



Admissions Policy 2023 / 2024



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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE)

- School Admissions Code
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You will receive this information to your home address from the local authority.

You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 45 pupils for entry in Reception, Year 1 and Year 2.

6.3 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

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 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 note 3)

Priority 2 Children of staff who work at Cockburn Haigh Road Academy

Priority 3 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 4). This includes priority for a sibling applying for an infant school where the older sibling is or will be attending the linked junior school. This priority will not apply where the older sibling joined the sixth form from a different school.

Priority 4 Where children attend the following infant and junior schools they will have priority for the linked infant or junior school: Rothwell Haigh Road Infant linked to Rothwell Victoria Junior

Priority 5 We will give priority to parents who include a preference for their nearest priority school (see note 6). This does include own admitting authority schools who offer a 'nearest' priority, but excludes own admitting authority school who do not have a 'nearest' priority in their admission policy. Priority 5 Leeds Admission Policy 2019/20 Primary phase We will give priority to parents who choose a Leeds school, which is not their nearest priority school (see note 6). Tie Break If we have more applications which meet one of these priorities than there are places available, we will offer places first to children living nearest the school, measured in a straight line. (see note 5).

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Note 1 If we cannot offer parents or carers a place for their child at any school they put on their preference form, we will offer their child a place at the closest school that has places available when we make the offer (this may include voluntary aided and foundation schools or academies where their governing bodies have given us permission to do so).

Note 2 Children will receive Priority 1a 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

Note 3 Leeds City Council promotes inclusion for all children and young people across the city. In line with the Children and Families Act 2014 and the ethos that every child where possible should be able to have their needs met in local mainstream provision, it is an expectation in Leeds that all mainstream schools are able to provide for all children with low level Special Educational Needs (SEN) and also the majority of children with Complex SEN Needs. It is also an expectation that all Leeds 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 SEN and Complex Needs - very rarely is a school unable to cater for a child or young person's needs. 1b 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 SEN 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 1b you must be able to state the provision that is needed to meet a specific SEN 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, 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. 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. Advice and support can be sought from the Leeds SEND Information Advice and Support Service on 0113 395 1222.

Note 4 For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Note 5 In Leeds we use a straight-line distance system. We use a national computer system to run our 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 Local Land and Property Gazetteer (LLPG). This information provides us with 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. 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.

Note 6 If you live in Leeds If you live in Leeds and your closest school is a school in another local authority, then your closest Leeds school by straight-line distance will be your nearest priority school. You can apply for any school but the nearest priority only applies to Leeds schools. It includes all community and voluntary controlled schools, as well as Foundation Schools and Academies which have chosen to include a priority for nearest. If you don't live in Leeds If you live in another local authority and the closest school to your home in a straight line is a Leeds community, voluntary-controlled or foundation school, or academy we will give you the relevant priority under our admissions policy. If you live in another local authority and the closest school to your home, by straight line, is a school not in Leeds you are still able to apply for a Leeds School but priority 4 will not apply Nearest Priority School When we say the 'nearest priority' school, we do not include all schools because some apply their own admissions policies and, if they are oversubscribed, they mainly offer places based on different priorities such as the religion practised by the child and family. Your nearest priority school is identified on the basis of straight lines drawn between schools which include a nearest priority in their policy. Address 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 change the school we offer your child. When we make an offer, we assume your address will be the same in the following September as we have on record. If you plan to move house, you must still give your current address. If you move house after the deadline of 15 January 2019 for Primary and Junior places, you must tell us your new address as we may have to offer your child a place at another school. If it is found that a 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. 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 after 24 February 2019 will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications received at that point will be considered before placements are made (where no preference could be met) Accepting Offers Parents will be asked to accept the offer of a school place. 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. Waiting List After offers have been made on 16 April 2019, parents can ask to go on the waiting list for any school. Waiting lists will also be held for each year group for applications outside of the admissions round. All waiting lists will be held in criteria order of the admission policy and will close at the end of the academic year (July 2019). All waiting lists will be ranked when new applicants have been added ahead of any allocations being made. 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. 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. Starting Reception Age We normally only allow children to start primary school in the appropriate age range. You must ensure your 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 5th 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.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

You can find details of the school's appeals timetable on the following webpage:

www.cockburnhaighroad.org

9. Monitoring arrangements

This policy will be reviewed and approved by the Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.