

Ebor Gardens Primary Academy and Victoria Primary Academy



Admissions Policy 2020 / 21

Admission Policy for 2020 / 21

The Chief Executive of Leeds City Council makes the offer of a school place at Ebor Gardens Primary Academy and Victoria Primary Academy School for Reception on behalf of the Governing Body and Trust who are the admitting authority.

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

The Governing Body and Trust of Ebor Gardens Primary Academy and Victoria Primary Academy makes the offer of places in all other year groups and for entry to Reception outside the normal admissions round.

60 places will be available at Ebor Gardens Primary Academy and 60 places at Victoria Primary Academy for entry in Reception in September 2020.

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

Where Ebor Garden Primary Academy or Victoria Primary Academy 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

a) 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 2)

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 a specific school. (See note 3).

Priority 2

Children with older brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 4).

Priority 3

We will give priority to parents who include a preference for their nearest priority school (see note 6).

Priority 4

We will give priority to parents who choose a Leeds school, which is not their nearest priority school (see note 6).

Tie Break

If we have more applications which meet one of these priorities than there are places available, we will offer places first to children living nearest the school, measured in a straight line. (see note 5).

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

If we cannot offer parents or carers a place for their child at any school they put on their preference form, we will offer their child a place at the closest school that has places available when we make the offer (this may include voluntary aided and foundation schools or academies where their governing bodies have given us permission to do so).

Note 2

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 at *appendix 1* and send this, with a copy of the court order, so the Local Authority can verify this priority.

Note 3

Ebor Gardens Primary Academy and Victoria Primary Academy supports Leeds City Council in promoting inclusion for all children and young people across the city. In line with the Children and Families Act 2014 and the ethos that every child where possible should be able to have their needs met in local mainstream provision, it is an expectation in Leeds that all mainstream schools are able to provide for all children with low level Special Educational Needs (SEN) and also the majority of children with Complex SEN Needs. It is also an expectation that all Leeds schools provide an inclusive and nurturing environment that can meet the needs of those vulnerable children who have social, emotional and mental health needs.

All schools have a duty to provide care and support for those pupils who have a medical condition.

Children with exceptional needs who require additional support above that expected of a mainstream school. e.g. blind children who need to access Braille, Deaf children who need access to specialist teachers will usually have an Education Health and Care plan (EHCP) naming a particular school.

Leeds schools are highly inclusive and have developed provision over a number of years to ensure the inclusion and progress of children and young people with SEN and Complex Needs – very rarely is a school unable to cater for a child or young person’s needs.

1b admissions priority is specifically for pupils who have a significant physical disability or complex sensory impairment - e.g. pupils with a visual, hearing, or physical difficulty or those with pragmatics difficulties/autism, who do not have an EHCP and where higher level FFI funding is in place. It is expected that children and young people that require specific provision to meet additional and SEN needs will have professionals involved with them, these professionals ordinarily will have already alerted the Local Authority to any specific provision that a child needs.

‘Medical need’ does not include mild medical conditions as all Leeds schools are expected to be able to meet these needs.

When making an application under 1b you must be able to state the provision that is needed to meet a specific SEN need that is only available in the school of preference.

Each application must include a **1B Supplementary Information Form** available at *appendix 2* 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 preferred.

Note 4

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 5

In Leeds we use a straight-line distance system. The Local Authority use a national computer system to run the school-admission system. 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 the Local Authority measure to at your home address is determined by the Local Land and Property Gazetteer (LLPG). This information provides us with coordinates for every dwelling. If the Local Authority are not able to match your address with the LLPG then the centre of your dwelling will be used.

Note 6

If you live in Leeds

You can apply for any school but the nearest priority only applies to some Leeds schools. You will receive this nearest priority if our school is your closest school by straight-line distance. We don't include Voluntary Aided / Faith schools when calculating your nearest priority school.

If you don't live in Leeds

If you live in another local authority and the closest school to your home in a straight line is a Leeds community, voluntary-controlled or foundation school, or academy you will be given the relevant priority under our admissions policy.

If you live in another local authority and the closest school to your home, by straight line, is a school not in Leeds you are still able to apply for a Leeds School but priority 4 will not apply.

Nearest Priority School

'Nearest priority' school, does not include all schools because some apply their own admissions policies and may not offer this priority. Your 'nearest priority school' is identified on the basis of straight lines drawn between schools which include a nearest priority in their 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 after 12th February 2020 will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications received at that point 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. 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, parents can ask to go on the waiting list for any 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 2020). All waiting lists will be ranked when new applicants have been added ahead of any allocations being made. Ebor Gardens Primary Academy and Victoria Primary Academy will hold waiting lists until the end of the academic year (July 2021).

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.

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.

Applications outside the normal admission round

All applications outside the normal admission round should be made using an in year application form. The form should be returned directly to school. If there are no places available in the year group you are applying to, you will be offered a right of appeal against the refusal to offer a place.

The sibling priority will apply to younger and older siblings where families move during the school year. 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

Priority 1a Admissions Supplementary Information Form

To be completed when requesting admission a previously looked after child



Leeds
CITY COUNCIL

Please do not complete this form if the child is currently looked after – the social worker should complete the online application

Transition stage (Please tick) : Nursery to Reception

☐

Year 6 to Year 7

☐

CHILD DETAILS

Surname:

Forename(s):

Date of Birth:

Gender: MALE/FEMALE

Address:

Postcode:

Telephone:

FAMILY/CARER'S DETAILS

Parent / Carer's Names:

Address (if different from above)

Other person/s with parental responsibility

Address (if different)

The Admission Code gives priority to children who were previously looked after by a Local Authority but have left care through an Adoption Order, Special Guardianship Order or Child Arrangements Order. To claim this priority for admission, please answer the following questions:

Which Local Authority cared for the child immediately before the order was made:

.....

Which court order do you hold for the child:

Adoption Order

Special Guardianship Order

Child Arrangements Order

Please attach a copy of this order to the form - you can delete sensitive information (for example the name of the birth parents) if you wish to do so

The fact you have applied for admission under this priority will be known to the school.
The court order will not stored against your child's records.

PRIVACY NOTICE

Leeds City Council takes its obligations under the Data Protection legislation very seriously. The Admissions team collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against the Council's and school's policies for admissions. Our service also needs to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child's 25th birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council's assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact: dpfoi@leeds.gov.uk; or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council's privacy notice including contact information for the Council's Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

PARENTS/CARERS SIGNATURE REQUIRED

Signed.....Date.....

Please return this form to:

Education.annual.cycle@leeds.gov.uk

Or By post: Leeds City Council

PO Box 837

School Admissions

Leeds LS1 9PZ



Checklist

Have you included the following?

- ☐ Answered all the questions
- ☐ Attached a copy of the court order
- ☐ Signed and dated the form



Priority 1b Admissions Supplementary Information Form

To be completed by parents who are requesting priority admission at one specific school due to exceptional needs (Priority 1b of the Admissions Policy)

Year group applied for:

Eg. Rec, Yr 7, Y4 etc

CHILD DETAILS

Surname:

Forename(s):

Date of Birth:

Address:

Postcode:

Telephone:

FAMILY/CARER'S DETAILS

Parents / Carer's Names:

Address (if different from above)

Other person/s with parental responsibility

Name

Address (if different)

SCHOOL / SETTING DETAILS

Name of requested school / setting

NB you can only request one- Please check the school admissions policy
not all schools offer 1b priority

FUNDING FOR INCLUSION (FFI)

Does this child currently receive additional funding?

Primary Need

Band :

Tier :

**Any Additional Bands of
FFI?**

Total Number of Units :

For children in receipt of E band funding please indicate if needs are relating one of the following (tick) :

Specific Language Impairment (SLI)

Yes

☐

No

☐

Autism / Pragmatic Need

Yes

☐

No

☐

Please describe the child's Special Educational Need:

What provision is required to meet the child's needs?

- ☐ Please attach a copy of the provision map/plan in place and/or Individual health care plan
- ☐ Please ensure that a copy of the most recent FFI review and individual learning, behaviour or education plan is attached
- ☐ For children transferring into reception the most recent ISAR paperwork must be attached

Please describe why only the requested school/setting is able to meet need.

i.e. What is able to be provided at the requested school that is not available at any other school in relation to the provision your child requires.

Name of Supporting Professional

Name _____

Designation _____

Signature _____

Contact Address _____

Contact Tel No _____

Date of Referral _____

Name/s and designation/s of any other professionals who are currently involved with the child

Parents Views (to completed by the parent)

Pupil Views (For those pupils transferring to Secondary education please ensure their view is included)

PRIVACY NOTICE

Leeds City Council takes its obligations under the Data Protection legislation very seriously. The Admissions team collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against the Council's and school's policies for admissions. Our service also needs to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child's 25th birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council's assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact: dpfoi@leeds.gov.uk; or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council's privacy notice including contact information for the Council's Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

PARENTS/CARERS SIGNATURE REQUIRED

Signed.....Date.....

Please return this form to:

**Leeds City Council
PO Box 837
School Admissions
Leeds
LS1 9PZ**



Checklist

Have you:

- Provided an overview of your child's needs
- Given details of any additional funding in place
- Attached a provision plan/map
- Attached an Individual Healthcare Plan (if appropriate)
- Attached the most recent FFI review (Year 6-7 transfer)
- Attached the most recent ISAR review (Nursery-Reception transfer)
- Given a description of why only the requested school can meet need
- Signed and dated the form