



**EBOR GARDENS**  
Primary Academy



**VICTORIA**  
Primary Academy

**Victoria Primary Academy  
&  
Ebor Garden Primary Academy**

**Admission Policy 2023/24**

Latest consultation on this policy: 9th December 2021 to 26th January 2022

Policy determined on: 1st December 2021

Policy determined by: Governing Body

This admissions policy applies to Victoria Primary Academy and Ebor Gardens Primary Academy. We are an Academy school and our school's admission authority is the Governing Body/Trust Board.

### **Admission Policy for 2023 / 24**

The Chief Executive of Leeds City Council makes the offer of a school place at Ebor Gardens Primary Academy and Victoria Primary Academy 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.

### **How many children are admitted to a school (Published Admission Number)**

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 45 places at Victoria Primary Academy for entry in Reception in September 2023.

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

### **Children with a school named on their Education, Health and Care (EHC) plan**

Children with a school named on their Education, Health and Care (EHC) plan will be given a place in our school.

### **Application process (normal round)**

When applying to start 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 2023. All offers will be made by your home Local Authority on offer day 17 April 2023 (first working day after 16 April).

Website: [www.leeds.gov.uk/apply](http://www.leeds.gov.uk/apply).

### **Late Applications**

If you apply after the national closing date, we 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 us.

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

### **How we prioritise school places (oversubscription criteria)**

If our school has more applications than places (called being oversubscribed) we will give children priority for places in the following order:

#### **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
- became subject to a Special Guardianship order
- became subject to a Child Arrangements Order
- were in state care outside of England and were then adopted
- 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 or state care outside England) with your application.

#### **Priority 2 – Children with exceptional social or medical needs that can only be met at our school**

This priority is a request for admission to our school because your child has exceptional needs that can only be met at our 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 our school. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, our school and how our school can meet your child's needs in a way that no other school can. It must be supported by professional evidence.

Our Governing Body will review your request for this priority. Cases will be considered individually

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 our school is suitable.

You must provide the following information to our school at the time you apply:

- your child's name, date of birth and address
- 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 school 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 our school can meet that need. Without this evidence, your child's needs cannot be considered.

### **Priority 3 – Children who have a brother or sister attending our school**

To get this priority, the sibling must:

- live the same address as the child applying
- still go to our 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**

Our school has a defined catchment priority area. You can see this on a map at appendix 1 & 2 below.

If you live in our catchment area 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 our school.

### **Priority 5 – other children, by straight line distance**

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

Note: Leeds City Council introduced priority for those living nearest to Ebor Gardens and Victoria School when the Local Authority was the admission authority. The area was created by drawing straight lines between each school and other Leeds schools who also offered this priority, but the area was defined by excluding any schools that prioritised admission on other grounds such as voluntary aided schools who prioritised on faith grounds. Our school continues to use this area as Victoria and Ebor Gardens nearest school area. You can see the area on a map below. If an address lies on the border, you can confirm whether the property falls into the 'nearest school' area by using the lookup tool on <https://forms.leeds.gov.uk/schoolcatchment>

### **If children meet the same priority (tie break)**

In any priority, 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 our school. For example, if there are 4 places remaining at our 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 our 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 our school.

## **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 Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your the new address. They may have to change the school place offered to you. Find out more on Leeds City Council's making changes to your application page.

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 (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

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

Your home local authority 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.

### **Distance measurements**

We use a straight line distance system provided by Leeds City Council admission team. 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 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.

### **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.

### **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.

### **Waiting List**

After offers have been made in 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). 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).

### **Starting Reception Age (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 us about whether your child would benefit from starting 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 at our school, the latest your child can start with us is when they become compulsory school age, or after the Easter break.

**Admission out of chronological age (including deferment for summer born children)**

You can ask for your child to be admitted outside of their normal age group, for example if your child is gifted and talented or has experienced problems such as ill health.

In addition, if your child is summer born child (born between 1 April and 31 August) you may request that your child be admitted out of their normal age group, to reception rather than year one. We recommended you:

- talk to any professionals involved with your child about your request
- contact us (and any other schools you are considering) to understand what we do to meet the needs of our youngest children
- read the Department for Education guidance on Summer born children

You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by any deadline date and we recommend you send the request to each school you intend to apply for, as it is possible for one school to refuse a request that another school agrees.

To apply, you must send to us a written request that explains:

- why admission out of normal year group is being requested
- the year group you wish your child to be allocated a place

If you have it, you can also attach any available evidence that supports your request.

Our Governing Body will consider each application individually and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

This request is separate to any decision about offering a place at our school. There is no right of appeal against a decision relating to admission out of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application. Find out more about starting Reception earlier, later or part time.

**Moving schools (in-year applications)**

We have the responsibility for considering requests to join our school in-year, or for Reception after the start of the school year (1 September). To apply for a place, go to the Leeds application portal at [www.leeds.gov.uk/moveschools](http://www.leeds.gov.uk/moveschools) to submit an online in-year application to Leeds City Council.

The Council will send the application on to all the school(s) you have applied for at the same time. Our school will decide whether we can offer a place and contact you with a decision. If we refuse to offer a place, we will confirm this in writing to you, explaining our reasons, and that you have the right of appeal. We must give you a written decision within 15 school days. Your child will be added to our 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.

Find out more including any current vacancies in Leeds schools.

## **Appeals**

If you have applied but not been offered a place at our school, you have the right to appeal. Our appeals are arranged by Leeds City Council Appeals submitted for a reception place in the normal round will need to be received by Leeds City Council's deadline to guarantee being heard before the new school year starts. [Find Leeds City Council's appeals timetable containing deadlines and timescales](#)

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**

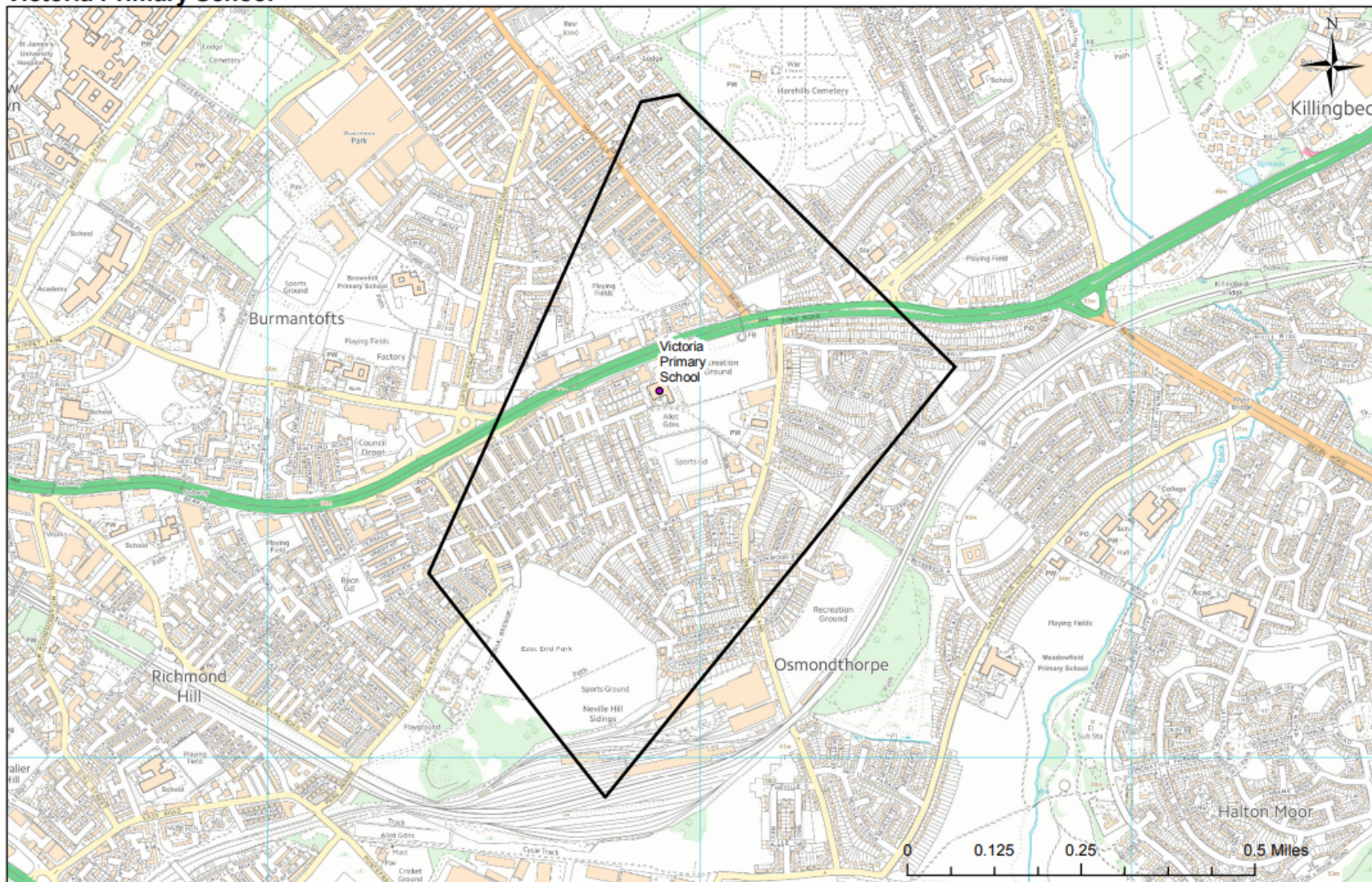
All schools must take part in the Fair Access Protocol arrangements. It is a legal requirement and the protocol applies to all Leeds schools. The protocol operates outside of the Admissions policy.

The policy applies to in-year applications and only to children who do not have a current school place. The aim is to make sure the most vulnerable children 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. Read the Leeds Fair Access Protocol.



## Appendix 1 - Victoria Primary catchment area

### Victoria Primary School

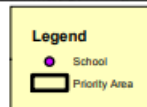


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## Appendix 2 - Ebor Gardens catchment area

### Ebor Gardens Primary School

