

Beeston Primary School Admission Policy 2022/23

Proposed Admission policy:

Policy determined on:	April 2021
Policy determined by:	Beeston Primary Governing Body

Admission Policy for Beeston Primary School for admission in September 2022

Leeds City Council makes the offer of a school place at Beeston Primary School for Reception on behalf of our Governing Body who are the admitting authority.

The Governing Body of Beeston Primary School are responsible for determining the school's admissions policy and make the offer of places in all other year groups and for entry to Reception outside the normal admissions round.

For applications in the normal admissions round (entry into Reception in September), all applications will be processed in accordance with the co-ordinated Leeds City Council admissions scheme.

If your home local Authority is Leeds City Council, applications can be made online at www.leeds.gov.uk/admissions. If you are unable to make an online application, please contact Leeds City Council admission team on 0113 2224414 for further assistance.

The closing date for applications for starting Reception in September 2022 is **15th January 2022**.

All offers for places in Reception will be made by Local Authority on **19th April 2022**.

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

Published Admission Number for reception

90 places will be available at Beeston Primary for entry into Reception in September 2022.

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

Where Beeston Primary is the school named on a child's Education Health and Care Plan (EHCP), the child will be admitted to the school.

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

Priority 1i- Looked after and previously looked after children

A looked after child is defined as a child who is (one of the following):

- in the care of a local authority

- being provided with accommodation by a local authority's social services (see the definition in [Section 22\(1\) of the Children Act 1989](#))

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted
- became subject to a Special Guardianship order
- became subject to a Child Arrangements Order

You must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority care) with your application.

Priority 1ii – Children who were in state care outside of England and were then adopted

You must submit evidence with your application so this priority can be verified. The evidence must show:

- your child's adoption (an adoption order or adoption birth certificate)
- that they were in state care outside England (a letter from the state)

Priority 2 – Children with exceptional social or medical needs that can only be met at a specific school

This priority is a request for admission to one specific school because your child has exceptional needs that can only be met at that school. It must be supported by professional evidence.

All schools in Leeds have experience of supporting a wide range of social and medical needs. However, in exceptional cases, there may be compelling reasons why a child needs to attend one specific school. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, the specific school and how that school can meet your child's needs in a way that no other school can. It must be supported by professional evidence. A panel of council officers will review your request for this priority.

A request would not be granted where a parent wishes for their child to attend a school based on the child's abilities, because their friends attend the school or due to childcare arrangements. Any request for this priority must outline why the child's circumstances are exceptional, and why only one school is suitable.

You can find out more about this priority at <https://www.leeds.gov.uk/schools-and-education/school-admissions/check-if-you-need-to-submit-extra-information>

You must provide the following information with your application:

- your child's name, date of birth and address
- the name of the one school you are requesting this priority for
- what precise support your child requires due to their specific needs
- why only our school can provide the support needed to meet your child's needs and no other can

- what extra support or funding your child currently receives
- you must attach supporting evidence from an independent professional, such as a medical specialist which confirms exactly what your child's needs are and why, in their view, only one school can meet that need. Without this evidence, your child's needs cannot be considered

Cases will be considered individually by the Governing Body.

Priority 3 – Children who have a brother or sister attending the school

To get this priority, the sibling must:

- live the same address as the child applying
- still go to the school when the child applying starts (in September)
- be a full, half, step or foster sibling (this priority does not include cousins or other family members sharing a house)

Priority 4 – Children who live in the catchment priority area for our school

We will give priority to applicants who live in the defined catchment priority area for the school. The maps showing the defined catchment priority area for Beeston Primary is shown at the end of the policy as appendix 1.

You can apply for any school but if you live in our catchment area it means your application will receive a higher priority at our school than applicants who live outside the catchment area. Living in the catchment area does not guarantee a place at the school.

Priority 5 – other children, by straight line distance

If none of the other priorities apply, your application will be considered under this priority.

If children meet the same priority (tie break)

In any priority, if children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from the school. For example, if there are 4 places remaining at the school and 5 children all live in the priority catchment area, the 4 priority catchment children living closest to the school will be allocated those places.

If two or more children live exactly the same distance from the school (i.e in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the Published Admissions Number for the school.

You can apply for **any** school but if you live in our catchment area it means your application will receive a higher priority at our school than applicants who live outside the catchment area.

Living in the catchment area does not guarantee a place at the school.

Priority 4

All other applicants

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. (see note 4).

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

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

Beeston Primary School uses the Local Authority straight-line measurement of distance system. The program measures the 'straight-line' distance from a defined point on the main school building to your home address. The point measured to at your home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If we are not able to match your address in the LLPG then we will use a manually identified point at the centre of your dwelling.

Address

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, the school place offer could be withdrawn.

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 two conflicting applications, we will need to obtain written evidence that all those with parental responsibility agree the application or a Court Order specifying who should apply. Until we receive this relevant evidence, we will be unable to process the application further and places may have to be offered to other applicants.

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.

Late applications returned or amended after 15th January 2022 will be dealt with in accordance to the Leeds City Council co-ordinated scheme and we will adopt any dates they use.

Accepting Offers

Parents will be asked to accept the offer of a place directly with our school. This will not affect your position on any waiting list for a higher preference, or the right to appeal. Parents who do not wish to accept the offer, or do not accept the offer within a reasonable time, may have the place withdrawn. This may leave your child without a school place.

Waiting List

After offers have been made on offer day in **April**, parents can ask to go on the waiting list for our 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 2023). 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.

Please be aware that if your child is placed on a waiting list after offer day and a place becomes available at a higher preference school before the end of **August 2022**, 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.

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, distance measurements will be based on the school's permanent site.

Starting Reception Age

Children are expected to start primary school in the September following their 4th birthday. Parents must ensure their child receives an appropriate full time education from the term following their fifth birthday. Parents can request that the start date for their child is delayed until later in the school year in the case of children who have not yet reached their 5th birthday, however where a place has been offered, this must be taken up by the beginning of the term after the child's 5th birthday, or at the latest, the start of term after the Easter break.

You can also request that your child attends part-time until he/she reaches compulsory school age. You should discuss delayed or part-time attendance with the school.

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 apply in the normal admission round and also submit a written request addressed to the Chair of Governors 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.

When such a request is made, the Governors will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

There is no right of appeal against a decision relating to admission out of chronological age.

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 made to Leeds City Council Admissions team who will then notify our school about the application. Our school will contact you directly to confirm whether we can offer a place. 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 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 at [leeds primary school vacancies](#).

Appeals

If you apply for a place at our school and an offer cannot be made, you have the right to appeal against the refusal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appeals

If you have not been offered a place at a school you applied for, you have the right to appeal.

Appeals submitted for a reception place in the normal round will need to be received by the Council's deadline to guarantee being heard before the new school year starts. Find our appeals timetable containing deadlines and timescales at [Leeds school appeals deadlines](#).

Appeals against a decision for an in-year application 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).

Fair Access Protocol Fair Access Protocol

All schools must take part in the Fair Access Protocol arrangements. It is a legal requirement and the protocol applies to all Leeds schools. The protocol operates outside of the Admissions policy.

The policy applies to in-year applications and the aim is to make sure the most vulnerable children who do not have an accessible school place, are offered a place at a suitable school as quickly as possible. It also ensures that no school (including those with places) is asked to take a disproportionate number of vulnerable children.

For further information please read the Leeds City Council [before you move schools information](#).

Appendix 1 - Catchment map

2018: Beeston Primary School (2470) Location Map



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This map is an output from the School Admissions Service Cut-off Mapping Tool developed by LCC Children's Performance Service
Please contact the School Admissions Service Team on 0113 223 3433 for further information.
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