

# Cookridge Primary School Admissions Policy 2019- 2020



*Review – February 2020*

*The Admissions Policy will be published on the school website.*

*'Together We Achieve the Extraordinary'*



# Cookridge Primary School Policy Document

## Admissions Policy

Cookridge Primary School is a Foundation School and, with a number of local schools, acquired a shared trust – the North West Leeds Education Partnership Co-operative Trust. The Governing Body is the Admissions Authority for the school as part of the co-ordinated scheme with the local authority. Parents must apply for a place at the school either online or using the common preference form by the specified deadline.

There will be **45 reception places** available in September 2019.

### Allocation of places

We will offer places to children in the following order of priority.

#### Priority 1

- a Pupils with an Education Health and Care Plan (EHCP) naming Cookridge Primary School.
- b Children in public care or fostered under an arrangement made by the local authority. (see note 1)
- c Pupils without a statement but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at Cookridge Primary School. (See note 2)

#### Priority 2

Children with 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

We will consider applications as follows:

- a If there are enough places for everyone who has applied, we will offer every child a place.
- b If we have more applications than there are places, we will give priority to parents who have the school as their nearest school measured in a straight line (see note 5).
- c We will then offer places to other children living closest to the school measured in a straight line, where the school is not their nearest. (see note 4 & 5).

### Tie break

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.

### Notification of Places

In accordance with the co-ordinated admissions policy, on 16<sup>th</sup> April 2019 the local authority will make the formal offer of a place to parents or guardians on behalf of the Governing Body of the school. Parents should contact the school by telephone or letter by May 2019 to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school.

### Appeals Procedure

Parents and carers who want to appeal against the Governors' decision not to offer their child a place at the school must appeal to the local authority. Appeals should be addressed to the Admissions Team within 20 school days of receiving the decision letter.

The appeal will be heard by an independent appeals panel. Parents and carers will receive notification of the date and time of their appeal hearing, to which they can go and make their case. If they wish, parents and carers may be accompanied by an advisor or friend. Following the appeal, the Clerk to the appeals panel will write to parents and carers with the decision



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### **Note 1**

Looked-after children or children fostered under an arrangement made by the local authority. Children who have been adopted from local authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.

### **Note 2**

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits in consultation with the school concerned. To receive this assistance you must contact the SEN Assessment and Provision Service on 3951035.

### **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 the local authority use a straight-line distance measure and also use a national computer system to run school-admission process. As part of this system there is a program that measures the 'straight-line' distance from the centre of the main school building to your home address. The point they measure to at your home address is determined by the Royal Mail Postcode Address File. This information provides them with coordinates for every dwelling. If they are not able to match your address with the Postcode Address File then they will use the centre of your dwelling.

### **Note 5**

For parents who have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week. Where this cannot be easily determined full details must be provided in writing at the time of application to enable the Local Authority to determine which address will be used for the purpose of admission. Should the Local Authority be unable to reach a decision based on the information received, the address provided for Claiming Child Benefit and where appropriate, Child Tax Credits will be used. In such circumstances, documentary evidence must be provided.

### **Note 6**

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.

### **Address**

For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a child minder or relative. Any queries about addresses will be investigated.

If you plan to move house, you must still give your current address. If you move house after the deadline of 15 January 2019, you must tell us your new address.

### **Late Applications**

If you apply for a school place after the deadline there is no guarantee that your preferences will be considered at the same time as those received on time.



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### Accepting Offers

Parents will be asked to accept the offer of a school place. 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.

### Waiting List

After offers have been made on 16th April 2019, a waiting list will be drawn up from unsuccessful applicants, giving priority in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list. The waiting list will be held in criteria order of the admission policy and will close on 31 December 2019.

### Nursery

Cookridge Primary does not have a Nursery attached to the school – preschool is led and managed by a separate body. In common with all primary schools, a place in nursery does not guarantee a place in the school. Parents must apply for a place if they would like their child to join the reception class.

### Starting Reception Age

In Leeds, almost all children start primary school in the September following their 4<sup>th</sup> 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 deferred until later in the school year in the case of children who have not reached their 5<sup>th</sup> birthday. You can also request that your child attends part-time until he/she reaches compulsory school age. If you want a later start date within the academic year you should discuss this with the school. If your child is born in the summer term and you wish to defer entry until the next academic year but remain within the same chronological year group you will need to apply for a place in year 1.

### Deferment for summer born children

Parents of children born between 1 April and 31 August 2015 who wish to defer entry into reception until September 2020 should still apply in the normal admission round for 2019, and indicate this on their preference form, and attach any evidence of the need for deferment from any associated professionals. The parent will be invited to a panel including early years education experts and headteachers where their individual case will be considered. This will ensure the opportunity to reflect on the long term impact of that decision, and balance this against the child's current needs.

### In-year applications

From September 2019 parents will be able to apply directly to the school at any time for an in-year transfer. An application form is available from the school or from the Local Authority and you will be notified by the school of the outcome of the application.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available.

Where parents simply wish for their child to change schools, the application may be considered for the start of the following term.

Date Agreed	Adopted By	Review date
February 2019	L Hunter	February 2019
Signed (Head teacher) Chair of Governors)		



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