

Beeston Primary School Admission Policy 2024/25

Policy determined on:	March 2023
Policy determined by:	Beeston Primary Governing Body

Admission Policy for Beeston Primary School for admission in September 2024

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, Monday to Friday, 9am and 5pm, except Wednesdays when lines open at 10am.

The closing date for applications for starting Reception in September 2024 is **15th January 2024**.

All offers for places in Reception will be made by Local Authority on **16 April 2024**.

Applying after the national closing date

If you apply after the national closing date, the Local Authority cannot guarantee to consider your preferences at the same time as those received on time. Until 12 February, all applications submitted or changed will be treated as if they were on-time.

After 12 February, any applications submitted or changed will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by the local authority.

All applications submitted after 28 February are considered late and won't be allocated a school place until after national offer day.

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 2024.

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 1 – 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, including those adopted from state care outside of England
- 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 or adoption birth certificate and evidence of being in local authority care or a letter from the state) with your application.

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 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.

Distance measurements

Leeds City Council use a straight line distance system. The program measures the straight line distance from a defined point on the main school building to a defined point on your home address.

The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

.Application process (normal round)

When applying to start Beeston Primary School in the entry year, all applications are coordinated by local authorities across England.

You apply to your home Local Authority (the council who empty your bins) by the closing date of 15 January 2024. All offers will be made by your home Local Authority on offer day 16 April 2024.

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, and this should be the parent address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, Leeds City Council will decide which parent address will be used, based on where the child spends the majority of the school week. If the child spends equal time with each parent, we will use the address where the child is registered with their doctor at the closing date.

Moving Home

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

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until we have received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

We may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

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 2024 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 in September.

Waiting List

After offers have been made in April, you can ask for your child to go on the waiting list for any school.

If you ask that your child is added to a waiting list after offer day and a place becomes available before the new school year starts, your child will automatically be allocated the place at your higher preference school. We will also automatically withdraw the place at a lower preference school to give it to another child.

The Local Authority hold waiting lists for all the year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in accordance with this admission policy (the rules for prioritising places)
- each time a child is added or removed, the list is ranked again and your child can move down if another child meets higher criteria
- the waiting list will close at the end of the academic year (July 2025). You must reapply for a new school place to be on the list the following year
- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list

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.

When your child must start at school (compulsory school age)

All children can start Reception in the September after they turn four and most children thrive when starting school at age four. If you do not think your child will be ready by then, you can speak to your offered school and ask to start part time, or after Christmas or Easter break.

You must ensure your child has a full time education from when they reach compulsory school age. Your child reaches this on 31 December, 31 March or 31 August after their fifth birthday (whichever comes first).

If you have been offered a reception school place, the latest your child can start school is when they become compulsory school age, or after the Easter break.

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.

Moving schools (in-year applications)

Leeds City Council delegates the responsibility for in-year admissions to the schools. Requests to join a school in-year, or for Reception places after the start of the school year are considered by our school.

To apply for a place at our school, an online in-year application form should be completed and returned to Leeds City Council. The application will then be sent on to the school(s) you have applied for and the school will decide whether they can offer a place.

If school refuse to offer a place, we will confirm this in writing to you, explaining our reasons, and will confirm that you have the right of appeal. The school should aim to notify you of the decision in 10 school days but must tell you the decision in writing within 15 school days.

Your child will be added to the school's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

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

You can apply for a primary school place by visiting: www.leeds.gov.uk/schools-and-education/school-admissions/moving-schools

Appeals

If you apply for a place at our school and an offer cannot be made, 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. For more information about appeals please visit: <https://www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals>.

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

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.

If you think the Protocol applies to your child's application, you will need to provide us with some further information.

For further information, please visit: [Fair-access-protocol](#)

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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