



Academies Trust

Admissions & Appeals Policy

For entrance in **September 2020**

Co-op Academy Beckfield

Co-op Academy Brownhill

Co-op Academy Nightingale

Co-op Academy Oakwood

Co-op Academy Woodlands

www.coopacademies.co.uk

Co-op Academies Beckfield (previously known as Pudsey Tyersal Primary School), Brownhill, Nightingale, Oakwood and Woodlands are part of the Co-op Academies Trust.

The Trust is responsible for pupil admissions, but works closely with Leeds City Council's Admissions' Team, to coordinate the allocation and admission of children who reach statutory school age.

Parents who wish to have their child start school in Reception Class should refer to the Leeds City Council 'School Admissions' website.

www.leeds.gov.uk/admissions

Children are expected to start primary school in the September following their 4th birthday. You must ensure your 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.

Admission out of chronological age (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 2020, 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. Applicants should also complete the **application for deferment form** (*appendix 3 of the Leeds Admission policy 2020/2021*) and attach any available evidence of the need for deferment/admission out of chronological age.

The application will be considered by a panel of education specialists drawn from the Trust. The panel will make a decision in the best interest of the child concerned, taking into account the views of the headteacher and any

supporting evidence provided by the parent or carer. There is no right of appeal against a decision relating to admission out of chronological age.

Admission Arrangements

Pupil Admission Number (PAN)

Co-op Academies Brownhill, Nightingale Oakwood and Woodlands can admit 60 children in each year group and Co-op Academy Beckfield can admit 30 children in each year group. Places are offered on the basis of a September start date, which may be deferred by mutual consent.

The local authority will send out offers for reception places each April. Co-op Academies Beckfield, Oakwood, Brownhill, Nightingale, and Woodlands will consider applications and send out offers for applications made later in the year for reception and other year groups ('in-year admissions').

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 the school named on their plan.

If there are more applicants than places, we will adopt the selection process outlined in the Leeds City Council Admissions Policy

Where there are more applicants than places available, places will be offered in the following order of priority:

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.

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** (available on our admissions page) and send this with a copy of the court order so the Local Authority can verify this priority.*

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 Co-op Academies Beckfield, Brownhill, Nightingale, Oakwood and Woodlands.

The priority will be given to children based on their exceptional medical or social 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 Leeds schools are expected to be able to meet these needs.

*Each application must include a **1B Supplementary Information Form** (available on our admissions page) along with supporting evidence from a medical specialist or social worker, outlining the child's need and why they must attend one particular school rather than any other, based on those needs. If the evidence is not submitted with the application, a child's medical or social needs cannot be considered.*

Priority 2

a) Children with a sibling (brother or sister) who will be attending the school at the start of the academic year and are living at the same address (see Addresses below).

b) Currently, Reception Classes are covered by class size legislation which limits the number of children who can be accepted to 30 (Beckfield) and 60 at all other Trust academies in Leeds.

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. The priority will not apply where an older sibling joined the sixth form from a different school.

Priority 3

Children who reside in the defined* catchment area for the Co-op Academies Beckfield, Brownhill, Nightingale, Oakwood and Woodlands (*As defined by Leeds City Council). These can be viewed on the maps available at:

www.leeds.gov.uk/admissions

*You can apply for a school even if you don't live in the catchment priority area. Living in a catchment priority area does **not** guarantee a place will be allocated at that school, only that your application will be prioritised above those who live outside the catchment priority area.*

If you don't live in Leeds

If you live in another local authority and you live in the defined catchment area for a Leeds school, your application will receive the relevant priority under our admissions policy.

Priority 4

All other children

Tie Break

If we have more applications meeting one of these priorities than there are places available, we will offer places in order of distance from the school – so those living closer to the school would be offered a place before those living further away, when measured in a straight line.

In Leeds we use a straight-line distance system. We use Geographic Information System (GIS) mapping in our 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 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 a manually identified point at the centre of your dwelling.

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (eg. 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 Pupil Admission Number (PAN) for the school.

Addresses

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer.

You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. We will investigate any queries about addresses and, depending on what we find, we may change the school place offer.

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 local authority 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 2 conflicting applications, we will need to obtain written evidence all those holding 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.

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 **15 January 2020** 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. Late applications received after 15 January will be considered before placements are made (where no preference could be met).

Nursery

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

Accepting Offers

Where an offer of a place is made, parents / carers must accept the place directly with the academy within 20 working days. If no response is received, then the academy reserves the right to withdraw the offer.

Waiting Lists

After offers have been made in April 2020, and if you have not been allocated a place at your chosen school, parents can ask to go on the waiting list for that school. The waiting lists will be held in criteria order of the admission policy and will close on the last day of the autumn term 2020. Waiting lists will be held in each year group for applications outside of the normal admission round.

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.

Please be aware that if you request 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 2020**, your child will automatically be allocated the place at your higher preference school. This will automatically withdraw the place at a lower preference school, and this may then be allocated to another child.

Applications outside the normal admission round (in- year applications)

All applications outside the normal admission round should be made using an in year application form (ICPF) which is available from Leeds City Council.

The application should be submitted to Leeds City Council Admissions team who will then notify all preferenced schools about the application. The school will contact you directly to confirm whether they can offer a place. The school will respond to your application, to either offer or refuse a place. If a place cannot be offered, the school will offer the right of appeal and your child will be added to the waiting list.

Where a vacancy arises, places will be offered from the waiting list based on the published oversubscription criteria within this policy.

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 find out about vacancies in schools on www.leeds.gov.uk/admissions.

Appeals

For applicants who are unsuccessful, there is an Appeals Process, operated by Leeds City Council on behalf of Co-op Academies Beckfield, Brownhill, Nightingale, Oakwood and Woodlands, through which parents and carers can seek a review by an independent, external panel. The decision of this panel is binding on all parties.

Leeds City Council has an appeals timetable containing deadlines and timescales which can be found at www.leeds.gov.uk/admissions

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 application for a place has been refused and the right of appeal has been issued).

Unsuccessful applications for other year groups may also go through the Appeals Procedure.

Details of the Appeals Procedure and an Appeals Form can be obtained from:

<http://www.leeds.gov.uk/residents/Pages/Admissions-Appeals.aspx>

Fair Access Protocol

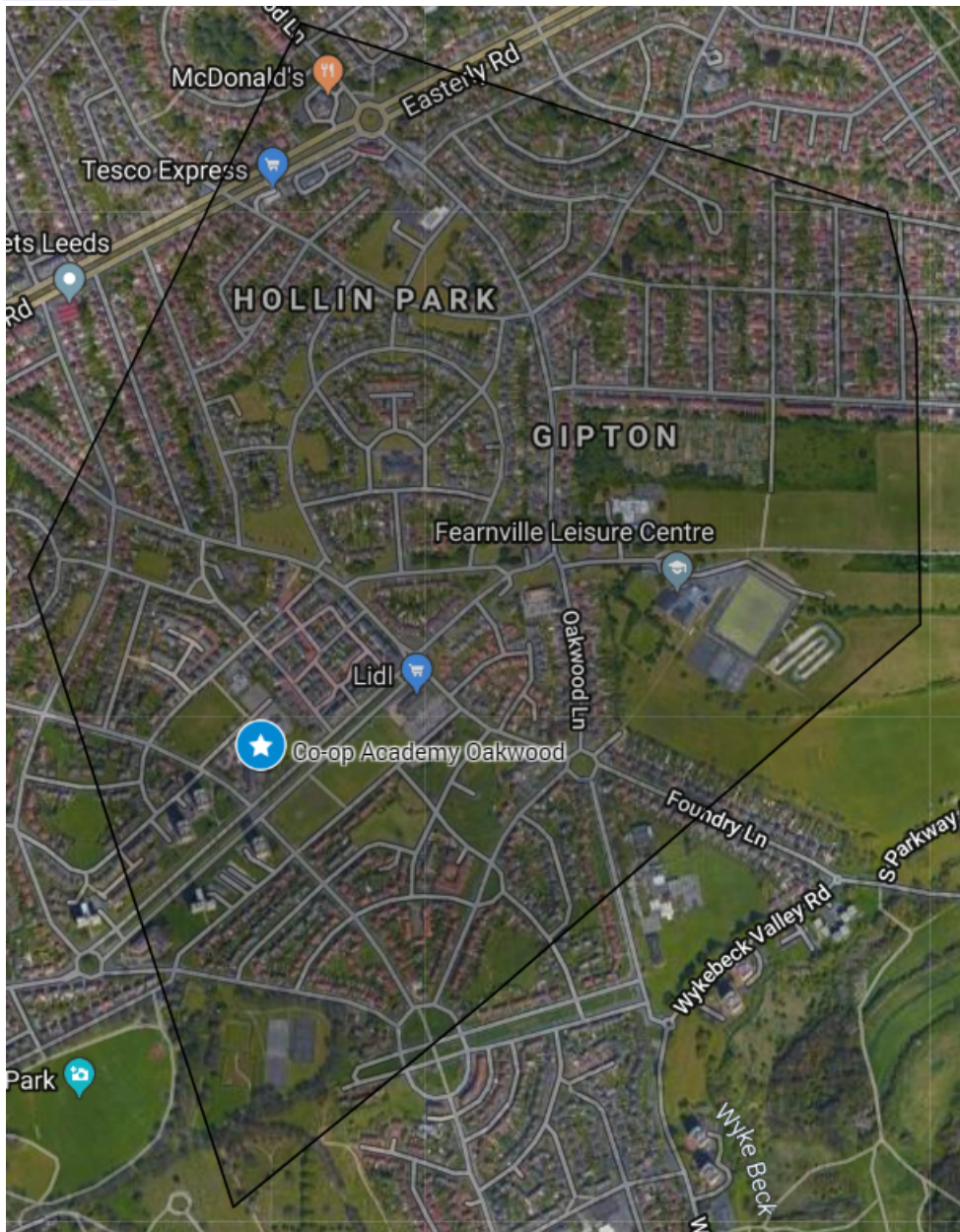
All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children. Leeds City Council's Fair Access protocol can be found at www.leeds.gov.uk/admissions

Other relevant documents

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

<http://www.leeds.gov.uk/residents/Pages/Admissions-Primary-School.aspx>

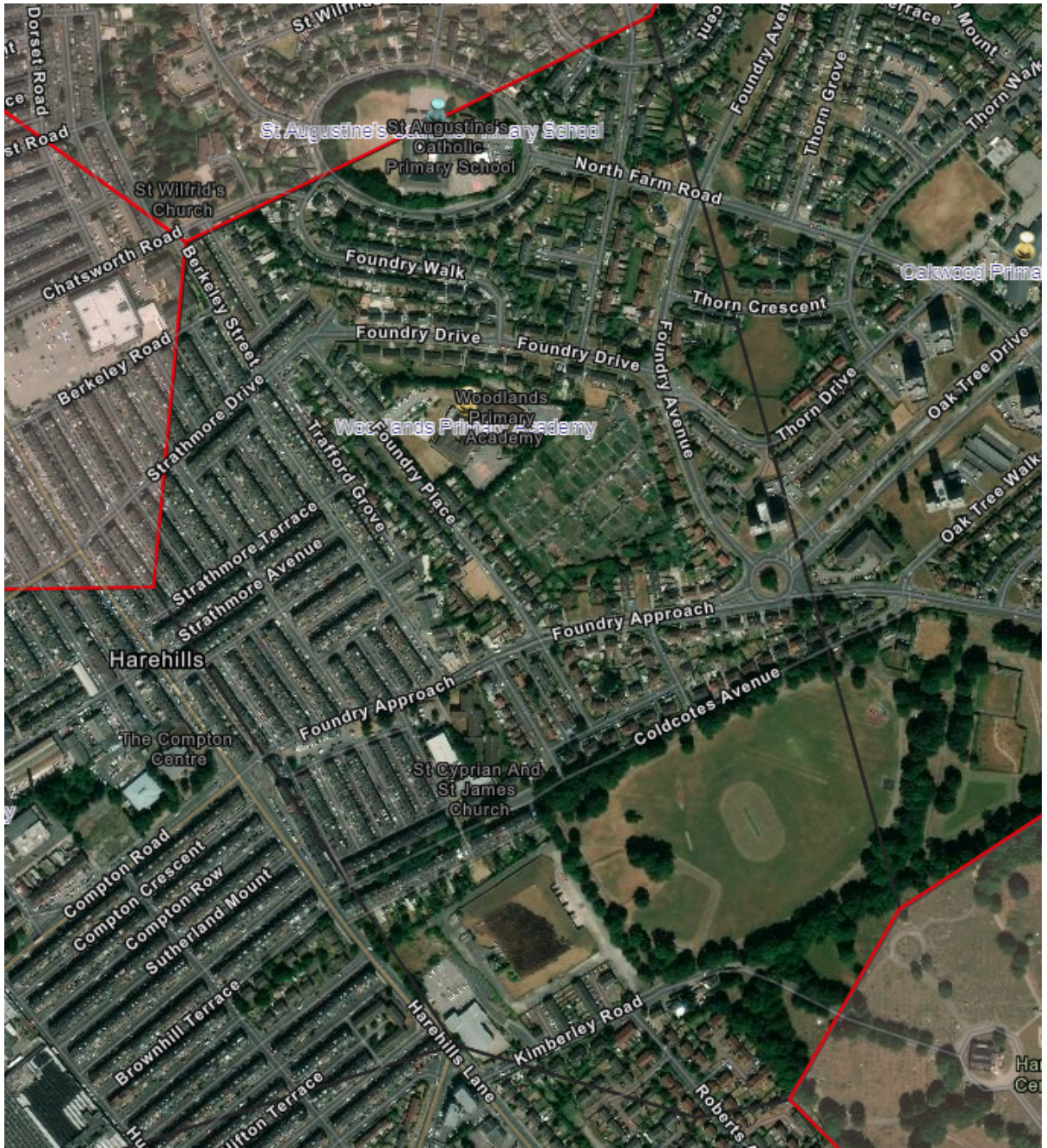
[Annex 1](#)



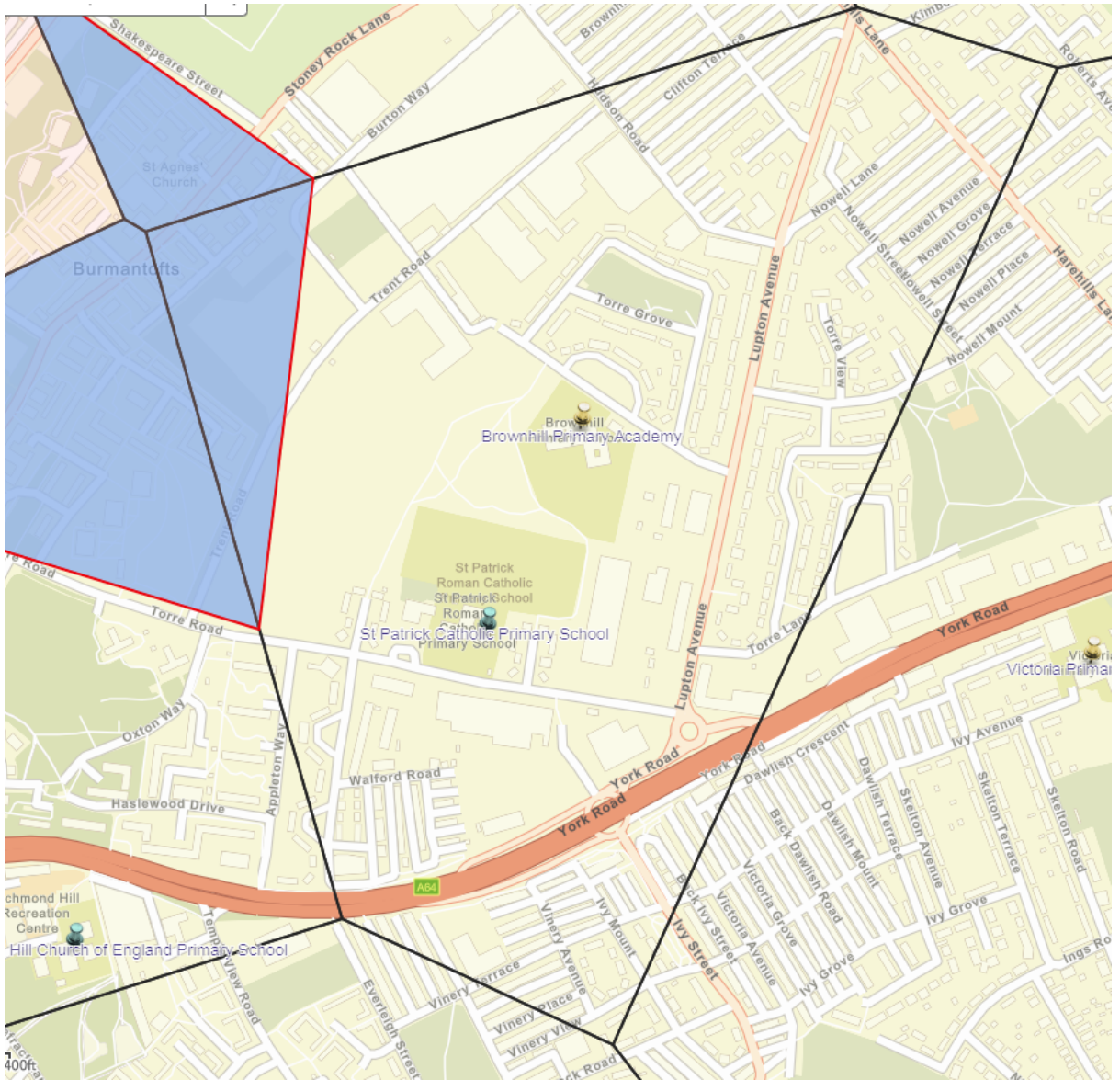
(Co-op Academy Oakwood Catchment Area)



Co-op Academy Woodlands



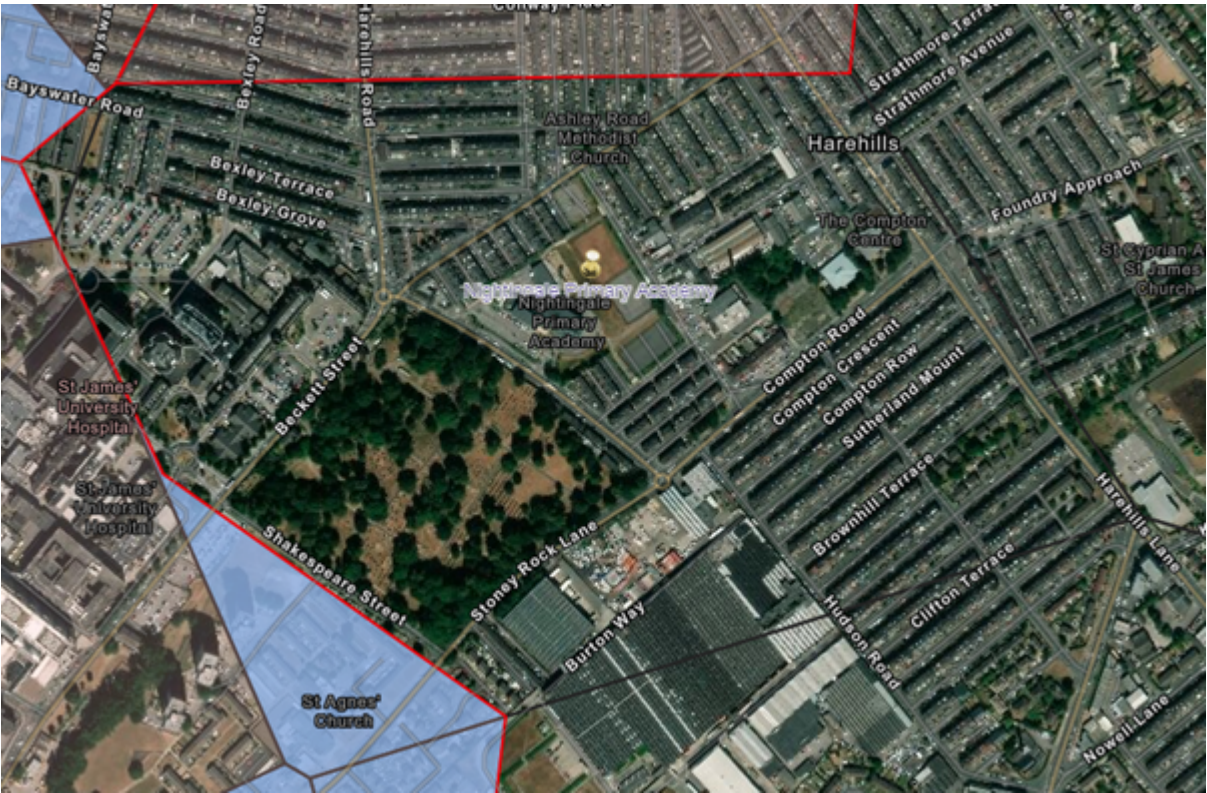
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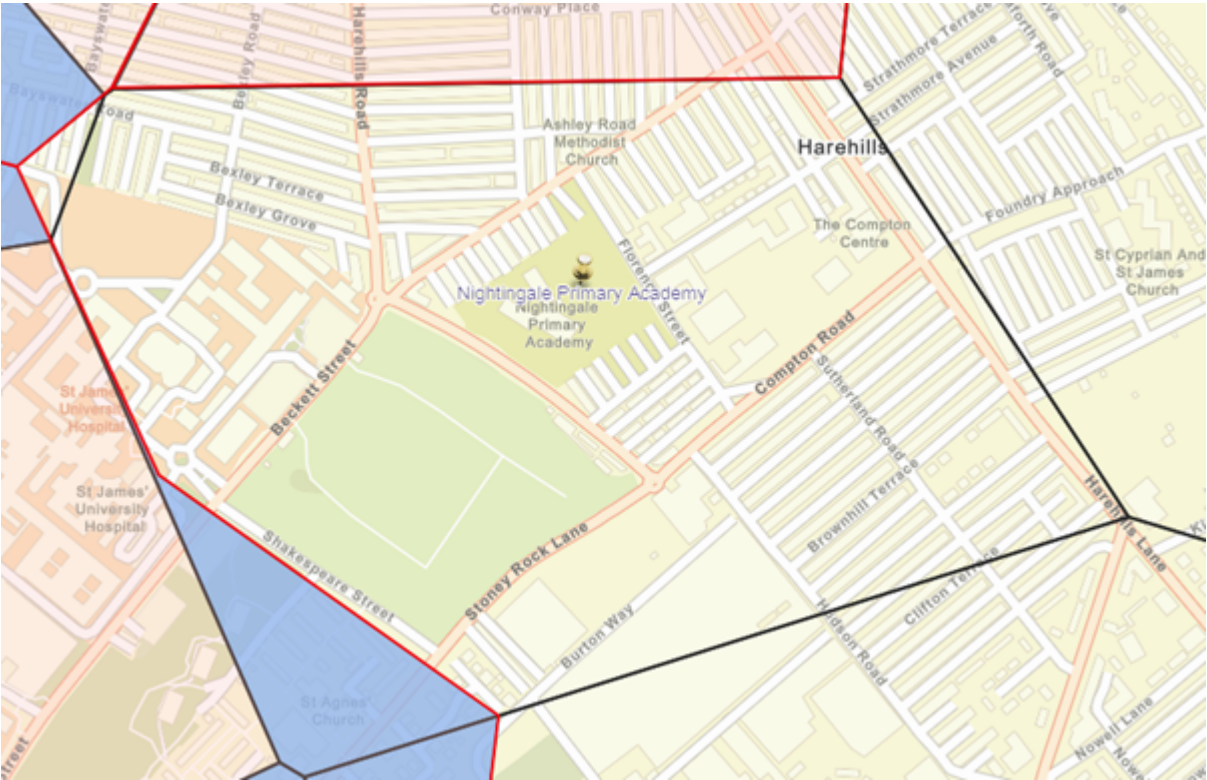
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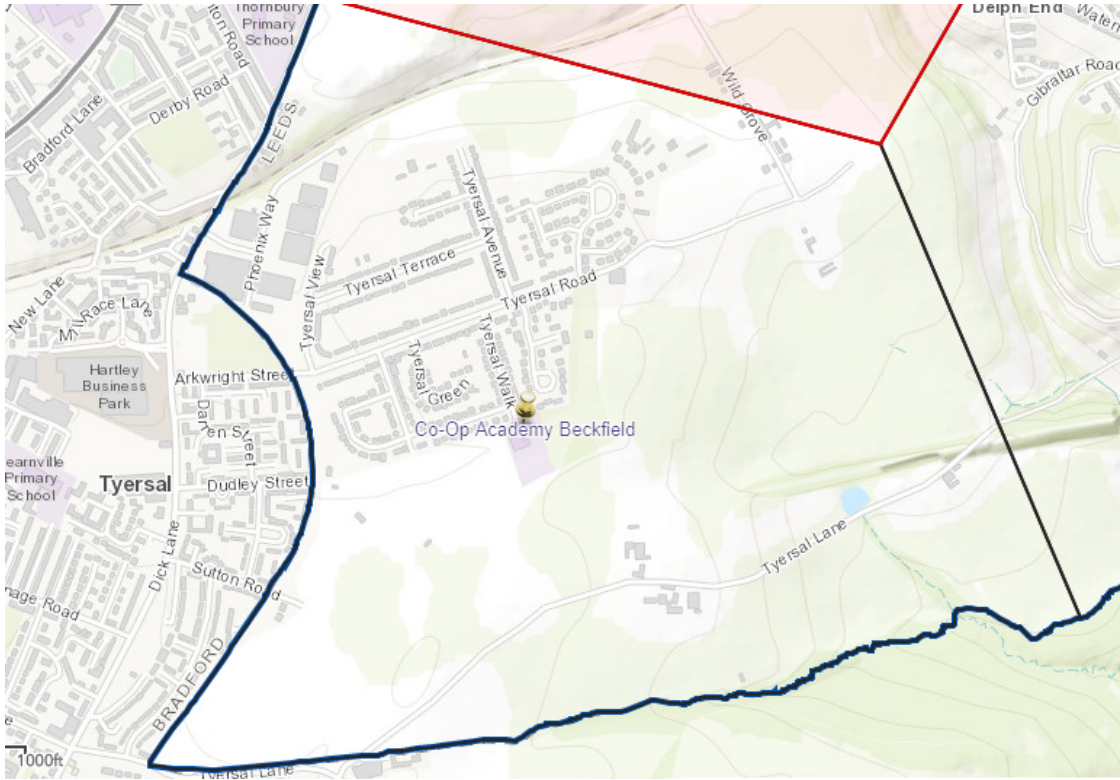
Co-op Academy Brownhill



Co-op Academy Nightingale



Co-op Academy Nightingale



Co-op Academy Beckfield