

## Admission Arrangements

### Park View Primary Academy

## Policy for Admissions 23-24

Policy reviewed: February 2022

Person responsible: AAB

Date of next review: September 2023

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:

- To provide parents & carers with clear information on how to apply for a place at our school
- To ensure parents & carers know about fair allocation of school places
- 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 2018 and 31 August 2019**, he or she will start primary school in September 2023.

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 2023 between November 2022 and January 2023. Further information can be found on the Leeds City Council Admissions pages at <http://www.leeds.gov.uk/residents/Pages/Admissions.aspx>.

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

## Shared Responsibility

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 week.

## Allocation of School Places

The admissions policy describes how places are allocated. Full details can also be found in the booklet **Starting Primary School in Leeds – a guide for parents and carers 2023** in the **Documents** section on the LCC admissions page listed above.

### **Priority 1**

- a) Children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority (see note 1)
- b) Pupils without an 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. (see note 2)

### **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 3)

### **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). (see note 4)

### **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.

## 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 4)

## Note 1

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

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

A 'previously looked after child' is defined as a child:

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

If you are making an application under the priority for a **previously looked after child**, you will need to complete a **Priority 1a Supplementary Information Form** and send this with a copy of the court order so the LA can verify this priority.

### **Note 2**

The priority will be given to children based on their exceptional medical or social needs. Each application must include a **1B Supplementary Information Form** along with supporting evidence, from a medical specialist or social worker of the child's need and why the child must attend one particular school rather than any other, based on these needs. If the evidence is not submitted with the application, a child's medical or social needs cannot be considered.

Cases will be considered individually by a LA professional panel and where necessary in consultation with the school that has been preferred.

### **Note 3**

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 4**

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 a defined point on 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), 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.

### **Late Applications**

If you return the preference form after the deadline we cannot guarantee to consider your preferences at the same time as those received on time. Any primary applications returned or amended after the **12<sup>th</sup> February 2023** will be dealt with as late applications, meaning they will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons for the late application.

### **Offers for starting primary school**

Offers of school places will be sent to you on **16<sup>th</sup> April 2023** 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, Leeds City Council has an appeals timetable containing deadlines and timescales which can be found at <http://www.leeds.gov.uk/admissions>. 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, alternatively you can collect an appeal form from the school office. Appeal forms need to be returned to Leeds City Council.

All appeals against a decision for a Reception place will be heard within 40 school days. If you do not reply by the 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 Team at Leeds City Council, please see LCC website for dates. 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.**

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.**

After offers have been made on 16<sup>th</sup> April, parents can ask to go on the waiting list for any school.

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.

All waiting lists will be held in criteria order of the admission policy and will close at the end of the academic year (July 2024) Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy. 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 must take precedence over those on a waiting list.

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 2024.**

### **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 2024. 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. Parents of children born between 1<sup>st</sup> April 2019 and 31<sup>st</sup> August 2019 who wish to defer entry into reception until September 2024 should still apply in the normal admission round for 2023, and indicate this on their preference form. Any such request should be made in writing, by letter, with any available supporting evidence, addressed to the Chair of Academy Advisory Body at the same time as the application is made to the Local Authority.

### **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 :

<https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/admissions-appeals>

If you are appealing for a place in Year 3 and above please use **the Leeds City Council Appeal Form, which should be downloaded, completed and returned to Leeds City Council, details can be found at :**

<https://www.leeds.gov.uk/docs/Admission%20appeal%20form%20for%20Leeds%20schools.pdf>

Appeals should be addressed in writing to the Admissions Team at Leeds City Council. The envelope should be clearly marked "Admission Appeal". Please see LCC website for dates and timetables.

**Your appeal will be heard within 30 school days of the deadline for receipt of appeal applications.**

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.**

All waiting lists will be held in criteria order of the admission policy and will close at the end of the academic year (July 2024) Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy. 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 must take precedence over those on a 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 found on the LCC website and returned to them not school, who will add your child to the waiting list of Park View Primary Academy if there are no places available.

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 2024.**

#### **Admissions, transferring between schools**

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, who can then let you know if there are any spaces and how to apply through LCC as it is now all on-line.**

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

## **Determined admissions arrangements**

### **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.

For the Fair Access Protocols and the Coordinated scheme please see LCC website.