

Admission Arrangements

Park View Primary Academy

Policy for Admissions 18-19

Policy reviewed: Feb 2017
Person responsible: Michelle Wilson
Date of next review: February 2018

Park View Primary Academy is an inner city multilingual school in South Leeds, serving the communities of Beeston and Holbeck. We are a one form entry school with a 52 place nursery. Since the school opened in September 1992 we have been a popular and over-subscribed school which is highly valued for the significant role it plays in the local community.

Our pupils come from a diverse range of backgrounds and cultures. We work together as a community to provide an excellent start for all our children so that they can be confident learners for life.

Aims of the Policy:

- ① To provide parents & carers with clear information on how to apply for a place at our school
- ② To ensure parents & carers know about fair allocation of school places
- ③ To provide clear information on how priorities for children's needs are used without prejudice

NB - To ensure the safety of all our pupils, we will ask parents to provide identity documents for their child(ren) and proof of address in line with our safeguarding processes.

Admissions for starting primary school

By law children must start school no later than the beginning of the school term after their fifth birthday. In Leeds, children normally start school at the beginning of the academic year in which they have their fifth birthday, so if a child was born between **1 September 2013 and 31 August 2014**, he or she will start primary school in September 2018.

At Park View Primary Academy we have 30 places available for those children starting reception class.

The Local Authority invite applications for children starting primary school in September 2018 between November 2017 and January 2018. Further information can be found on the Leeds City Council Admissions pages at <http://www.leeds.gov.uk/residents/Pages/Admissions.aspx>.

Park View Primary Academy have opted to follow the Leeds Local Authority Admissions Policy (*see Appendix 1 below*).

Applications must be made for a school place using the address where your child lives for the majority of the time.

Allocation of School Places

The admissions policy describes how places are allocated. Full details can be also be found in the booklet **Starting Primary School in Leeds – a guide for parents and carers 2018** in the **Documents** section on the LCC admissions page listed above.

Children with an education health and care plan will be admitted to the school named on their plan. LCC will offer places to children in the following order of priority (*see Appendix 1 below in full*) :

Priority 1

- a) Children in public care or fostered under an arrangement made by the local authority.
- b) Pupils without an Education Health Care Plan (EHC plan) but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at a specific school.

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.

Priority 3

N/A as Park View Primary Academy is not an infant or junior school.

Priority 4

Priority will be given to parents who put their nearest school. This does not include any schools which act as their own admitting authority and who do not have a 'nearest' criteria in their admission policy. If we have more applications than there are places, places will be offered first to children living nearest to the school (measured in a straight line).

Priority 5

Priority will be given to parents who choose a Leeds school, which is not the one nearest to their home address. If there are more applications than there are places, places will be offered first to children living nearest the school.

It is important to read the notes at the end of the policy which gives more detail, in particular with regard to children who are in the care of the local authority or have been adopted from local authority care, issues regarding special education needs, siblings definitions, and distance definitions.

Offers for starting primary school

Offers of school places will be sent to you on **16th April 2018** by Leeds Admissions. Online applications will be informed by e-mail.

If you wish to accept an offer to Park View Primary Academy, you must confirm this to school.

Admission Appeals for starting primary school

If you have not been offered a place at Park View Primary Academy you can appeal against the refusal by **16th May 2018**. A **Class Size Admission appeal form** will be sent out by Leeds Admission or can be downloaded from

their website at <http://www.leeds.gov.uk/residents/Pages/Admissions-Appeals.aspx> - **Documents** section. Appeal forms need to be returned to school.

All appeals submitted by **16th May 2018** against a decision for a Reception place will be heard within 40 school days. If you do not reply by this deadline, your appeal will be heard but we cannot guarantee to hear your appeal before the end of the term and appeals are not generally held in the school holidays. Your child will also be added to the waiting list for this academy.

Appeals should be addressed in writing to the Admissions Officer at Park View Primary Academy within 21 days of receiving the decision letter from Leeds Education Authority. 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.

Park View Primary Academy has its own school appeals service which will make all the necessary arrangements. This will include a final deadline for submitting any additional information. You will receive notification of the date and time of your appeal hearing, which you can attend to explain your case.

If you wish, you may be accompanied by an adviser or friend. Following the appeal the clerk to the appeals panel will write to you with the decision.

Waiting List for starting primary school at Park View Primary Academy

Any places which become available will be filled from the waiting list. Criteria for updating and applying the waiting list will be the same as those provided within this policy. It should be noted that a child's position on the list can move up or down at any time, for example by children moving into the area who qualify for a higher criteria or by parents deciding to remove their child's name from the waiting list.

Any child who has not been given a place at Park View Primary Academy will be added to the waiting list if you have already submitted an appeal. However, you can add your child's name to the waiting list without going through the formal appeal process. **The Waiting list deadline is 4th May 2018.**

Criteria for updating and applying the waiting list will be as those outlined by Leeds Local Authority Admissions. If your child has been placed on the waiting list, you will be informed and asked to confirm that you wish to leave your child's name on the list, which will be **retained until the end of the autumn term 2018.**

Delayed Entry to School for starting primary school

If you feel that your child is not yet ready to start school and they have not yet reached their fifth birthday, you can request that the start date for your child is delayed until later in the school year. You can also request that your child starts school on a part-time basis. If you wish to request a later start time or discuss part-time attendance you should contact our Admissions Officer at school to discuss this further.

Where a child is born after 1 April and you delay entry for your child until they reach statutory school age this will generally be to start in year 1 September 2018. In such cases you will need to apply for a school place in year 1, and should contact Park View Primary Academy directly to see if a Year 1 place is available.

Deferred Entry to School for starting primary school

Alternatively, for a few summer born children, you may hold a view that the best option is for your child to defer entry to school, and be educated out of their chronological year group. This would mean they **start reception in September 2019 when they are 5. This is not an automatic entitlement**, and all cases will be assessed individually. You should tell us as soon as you think you wish to consider this option. If you wish to request this so you should apply for deferment out of chronological age group. For more information, please click on the deferment out of chronological year group from the **Documents** section on the Leeds City Council Admissions website.

Admission Appeals (outside the normal annual admissions cycle)

If you have not been offered a place at our school you can appeal against the refusal.

If you are appealing for a place in Reception (outside the normal admissions round), Year One or Year Two please use the **Class Size Admission appeal form** which can be found on the Leeds City Council website, Admission page website at <http://www.leeds.gov.uk/residents/Pages/Admissions-Appeals.aspx> - **Documents** section

If you are appealing for a place in Year 3 and above please use the **PVPA Admission Appeal form (Appendix 4 below)**.

Appeals should be addressed in writing to the Admissions Officer at Park View Primary Academy within 21 days of receiving the decision letter from Leeds Education Authority. The envelope should be clearly marked "Admission Appeal".

Your appeal will be heard within 40 school days of the deadline for receipt of appeal applications.

Park View Primary Academy has its own school appeals service which will make all necessary arrangements.

Parents and carers will receive 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 you wish, you may be accompanied by an adviser or friend. Following the appeal the clerk to the appeals panel will write to you with the decision.

Waiting List (outside of the normal annual admissions cycle)

Any places which become available will be filled from the waiting list. Criteria for updating and applying the waiting list will be the same as those provided within this policy. It should be noted that a child's position on the list can move up or down at any time, for example by children moving into the area who qualify for a higher criteria or by parents deciding to remove their child's name from the waiting list.

You can add your child's name to a waiting list without going through the formal appeal process. However, you will need to complete an In-Year Preference Form (ICPF), which can be collected from our school office. These should be returned to school and we will forward onto the Admissions Team at Leeds City Council, who will add your child to the waiting list of Park View Primary Academy if there are no places available.

Criteria for updating and applying the waiting list will be as those outlined by Leeds Local Authority Admissions. If your child has been placed on the waiting list, you will be informed and asked to confirm that you wish to leave your child's name on the list, which will be **retained until the end of the academic year**.

If you wish your child to remain on the waiting list, a new application should be made at the start of the new academic year in September 2018.

Admissions, Transferring between school

If you wish to transfer school or are applying for a school place other than starting primary school for the first time **you need to approach the school directly.**

For in year admissions and transfers we follow the LCC In Year Pathfinder Guidance :

Please see flowchart *Appendix 2*

The process

- Parents can approach the schools within the Pathfinder for direct admission.
- If you would like to request a place at Park View Primary Academy, we will ask you to complete an In Year Common Preference Form (ICPF) (Appendix 5) regardless of whether or not there are spaces available.
- We will advise you verbally if there are no spaces available.
- If there are possible spaces, you will be advised after 24 hours.

The school will check SAM (School Admissions Module) for final offers and waiting lists and call the LA to see if there are any other applicants awaiting processing. If there are spaces or not, the school will inform you of the decision verbally.

- We will send application forms to the LA by email or post and inform the LA of the school's decision. If a place has been refused, the school will give you reasons for the decision.
- In all cases the LA will write to you to confirm the offer or refusal.
- If a place has been refused, the LA will include information about other local schools and vacancies to help you find an alternative place.

You will still have the right of appeal – please see details above.

You must apply for a school place using the address where your child lives for the majority of the time.

Please note : Transferring schools can be very disruptive to a pupil. Although the National Curriculum is taught in all schools, they teach each part of the curriculum at different times of the year. Your child may miss important work. If you are moving because your child is having problems, it is best to talk through any problems with the Principal or Headteacher of their current school.

Determined admissions arrangements

Admissions policies and fair access protocol

If you would like impartial advice, support and information about your child please contact the Parent Partnership Service – Choice Adviser on 0113 3950596 / 3951224 or visit our website www.leedsparentpartnership.co.uk

Fair Access Protocol

Each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area. The protocol applies to children moving school and not to those starting primary or secondary school for the first time in September.

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. Please see **Appendix 3** below for the protocol **Co-ordinated Admissions**

The coordinated admissions scheme is a time table for communications about school admissions between schools, local authorities and admissions authorities.

The Primary in year co-ordination scheme, Secondary in year co-ordination scheme, Adjudicator Report and Fair Access Protocols are all available in the **Documents** section of the Leeds City Council Admissions section.

Fair Access

- If we wish the case to be refused, we will provide the specific reasons for prejudice / refusal with any evidence we have, so the case can be referred to Fair Access. We will inform you that the LA will contact you regarding your request.
- If we wish to admit your child as you meet one of the Fair Access categories, we will advise the LA so we receive FAP credit.

Fair Access Categories

- History of serious attendance issues (less than 85%)
- Parents are UK Service personnel or Crown Servants
- Living in Vulnerable Accommodation or Homeless
- Young Carer
- Traveller Child
- Asylum Seeker/Refugee
- Unaccompanied Asylum Seeker Child

- Looked After Child
- Statement of SEN
- School Action Plus or Special needs requiring specific support
- A disability/serious medical condition
- Behaviour is causing concern or at risk of permanent exclusion
- Child Missing Education for more than one term
- Known to the police or any other agencies

Attendance Strategy Team

Youth Offending Service

Pupil Referral Service

Inclusion Worker

Best Team

Social Services

Educational Psychologist

Courts, Police or Judiciary Involvement

0-16 Team

Other(details to be given)

- Returning from the criminal justice system
- Permanently excluded
- Returning from a Pupil Referral Unit
- Withdrawn from school following a fixed term exclusion
- Withdrawn for Elective Home Education

APPENDIX 1

Leeds Admission Policy 2017/18 Primary phase

The admissions policy for Leeds community and voluntary-controlled schools for entry to Primary phase in September 2017

Our Chief Executive makes all offers of a school place for Reception and Year 7 places on behalf of Leeds City Council, which is the admissions authority. Headteachers or school-based staff are not authorised to offer a child a place for these year groups for September entry. The authority to convey the offer of a place has been delegated to schools for places in other year groups and for entry to Reception and Year 7 outside the normal admissions round.

Children with an education, health and care plan will be admitted to the school named on their plan. We will offer places to children in the following order of priority.

Priority 1

- a) Children in public care or fostered under an arrangement made by the 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 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 3

Where children attend the following infant and junior schools they will have priority for the linked infant or junior school:

- Farsley Westroyd Primary* linked to Farsley Springbank Primary*
- Guiseley Primary School* linked to Guiseley St Oswald's Primary School*
- Rothwell Haigh Road Infant linked to Rothwell Victoria Junior
- Yeadon Westfield Infant linked to Yeadon Westfield Junior

* These schools became primary schools on 1 September 2015. The link between the schools will still apply during the transition period – September 2015 to August 2018.

Should there be more children than places available priority 4 will be used as a tie break.

Priority 4

We will give priority to parents who include a preference for their nearest priority school (see note 6). This does not include any schools which act as their own admitting authority and who do not have a 'nearest' priority in their admission policy. If we have more applications than there are places, we will offer places first to children living nearest to the school (measured in a straight line) (see note 5).

Priority 5

We will give priority to parents who choose a Leeds school, which is not the one nearest to their home address (see note 6).

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).

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 who have been adopted from local authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children (priority 1a).

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 Royal Mail Postcode Address File. This information provides us with coordinates for every dwelling. If we are not able to match your address with the Postcode Address File 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 6If 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.

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 2017 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.

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 2017 will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications 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 for Primary and Junior, 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 on 27 July 2016 i.e. 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 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.

Deferment for summer born children

Parents of children born between 1 April and 31 August 2013 who wish to defer entry into reception until September 2018 should still apply in the normal admission round for 2017, 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 admission round

All applications outside the normal admission round should be made using an in year application form. From September 2013 you return the form directly to your preferred school. If the school is full you will be offered a right of appeal.

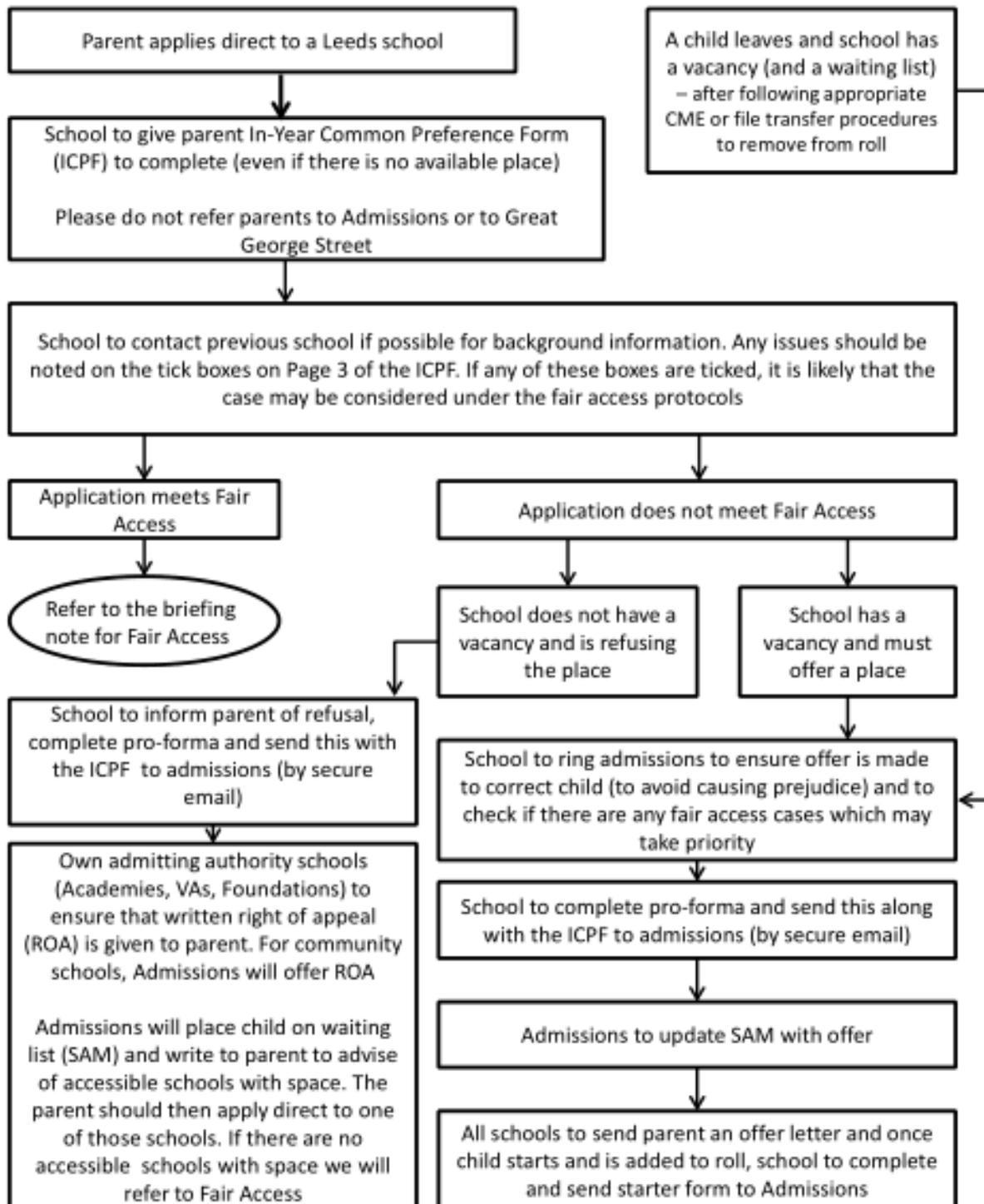
The sibling priority will apply to younger and older siblings where families move during the school year.

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 contact the Admissions Team to find out about vacancies in schools.

APPENDIX 2

In Year School Admissions Process



APPENDIX 3

CO-ORDINATED ADMISSION SCHEME FOR PRIMARY, INFANT AND JUNIOR SCHOOLS IN LEEDS from 2014

The Leeds Local Authority Fair Access Protocol for Children and Young People

Part I The Protocol

This Protocol will ensure that school places for maintained schools and Academies are allocated and offered in an open and fair way. Outside the normal admissions round, unplaced children (especially the most vulnerable), must be offered a place at a suitable school as quickly as possible. It is recognised that this will have a significant impact on attendance and consequently how well young people perform at all levels of learning. It will contribute to our vision that Leeds is a Child Friendly City very specifically through its impact on what has already been identified in the CYPP as an 'obsession'. It will be subject to Outcome Based Accountability assessment to give the opportunity for all interested parties to be involved in 'turning the curve'.

The impact of the Protocol will be felt in the Leeds Education Challenge and further reports and monitoring will be integrated into its governance structure. It is through collaboration and partnership that the outcomes for children and young people will improve most effectively and one of the sign up pledges to the Challenge is that every child and young person of school age will be in school or in learning.

The new School Admission Code which came into force on 1st February 2012 amends the mandatory categories of the Fair Access Protocol and how it is implemented. The outlined process reflects the requirements of the new Code. The Protocol must be agreed by the majority of schools and academies and all schools and academies must participate.

The Protocol will be used when an 'eligible' child or young person has not secured a school or academy place under the in year admission procedures. The aim is to secure a place at a suitable school or academy as quickly as possible and although 30 school days is the maximum stated in this protocol our intention is to act as quickly as possible.

The Protocol will also ensure that no school or academy, including those with available places, is asked to take a disproportionate number of children and young people who have been excluded from other schools or academies or who have challenging behaviour.

Once it has been agreed that a child or young person should attend a named school or academy that school or academy must be accountable for that person. There is a collective responsibility to ensure the safeguarding of all young people and we must work together to protect them and act in their best interests. Every young person will be made an offer of an educational place if an accessible educational place does not already exist.

Part II The Process

The Fair Access Protocol must be agreed with the majority of schools in Leeds and all Admission Authorities must participate in it to ensure that children and young people are allocated a school place quickly.

The operation of the Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under in-year admission arrangements. Where a Governing Body does not wish to admit a child with challenging behaviour outside the normal admission round, even though places are available, it must refer the child to the Local Authority for action under the Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children. This provision does not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question.

Admission Authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

No school will be asked to take a disproportionate number of children who have been excluded from other schools or who have challenging behaviour.

A list of children and young people that are 'eligible' to be considered is contained at the end of the Protocol.

In Leeds the Protocol will be administered through a system of Fair Access Panels that are based on Area Inclusion Partnerships. The operation of these Panels is described below.

Membership of the Fair Access Panels

The Secondary Panels consist of the Project Directors or Chair of the Fair Access Panel, Headteachers, or their representatives, and a representative from the Children's Services Capacity Planning and Sufficiency Team. Other Leeds City Council officers or agencies working with families may also be invited to attend to contribute specific information about children and families that they are working with.

The Primary Panels meet as and when required and the membership consists of the Project Director or a Cluster Co-ordinator, a representative from the Children's Services Capacity Planning and Sufficiency Team and the Headteachers of the preferred school/academy plus any other local schools. Other Leeds City Council officers or agencies working with families may also be invited to attend to contribute specific information about children and families that they are working with.

In all cases the attendance of the Project Director or Chair of the Fair Access Panel and a member of the Capacity Planning and Sufficiency Team will make the meeting quorate and decisions will be made in a timely manner.

Accountability

The school/academy nominated by a Panel will be accountable for the young person once a school place has been agreed at the meeting. Meetings will be held monthly or as near as - 3 - possible accommodating school terms and school holidays. Minutes will be kept as a record of each meeting.

Timelines

Every case where a young person is not on the roll of a school/academy or other educational provision, will be resolved by the young person being on the roll of an educational provider within a maximum of 30 school days of the refusal by the preferred school/academy being received by the Capacity Planning and Sufficiency Team, unless there are documented and agreed reasons

between the Local Authority, Project Director and Fair Access Panel as to why it is not possible for this not to happen. Every effort must be made to keep the time out of education to the minimum. In compliance with the Pupil Registration Regulations the Local Authority **must** notify the school/academy of the date by which the child is to be admitted and on the school roll.

Decision Making

Children and young people will only be referred to Panel for placement once the school/academy preferred by the family has confirmed to the Local Authority that it is not able to offer a place and the young person is eligible to be considered under the Protocol. The refusal must include an explanation of why the young person cannot be admitted with regard to the prejudice of efficient education and efficient use of resources.

Where a Fair Access Panel judges a child is not yet ready for mainstream provision they will allocate a child to a school roll and will consider which of their local, partnership provisions, or if appropriate Pupil Referral Unit, is best able to enhance the child's readiness to learn and enable their re-integration into a mainstream setting.

Where a Pupil Referral Unit, is judged most appropriate the Pupil Referral Unit Admissions Panel will be asked to consider whether a place can be offered.

The decision as to which school/academy will be offered to a child will be taken by the Fair Access Panel as a whole. Where a Panel fails to make a decision the Local Authority will do so.

Every young person whose nearest school/academy is within the Fair Access Panel area must be made an offer of educational provision at a school within the Panel area. If the Local Authority can demonstrate that a school/academy outside the Panel area is more appropriate and accessible then that school/academy will be asked to make an offer. No young person will go without the offer of educational provision if an accessible provision is not already in place.

Record keeping

The minutes of the Panel meeting will be agreed as a correct record of the proceedings **5 school days after distribution**. Schools/Academies, Project Directors or Chairs of the Fair Access Panels and the Local Authority should all keep a record of the outcomes of the meetings to avoid any disputes and advise of any issues within 5 days of distribution

Each young person that is referred to the Panel will be discussed individually and the decision will be made, by the Fair Access Panel as to what they believe is in the child's best interests taking parental preference into consideration and the facts of each case. The decision and the reason for it must be clearly recorded.- 4 –

Siblings

Where applications are received for siblings of young people that are to be referred to a Panel, then all sibling applications will be considered by the Panel at the same time. The non Fair Access sibling may be allocated a place at the same school/academy if places are available.

Notification of Decision

In all cases the decision made by the Fair Access Panel will be relayed in writing to the parent/carer of the young person and the school/academy will contact the family to facilitate a speedy reintegration unless agreed otherwise with the Fair Access Manager or Project Director.

Where a young person is to be offered a school/academy, the school/academy must meet with the parent/carer of the young person and start the reintegration of the young person no later than 10 school days after the Fair Access Panel meeting.

Where a school/academy wishes to take the papers away for them to seek further information and consideration an answer must be provided to the Fair Access Manager within 5 school days. Should the school/academy feel unable to offer a place they must provide in writing clear reasons for the refusal. An alternative placement may then be agreed between the Project Director/ Chair of the Panel and the Local Authority or an instruction to admit may be issued.

If it is necessary to hold a multi agency meeting before a decision can be made the school/academy must do so within 10 school days.

The Capacity Planning and Sufficiency Team will inform parents of the progress of their case until a start date at an educational provision has been agreed. It is then the responsibility of the educational provider to liaise with the parent/carer.

Every child must be on the roll of an educational provision within 30 school days of the transfer request being received by the Admissions Team.

Local Authority Instruction

If a Fair Access Panel does not make an offer of a school place the Local Authority will 'instruct' a school/academy to admit the young person taking into consideration the number of young people already accepted by each school under the Protocol and the accessibility of the school/academy for the young person. Consideration can also be given to any other personal circumstances of the young person.

The allocated school/academy may not always be within the Panel area within which the young person lives.

If a school/academy refuses to adhere to an instruction from the Local Authority they must put their reasons in writing within 5 days. The Local Authority will then decide whether or not to issue a direction (community schools) or refer the matter to the Secretary of State (all other schools and academies) using the processes outlined in the School Admissions Code.- 5 –

Children and Young People 'eligible' to be considered under the Protocol

Mandatory categories

- Children of Gypsies, Roma, Travellers, refugees and asylum seekers
- Children who are homeless
- Children who are carers
- Children with special educational needs, disabilities or medical conditions (but without a statement)
- Children who have been out of education for two months or more
- Children from the criminal justice system or Pupil Referral Units who need to be integrated into mainstream; and
- Children with unsupportive family backgrounds for whom a place has not been found

Locally agreed categories

- Looked After Children

- Children with less than 85% attendance
- Children whose behaviour is causing concern or who are at risk of being permanently excluded
- Children who are known to the police, social care, CAMHS, Signpost or other support agency
- Permanently excluded
- Children returning from Elective Home Education
- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places within a 'reasonable' distance
- Children on School Action Plus

APPENDIX 4

Admission Appeal Form for Park View Primary Academy

Please read these notes before filling in this form.

You should fill in this form if you want to appeal against our decision not to offer your child or children a place at the School. You will be sent more details about the appeal hearing once a date has been arranged.

We will acknowledge that we have received your form within three days. If you do not receive an acknowledgement, please phone 0113 2716754 to check that we have received your form.

Please post your completed form to : Miss Wilson, Admissions, Park View Primary Academy, Harlech Road, Leeds, LS11 7DG.

Please include any documents which support your appeal.

SECTION 1 (Please use CAPITAL LETTERS and black ink.)				
	First Name(s)	Last name	Date of birth	Boy or girl
Appeal for: (child's name)				
Your name: (Mr/Mrs/Miss/Dr.)		If you need an interpreter tell us which language		
Your child's permanent address and postcode:		Your address and postcode (if different)		
How long has your child lived at this address?				
Email address:		Daytime phone number:		
Does your child have a statement of special educational needs? Yes No				
The school that your child currently goes to:		The school that your child has been offered a place at:		

SECTION 2 – Reasons for your appeal

Please give your reasons as fully as possible. Continue on a separate piece of paper if necessary. Send us any extra evidence you feel might be relevant.

Data Protection Act 1998

Under the Data Protection Act 1998, we must tell you about the following. By signing this form you are giving us permission to use the information you give us to deal with your appeal against the decision not to offer your child a place at your preferred school. This will involve giving your information to representatives of the Governing Body and relevant officers at the School as well as Education Leeds. We may also use the information you provide for monitoring and research purposes.

Declaration

I give you permission to use the information I have given on this form. I understand that relevant personnel within the School and Education Leeds will use it as required.

Your signature: _____

Date: _____

Relationship to the child: _____

If you give false information on this form, we may withdraw any place that we have offered your child

Appeal received	Appeal acknowledged	Reference Number	Year group	Appeal form received by CCGU

APPENDIX 5

Child ID:

Date received stamp:

Office use only



In Year Common Preference Form (ICPF)

Section 1: Child Details			
First name(s):			Surname:
Any other names used:			Date of birth:
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Current year group:
In your child new to the UK?	Yes <input type="checkbox"/>	Date arrived: <input type="text"/>	No <input type="checkbox"/>
Does your child need support to speak English?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Some <input type="checkbox"/>
Home language:			Current Address:
			Postcode
			How long has the child lived at this address?
<p>If you have moved house recently, or will be moving soon, you must tell us on a separate sheet about your previous address and move date. Please also provide evidence of your house move, (i.e. exit utility bill, council tax bill, copy of tenancy or purchase agreement etc) Your application will be delayed if you do not provide the necessary documents</p>			
Is the child in public care or fostered under an arrangement by the local authority?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Was the child previously looked after and now adopted, on a residency order or special guardianship order?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the pupil have a Statement of Educational Needs or and Education Health and Care plan which names a school or specialist provision?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 2: Parent / Carer Details			
Title:			Surname:
Your relationship to the child:	Mother <input type="checkbox"/>	Contact details:	Mobile phone:
	Father <input type="checkbox"/>		Home phone:
	Carer <input type="checkbox"/>		Work phone:
	Social Worker <input type="checkbox"/>		Email address:
	Other <input type="checkbox"/>		
Who else has parental responsibility:	Relationship to child:		Please note: Where parents have shared responsibility for a child, they must discuss and agree on their preferred school(s)
Section 3: School preferences			
Please specify the school(s) you wish to request a place at. Please contact each of these schools directly to request a place. Schools cannot use your preference order to make their decision about whether they can offer you a place – school places are offered based on the Admissions Policy of the school. Please also include any sibling information (name and date of birth) if a sibling already attends any of the schools you are requesting			
	School name	ICPF given to school?	Sibling information (name and Yr group):
Preference 1		<input type="checkbox"/>	
Preference 2		<input type="checkbox"/>	
Preference 3		<input type="checkbox"/>	
Preference 4		<input type="checkbox"/>	
Preference 5		<input type="checkbox"/>	

Section 4: Your child's school history (This must be completed even if the previous school was not in the UK)	
Current or most recent school (include location if not in Leeds):	
Is your child still attending?	Yes <input type="checkbox"/> No <input type="checkbox"/> Date last attended if no longer attending:
Reason for leaving:	
Previous School 1:	Name / address:
Reason for leaving:	
Previous School 2:	Name / address:
Reason for leaving:	
Section 5: Reasons for application	
Reason for requesting a new school place:	Moving from one area of Leeds to a different area of Leeds <input type="checkbox"/> Leaving Elective <input type="checkbox"/> Moving to Leeds from another area of the UK <input type="checkbox"/> Home Education Moving to Leeds from another country (please state which country) <input type="checkbox"/> Other <input type="checkbox"/> No house move but would like to move schools <input type="checkbox"/> Leaving private education <input type="checkbox"/>
Have you met with your child's current school to discuss your reasons for requesting a transfer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who did you speak to at your child's current school?	Headteacher <input type="checkbox"/> Deputy Head <input type="checkbox"/> Year Head <input type="checkbox"/> Tutor / class teacher <input type="checkbox"/> Other <input type="checkbox"/>
Outcome of the discussion:	
Section 6: Additional information This section must be completed – at least one box MUST be ticked. This information will be used to determine whether the application should be dealt with through the Fair Access Protocol	
Please tick all that apply:	
<input type="checkbox"/> Asylum seeker / refugee <input type="checkbox"/> Gypsy, Roma or Traveller <input type="checkbox"/> Homeless <input type="checkbox"/> Young carer <input type="checkbox"/> Special needs requiring specific support (see below) <input type="checkbox"/> Out of education for more than 3 months <input type="checkbox"/> Known to police, youth offending service / courts <input type="checkbox"/> Known to Social Care (see below) <input type="checkbox"/> Disability / serious medical condition (see below) <input type="checkbox"/> None of the above	<input type="checkbox"/> Returning from the criminal justice system <input type="checkbox"/> Returning from a PRU <input type="checkbox"/> Less than 85% attendance at current / previous school <input type="checkbox"/> Behaviour causing concern or at risk of Permanent Exclusion <input type="checkbox"/> Known to CAMHS, Family Intervention Service or other support agency (see below) <input type="checkbox"/> Permanently excluded <input type="checkbox"/> Returning from Elective Home Education
Please provide any further information as requested above:	
Section 7: Parent / Carer declaration	
I certify that I have parental responsibility for the child named in Section 1 and that the information given on this form is true to the best of my knowledge and belief. I understand that giving false or deliberately misleading information may result in the withdrawal of the offer of a school place.	
Signature: _____	Date: _____
<small>Data Protection Act 1998: In accordance with the Data Protection Act 1998 we must inform you that by signing these forms you are giving your consent for Leeds City Council Children's Services to process the information detailed in this form for the purposes of school admissions. The information may be shared not only with other departments in Leeds City Council but also with other relevant professionals and bodies such as schools, the Department for Education and the NHS. This sharing will only be done where it is necessary to provide you with a school place or where we are legally obliged to do so and in strict accordance with the Data Protection Act 1998.</small>	
If this form has been completed on behalf of the parent or carer, please provide your details:	
Name: _____	Role / relationship to child or family: _____
Contact: _____	
Signature: _____	Date: _____

Section 8: Current / Previous school			
<p>Information for parents / carers: This section should be completed by a senior person at your child's current school if a transfer request is between two schools in Leeds, or where the child is still attending a school in another local authority.</p> <p>Information for the current / last school: this section should be completed by a member of the Senior Management Team at school. Please complete as fully as possible, otherwise the form may be returned for more information which will delay the process.</p>			
Name of school:		Contact name:	
School telephone number:		Position / role:	
Date child started at this school:		Is the pupil still attending?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attendance over the past academic year:	Attendance % Authorised % Unauthorised %	Would the transfer be detrimental to the pupil in any way?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide further information:
Please provide contact details for any support agency involved with the pupil		Any other relevant information:	
Section 9: School decision			
<p>Information for parents / carers: This section must be completed by the school you have requested a place at. The School will then send this information to the Local Authority.</p> <p>Information for the school where a place is being requested: You <u>must</u> inform the Local Authority of any request for a school place that has been made and your decision. Return this form to Leeds City Council School Admissions (email: education.transfers@leeds.gov.uk, post: Leeds City Council, PO Box 837, School Admissions, Leeds, LS1 9PZ). If Section 8 has not been completed, please contact the previous school to request all relevant information.</p>			
School name:		Contact name:	
School telephone number:		Position / role:	
Decision:	<input type="checkbox"/>	School place offered (provide start date)	
	<input type="checkbox"/>	Place not offered – year group full (pupil does not meet any fair access criteria)	
	<input type="checkbox"/>	Place not offered – refer to Fair Access Applicable Fair Access criteria: <input type="text" value="Pick from Drop Down"/> School reason for refusal: <input type="text"/> Any other background information gathered: <input type="text"/>	

In Year Common Preference Form (ICPF)

Guidance notes

Please read this information carefully and complete the form as fully as possible. If the form is not completed correctly it may be returned to you.

How is your application dealt with? The length of time it takes to process your application varies in each individual case. Please be patient while we deal with your application. Applications are made directly to all schools in Leeds - completed forms should be taken to the school(s) to request a place. The school then informs you and the Local Authority whether your child has been offered a place. If a place is not available at a school you request, you have the right to appeal against this decision if you feel that your application has not been appropriately considered. The local authority will also provide you, upon request, with a list of all schools in your local area.

Parental responsibility: Parents and carers are legally responsible for ensuring their child(ren) accesses education. In all cases where your child is on roll at a school they should continue to attend until an alternative place has been agreed.

Changing schools may not be the solution: Transferring schools can be very disruptive to a pupil. Although the National Curriculum is taught in all schools, they teach each part of the curriculum at different times of the year. Your child may miss important work. Before you request to transfer schools, you must talk through any problems with the current school. If you are not happy with the way the school is dealing with the problem you should speak to the Headteacher or the Chair of Governors at the school.

House move: If you move house you must provide evidence of your new address. If you are unable to provide such documents, we will consider your application from the address we have on file which may affect your chances of being offered a place at your preferred school.

Further information: Full details of schools in the Local Authority and their admission arrangements can be found on the Leeds City Council website (www.leeds.gov.uk)

Section 1	To be completed by parents / carers
Section 2	To be completed by parents / carers
Section 3	To be completed by parents / carers
Section 4	To be completed by parents / carers
Section 5	To be completed by parents / carers
Section 6	To be completed by parents / carers
Section 7	To be completed by parents / carers
Section 8	To be completed by the child's CURRENT school
Section 9	To be completed by the school where a place has been requested, the form should then be sent to Leeds City Council Admissions Team by the school.