

Whitecote Primary School



Admissions Policy 2023 - 2024

Agreed: December 2023

Review: September 2024

Primary school admissions policy 2023 to 2024

- Latest consultation on this policy: 22 October to 7 December 2018
- Policy determined on: 12 February 2020 (amended on 28 September 2020 following the Adjudicator's decision and amended on 27 July 2021 to ensure compliance with the 2021 Admissions Code which comes into force on 1 September 2021)
- Policy determined by: Executive Board

Admissions policy for Leeds community and voluntary-controlled primary and junior schools for entry during school year September 2023 to July 2024

The Chief Executive of Leeds City Council makes all offers of a school place for Reception and year 3 into a Junior school in Community and Voluntary Controlled schools as the admission authority for these schools. Headteachers or school-based staff are not authorised to offer a child a place for Reception 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 outside the normal admissions round.

This Leeds City Council Admission Policy (Primary) applies to the Community and Voluntary Controlled schools listed in Annex A where the published admission number (PAN) for the academic year 2023/24 for these schools is also listed.

Children with an Education, Health and Care Plan (EHCP) will be admitted to the school named on their plan.

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

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

Priority 1a

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 below) and from 1 September 2021, children who have been in state care outside of England and ceased to be so as a result of being adopted.

Priority 1b

Pupils without an EHC plan but who have Special Educational Needs that can only be met at a specific school, or exceptional medical or mobility needs that can only be met at a specific school (see note 2 below).

Priority 2

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 note 3 below). This includes priority for a sibling applying for an infant school where the sibling is or will be attending the linked junior school. This priority will not apply where the sibling joined the sixth form from a different school.

Priority 3

Where children attend Whitecote Primary School, they will have priority for Whitecote Primary School

Priority 4

Children who live in the defined catchment priority area for the school. (Maps showing the defined catchment area for each school are shown on the Leeds City Council Admissions website www.leeds.gov.uk/schoolcatchmentmaps and an address look up tool is also available at www.leeds.gov.uk/primaryschool).

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.

Priority 5

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. (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 for the school.

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
- 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 \(PDF, 168 KB\)](#) and send this, with a copy of the court order, so the Local Authority can verify this priority.

Note 2

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 \(PDF, 201KB\)](#) 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.

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

Note 3

For these purposes, siblings 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.

Note 4

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.

Note 5 Catchment areas

Each of the community and voluntary controlled primary schools in Leeds has a defined catchment priority area. These maps are available at www.leeds.gov.uk/schoolcatchmentmaps and an address look up tool is available at www.leeds.gov.uk/primaryschool.

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

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

If you don't live in Leeds

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

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, 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 12 February 2021 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 12 February 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 directly with the school. 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. This may leave your child without a school place.

Waiting List

After offers have been made on 16 April 2024, parents can ask to go on the waiting list for any school.

Waiting lists for community and voluntary controlled schools 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 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.

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 2024, 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, we will base our distance measurements on the school's permanent site.

Starting Reception Age

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 2024, 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 and attach any available evidence of the need for deferment/admission out of chronological age.

The application will be considered by a panel of early years education experts and headteachers where the individual case will be considered. The panel 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. This will ensure the opportunity to reflect on the long term impact of that decision, and balance this against the child's current needs.

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 the online 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 preferred schools about the application.

The school will contact you directly to confirm whether they can offer a place within a maximum of 15 school days. 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

Where we have not been offered a place at the school you preferred, you have the Right to Appeal against the refusal to offer a place. 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).

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

Annex A – Community and Voluntary Controlled Schools where the Leeds City Council Admissions Policy applies

Schools which follow our admissions policy

Number of places available for Reception 2024	Primary Schools	Status
Aberford CofE Primary School	VC	14
Adel Primary School	Community	30
Allerton CofE Primary School	VC	90
Alwoodley Primary School	Community	60
Armley Primary School	Community	30
Ashfield Primary School	Community	30
Asquith Primary School	Community	60
Barwick-In-Elmet C of E Primary School	VC	30
Beecroft Primary School	Community	45
Birchfield Primary School	Community	30
Bracken Edge Primary School	Community	60
Bramham Primary School	Community	30
Broadgate Primary School	Community	60
Burley St Matthias' C of E Primary School	VC	30
Carlton Primary School	Community	45
Castleton Primary School	Community	60

Schools which follow our admissions policy

Number of places available for Reception 2024	Primary Schools	Status
Chapel Allerton Primary School	Community	60
Churwell Primary School	Community	60
Cobden Primary School	Community	30
Drighlington Primary School	Community	60
Farsley Farfield Primary School	Community	60
Farsley Springbank Primary School	Community	60
Farsley Westroyd Primary School	Community	30
Fieldhead Carr Primary School	Community	60
Five Lanes Primary School	Community	60
Fountain Primary School	Community	60
Gildersome Primary School	Community	60
Gledhow Primary School	Community	90
Great Preston C of E Primary School	VC	30
Greenhill Primary School	Community	60
Greenmount Primary School	Community	60
Greenside Primary School	Community	45
Grimes Dyke Primary School	Community	30
Harehills Primary School	Community	90
Harewood C of E Primary School	VC	15
Hawksworth Wood Primary School	Community	60
Highfield Primary School	Community	60
Hollybush Primary School	Community	60
Horsforth Featherbank Primary School	Community	30
Horsforth Newlaithes Primary School	Community	60

Schools which follow our admissions policy

Number of places available for Reception 2024	Primary Schools	Status
Hovingham Primary School	Community	90
Hunslet Carr Primary School	Community	60
Hunslet Moor Primary School	Community	60
Ingram Road Primary School	Community	45
Kerr Mackie Primary School	Community	60
Kirkstall Valley Primary School	Community	30
Lawns Park Primary School	Community	30
Low Road Primary School	Community	30
Lower Wortley Primary School	Community	45
Manor Wood Primary School <i>(previously Carr Manor Primary School)</i>	Community	60
Manston Primary School	Community	30
Micklefield C of E Primary School	VC	30
Middleton St Mary's C of E Primary School	VC	60
Mill Field Primary School	Community	60
Moor Allerton Hall Primary School	Community	90
Moortown Primary School	Community	30
Morley Victoria Primary School	Community	60
New Beverley Community School	Community	60
Otley All Saints C of E Primary School	VC	30
Otley The Whartons Primary School	Community	30
Otley Westgate Primary School	Community	30
Oulton Primary School	Community	60
Park Spring Primary School	Community	60
Parklands Primary School	Community	45

Schools which follow our admissions policy

Number of places available for Reception 2024	Primary Schools	Status
Pool-In-Wharfedale C of E Primary School	VC	30
Pudsey Bolton Royd Primary School	Community	60
Pudsey Lowtown Primary School	Community	30
Rawdon St Peter's C of E Primary School	VC	45
Robin Hood Primary School	Community	60
Rothwell Primary School	Community	45
Roundhay all through School	Community	60
Scholes (Elmet) Primary School	Community	45
Seven Hills Primary School	Community	60
Shadwell Primary School	Community	30
Shakespeare Primary School	Community	90
Sharp Lane Primary School	Community	90
Shire Oak C of E Primary School	VC	30
Spring Bank Primary School	Community	30
St Bartholomew's C of E Primary School	VC	75
St James' C of E Primary School Wetherby	VC	20
St Margaret's C of E Primary School	VC	60
St Mary's C of E Primary, Boston Spa	VC	20
Stanningley Primary School	Community	30
Summerfield Primary School	Community	30
Swarcliffe Primary School	Community	45
Swinnow Primary School	Community	30
Talbot Primary School	Community	60
Thorpe Primary School	Community	30

Schools which follow our admissions policy

Number of places available for Reception 2024	Primary Schools	Status
Valley View Community Primary School	Community	60
Weetwood Primary School	Community	30
West End Primary School	Community	30
Westbrook Lane Primary School	Community	30
Whingate Primary School	Community	60
Whitecote Primary School	Community	60
Wigton Moor Primary School	Community	60
Windmill Primary School	Community	60
Woodlesford Primary School	Community	60
Wykebeck Primary School	Community	60

Schools which follow our admissions policy

Number of places available for Reception 2024	Junior Schools	Status
Rothwell Victoria Junior School	Community	45