



Elements Primary School
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Elements Primary School Admission Policy 2021/22

Admission Policy for Elements Primary School for admission in September 2021

The Chief Executive of Leeds City Council makes the offer of a school place at Elements Primary School for Reception on behalf of the Trust who are the admitting authority.

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

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

The Trust of Elements Primary School 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 Elements Primary School for entry in Reception in September 2021.

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

Where Elements Primary School 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 1A)

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 1B)

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 2).

Priority 3

We will give priority to parents who include a preference for their nearest priority school (see note 4).

Priority 4

We will give priority to parents who choose a Leeds school, which is not their nearest priority school (see note 4).

Priority 5

All other children

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 3).

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 school.

Note 1A

A 'looked after child' is defined as a child who, at the time of making the application is:

- In the care of the local authority, or
- Being provided with accommodation by a local authority in the exercise of their social services functions.

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 Guardian 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 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 1B

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 preferred.

Note 2

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 3

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.

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.

Note 4

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.

Catchment Area

Each of the community and voluntary controlled primary schools in Leeds 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 school.**

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 the admissions policy.

Address

For admissions 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 made about addresses and, depending on what we find, we may change the school place.

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 of the 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 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 of those handling parental responsibility.

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 2021** 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 16 April 2021, 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 2021). All waiting lists will be ranked when new applicants have been added ahead of any allocations being made.

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 2021**, your child will automatically be allocated the place at their higher preference school. This will automatically withdraw the place at a lower preference school, and this may then be allocated to another child.

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

In Leeds, almost all children 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 deferred until later in the school year in the case of children who have not reached their 5th 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 who wish to defer entry into reception until September 2022 should still apply in the normal admission round for 2021, 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.

Children educated outside of their chronological age group

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 2021, and indicate their request on the preference form – specifying why admission out of the normal year group is being requested and the year group in which they wish their child to be allocated a place. In addition, applications should be made by letter addressed to the Headteacher and any relevant accompanying evidence should be attached. These applications must be submitted to the School by the closing date. These applications will be put before the Governing Body who will consider the applications and notify the parents in writing whether the request is agreed.

There is no right of appeal against a decision relating to admission out of chronological age.

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.

Appeals

Where you 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

Appeals against 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 in-year application has been processed 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. Its 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.