (twins and triplets etc) from the same family, where they are tied for the final place. We will admit them all, exceeding the PAN where necessary.

### **3. ADMISSION DURING THE 2021/2022 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) which is available from Leeds City Council. The application should be made to Leeds City Council Admissions team who will then notify our school about the application. Our school will contact you directly to confirm whether we can offer a place

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. Each time a child is added to the waiting list, the list will be ranked again in line with the published oversubscription criteria.

Under the Admissions Code, 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.

You will be offered a right of appeal against the refusal.

The school will notify LCC that the school has not been able to offer a place.

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

### **4. 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.

### **5. 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 applications returned or amended after 15<sup>th</sup> January 2021 will be dealt with following the Leeds Council coordinated scheme, unless there are significant and exceptional reasons, and we will adopt any late date Leeds City Council use.

## **6. 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.

## **7. CHILDREN WITH SPLIT ADDRESSES**

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 school 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 house, you must still use your current address on your application. 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.

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 school.

### **Parental Disputes**

Parental Responsibility gives both parents important legal rights and responsibilities including involvement in decisions about which schools to preference. Both parents should agree the details of the applications, including the address to be used, which schools to be applied for and which parent submits the application. Where we receive two conflicting applications, we will need to obtain written evidence that all those with parental responsibility agree the application or a Court Order specifying who should apply. Until we receive this relevant evidence, we will be unable to process the application further and places may have to be offered to other applicants.

### **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.

## 8. WAITING LISTS

NB: Under the admissions code, 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.

### **RECEPTION YEAR ADMISSION:**

Where a child is formally refused admission to start in the Reception year group in September 2021, 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 2021) by the Local Authority and then by the school for the duration of the academic year 2021/22. 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.

### **IN-YEAR ADMISSION:**

Where a child is formally refused admission to start in any other year group during the 2021/22 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.

Please be aware that if your child is placed on a waiting list after offer day and a place becomes available at a higher preference school before the end of **August 2021**, your child will **automatically** be allocated the place at your higher preference school by the Council. This will automatically withdraw the place at a lower preference school, and this may then be allocated to another child.

## 9. 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.go.uk](http://www.leeds.go.uk) and on the school website: <https://www.brigshawlearningpartnership.com/>. Appeal Forms are available from the school office. Appeals for the normal application round will be heard within 40 school days of the deadline for lodging appeals.

Appellants should the School Business Manager for information on how to appeal.

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. 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.

## **10. STARTING RECEPTION AGE**

Children are expected to start primary school in the September following their 4th birthday. Parents must ensure their 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 delayed until later in the school year in the case of children who have not yet reached their 5th birthday. However, where a place has been offered, this must be taken up by the beginning of the term after the child's 5th birthday, or at the latest, the start of term after the Easter break. You can also request that your child attends part-time until he/she reaches compulsory school age. You should discuss delayed or part-time attendance with the school.

## **11. CHILDREN EDUCATED OUTSIDE OF THEIR CHRONOLOGICAL AGE GROUP (INCLUDING DEFERMENT FOR SUMMER BORN CHILDREN)**

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, to reception rather than year 1.

Parents should still apply in the normal admission round for 2021/22, and indicate their request on the preference form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. In addition, applications for deferment should also submit a letter addressed to the Head teacher and any relevant accompanying evidence should be attached. These applications must be submitted to the school by the closing date. These applications will be put before the BLP Board of Directors who will consider the applications and notify the parents in writing whether the request is agreed.

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 Head teacher 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.

### **Parents of summer born children who choose to defer until September 2022 and want a place in Year 1 2022**

Parents of children born between 1 April and 31 August 2017 who wish to defer entry until September **2022** but who wish their child to start school immediately into Year 1 should wait until after Easter **2022** 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.

## **12. 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.

## **13. 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](http://www.leeds.gov.uk)

## **14. COMPLAINTS**

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

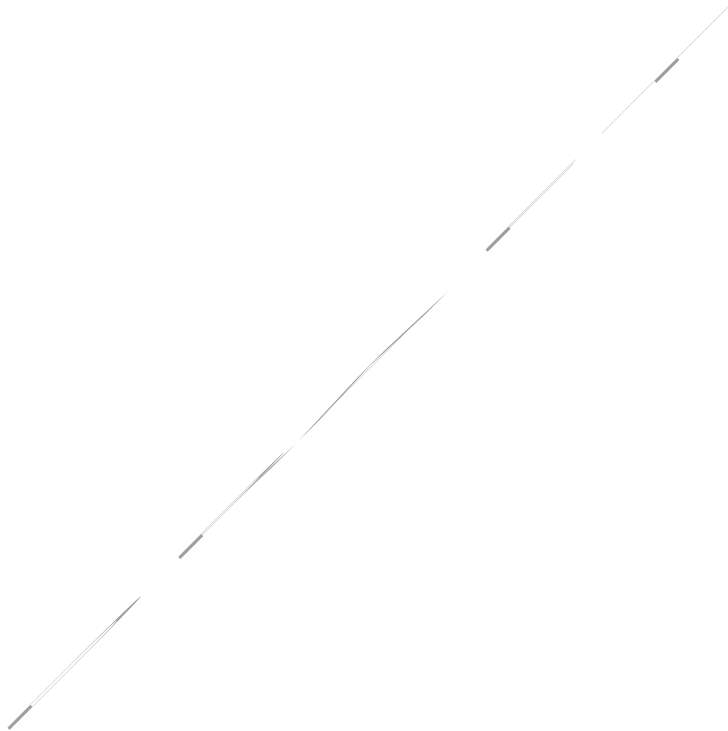
- If the complaint can be dealt with by pursuing an Admission appeal, the School will advise parent(s) / carer(s) of this.
- If the issue is not resolved and can't be dealt with by pursuing an Admission appeal, then a complaint may be made, following the complaints procedure as set out in the Brigshaw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

## **15. 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 - Looked After Child***

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 (PCLA) 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 (SIF) should be sent with your application. See Appendix B. The form can also be downloaded at [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions)

### ***Definition 1.2 – in state care outside England***

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 B. The form can also be downloaded at [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions)

### ***Definition 1.3 – exceptional medical or social needs***

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.

BLP 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.

Priority 1(b) admissions 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 pragmatic 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.

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions as all schools are expected to be able to meet these 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 school, 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 C. Leeds City Council colleagues supporting the application must use the appropriate professionals form available from the school. 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 Brigshaw Learning Partnership (BLP) will be assessing if your child has a stronger case than other children.

Cases will be considered individually by a BLP panel and where necessary in consultation with the school that has been preferenced. If the evidence is not submitted to the BLP 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 Geographic Information System (GIS) mapping is used in the school admission system. The program measures the 'straight-line' distance from a defined point on the main school building to your home address. The point measured to at your home address is determined by the Local Land and Property Gazetteer (LLPG), which 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.