

Sharp Lane Primary School

Admissions Policy 2023-2024



Agreed by Governing Board	November 2023
Review date	November 2024
Responsible for this policy	Rebecca White

The Chief Executive of Leeds City Council makes the offer of a school place at Sharp Lane Primary School for Reception on behalf of the Governing Board 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 Board of Sharp Lane Primary School makes the offer of places in all other year groups and for entry to Reception outside the normal admissions round.

90 places will be available at Sharp Lane Primary School for entry into Reception in September each year.

Where Sharp Lane Primary School is the school named on a child's Education, Health and Care Plan (EHCP), the child will be admitted to our school providing we can meet their individual needs. 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 1

- a) Children in public care (child looked after) or fostered under an arrangement made by the Local Authority or children previously looked after by a Local Authority (see note 1).
- b) 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).

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). This priority does not include cousins or other family members sharing the same address.

Priority 3

Children who live in the defined catchment priority area for the school. (Maps showing the defined catchment area for our school are shown on the Leeds City Council Admissions website www.leeds.gov.uk/admissions).

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 4

All other children by straight line distance.

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 Published Admission Number (PAN) for the school.

Note 1

A “child looked after” is identified 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*

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** 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 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.

Note 4 Sharp Lane Primary uses the Local Authority measurements. The Local Authority use a straight-line distance 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 Area

Sharp Lane Primary School has a defined catchment priority area. These can be viewed on the maps available at www.leeds.gov.uk/admissions

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 catchment area for a Leeds school, 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. The Local Authority and the Governing Board of Sharp Lane Primary School will investigate any queries about addresses and, depending on what they 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 two conflicting applications, we will need to obtain written evidence from all those holding parental responsibility agree to 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 to Leeds City Council or amended after **12 February** 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 will have been made on **16 April**, 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. 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 to be placed on a waiting list after Offer Day, and a place becomes available at a higher preference school before the end of **August**, 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.

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. Please refer to the Department for Education guidance on summer born children.

Parents should still apply in the normal admission round, 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** at *appendix 3* 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 application form which is available from Leeds City Council via the following link: <https://www.leeds.gov.uk/schools-andeducation/school-admissions/>

The application should be submitted to Leeds City Council Admissions team who will then notify all preferenced schools about the application. The school will then contact you to request completion of our Admissions Form. This form needs to be returned to school within seven days of receipt. Once the form is received by school, we will contact you 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.

Appeals

If you have not been offered a place at a school you applied for, 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. [Find our 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 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.

Nursery Admissions

The purpose of this section is to inform parents about fair allocation of nursery places at Sharp Lane Primary School and to provide clear information on how we prioritise children's needs when allocating places.

Please note the allocation of a nursery place in school does not guarantee a reception place.

Basic Eligibility criteria

The age of the child. Children will be admitted to a school nursery for free nursery education on the relevant term following their third birthday. Children below eligible age will not be admitted.

If your child is born between:	They are eligible for a free place from:
1 April and 31 August	1 September following their third birthday until statutory school age
1 September and 31 December	1 January following their third birthday until statutory school age
1 January and 31 March	1 April following their third birthday until statutory school age

Once eligibility is established, we will then offer places to children taking into account the additional priorities below.

Priority 1

- Children in public care or fostered under an arrangement made by the Local Authority (see note 1)
- Children who are the subject of a Child Protection Plan
- Children with or without a statement but who have Special Educational Needs, or with exceptional medical or mobility needs. (see note 2)
- Children who have previously qualified for a free 2-year-old entitlement

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

Children of parents who live nearest school nursery (see note 5). If we have more applications than there are places, we will offer places first to children living nearest to the school nursery. (measured in a straight line) (see note 4). If two children match in distance, then they will be taken in age order – oldest first. ***Even if you meet this criterion for nursery, this does not mean that you will automatically be offered a place in reception class when you apply to the school.***

Priority 4

We will give priority to parents who choose a Leeds school nursery, which is not the one nearest to their home address (see note 5). If we have more applications than there are places, we will offer places first to children living nearest to the school (measured in a straight line) (see note 4). Then to children in age order – oldest first. If we cannot offer children a place at this school nursery we will give parents details of other school nurseries or Voluntary, Private, childminder or Independent sector nurseries that have places available in the immediate area.

Flexible provision for nursery

From September 2010 all school nurseries are required to deliver flexible 15 hours of free nursery education where there is demand. At Sharp Lane we assess parental demand for flexibility through the waiting list forms. At Sharp Lane Primary School, we offer a fully flexible model - between 3 and 6 hours a day according to parental demand. That is unless these are the only particular sessions available because the others are full.

Admission of children into nursery after term start date

Children may be offered a place at any time during the term, however, at Sharp Lane we do not admit children into nursery after the beginning of the term if they are already settled at another setting to ensure smooth and consistent transitions.

Admission of children still in nappies - children who still have continence issues at nursery admissions age will not be refused entry to the school nursery.

Appendix 1 School Admissions Priority 1a Supplementary Information Form



To be completed when requesting priority admission for a previously looked after child.
Please do not complete this form if the child is currently looked after by the Local Authority – the social worker should complete the online application

Year group applied for:

(eg Reception, Yr 7, Yr 4)

CHILD DETAILS

Surname: _____ Forename(s): _____

Date of Birth: _____

Address: _____

Postcode: _____ Telephone: _____

FAMILY/CARERS DETAILS

Parent / Carer's Names: _____

Address (if different from above) _____

Other person/s with parental responsibility _____

Address (if different) _____

The School Admission Code (2014) gives priority admission 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, please answer the following questions:

Which Local Authority (or state if you child was adopted from care outside of England) **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 be 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 by email to: Education.annual.cycle@leeds.gov.uk Or by post:
Leeds City Council PO Box 837 School Admissions Leeds LS1 9PZ

Checklist -

Have you answered all the questions?

Attached a copy of the court orders?

Signed and dated the form?

Appendix 2

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)

Please describe the child's Special Educational Need:

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

1. Please attach a copy of the provision map/plan in place and/or Individual health care plan
2. Please ensure that a copy of the most recent FFI review or individual education plan is attached
3. 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)

To be completed by parents/carers requesting their child starts school in a year group different to their chronological age peers.

Appendix 3

Request to join a school out of chronological year group Application



*Note: If you wish your child to attend school part-time until they reach compulsory school age or start school later in the academic year, you should discuss your request with the school. You do **not** need to complete this form.*

Please note that the decision whether to accept a deferral is made by the admitting authority for the school. Leeds City Council is the Admitting Authority for Community and Voluntary Controlled Schools only.

If you are preferencing any Own Admitting Authority schools (being Academy, Foundation Trust and Voluntary Aided schools) you would need to apply to these schools directly, following the process set out in the school's individual admissions policy

CHILD DETAILS

Full Name: _____

Date of Birth: _____

Gender: Male/Female

Address: _____

Postcode: _____ Telephone number: _____

FAMILY/CARER DETAILS

Parents/Carer's Names: _____

Address (if different from above): _____

Email: _____

Please describe why you feel a deferment out of chronological year group would support the needs of your child:

Please attach any supporting evidence from relevant professionals e.g. an early years' professional, health care professional, educational psychologist or educational professional that you wish Leeds City Council to consider.

Outline the additional evidence provided by the relevant professional/s to support the application:

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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.

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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/opensdata/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.

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PARENTS/CARERS SIGNATURE REQUIRED

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

Please return this form to: by email to
education.annual.cycle@leeds.gov.uk
By Post: **Leeds City Council**
PO Box 837
School Admissions
Leeds
LS1 9PZ

