



Academies Trust

Consultation regarding the Admissions and Appeals Policy

For entrance in **September 2020** to:

- Co-op Academy Beckfield
- Co-op Academy Brownhill
- Co-op Academy Nightingale
- Co-op Academy Oakwood
- Co-op Academy Woodlands

Co-op Academies Beckfield (previously known as Pudsey Tyersal Primary School), Brownhill, Nightingale, Oakwood and Woodlands are part of the Co-op Academies Trust

www.coopacademies.co.uk

Co-op Academies Trust is responsible for pupil admissions, but works closely with Leeds City Council's Admissions' Team, to co-ordinate the allocation and admission of children who reach statutory school age.

Leeds City Council is proposing changes to their current admission arrangements, which would take effect from September 2020 so The Co-op Academies Trust is consulting on these changes.

We are consulting on these proposals and would welcome your views and comments. You can tell us what you think of the proposals by e-mail to admin@coopacademies.co.uk

The consultation will last until January 31st 2019

The proposed changes for Co-op Academies Beckfield (previously known as Pudsey Tyersal Primary School), Brownhill, Nightingale and Oakwood are

- *To define catchment areas for each of our primary academies*
- *Removal of the requirement for the sibling to be older than the applicant to qualify for sibling priority in the normal round (For clarification, there is no proposal to remove sibling priority. The proposal is to extend the priority so it applies to both older and younger siblings)*
- *That applications received after the statutory deadline for school applications will be considered as 'late applications' if received 4 weeks after the national deadline (rather than 6 weeks as in the existing policy) in line with neighbouring authorities*
- *Changes to the application process for school transfers (in year applications) so that all applications are submitted by parents to the Local Authority rather than to each individual school*

There are some changes that **must** be made to the previous policy so that it is accurate and explains clearly how places are offered. These changes include:

- i. *Expanded definition of the children eligible to receive Priority 1a (CLA and Previously CLA) to include children previously looked after outside England, to be in line with 2018 DfE guidance*
- ii. *Clarified information about waiting lists and home addresses*
- iii. *Update to dates to ensure accuracy for 2020/21*
- iv. *Minor wording changes to provide further clarity for parents*

Further information about the proposed catchment areas for our primary academies covered by the changes proposed by Leeds City Council admission policy, is available online at <https://www.leeds.gov.uk/residents/childrenfamilies-and-carers/schools-and-learning/school-places/school-admissions-policy-consultation>

We want to know if you agree or disagree with the proposal **to continue to work closely with Leeds City Council** thereby adopting the changes that Leeds City Council propose into our policy and practice and why. This might include the extent to which:

- You agree or disagree with the proposal to remove the 'nearest' priority for applicants and introduce a catchment area priority instead

- You agree, disagree or have any other comments about the proposed primary catchment areas
- You agree or disagree that all siblings attending a school, whether older or younger, should allow the applicant to qualify for sibling priority
- You agree or disagree that applications received after the statutory deadline for school applications will be considered as late applications if received 4 weeks after the national deadline (rather than 6 weeks as at present) in line with neighbouring authorities
- You agree or disagree that all school transfer applications should be submitted to the Local Authority who will then be responsible for notifying the requested schools

The following is a draft of the proposed policy to come into effect from September 2020.



Academies Trust

Admissions & Appeals Policy

For entrance in **September 2020**

Co-op Academy Beckfield, Co-op Academy Brownhill,
Co-op Academy Nightingale, Co-op Academy Oakwood,
Co-op Academy Woodlands

www.coopacademies.co.uk

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Parents who wish to have their child start school in Reception Class should refer to the Leeds City Council 'Starting Primary School in Leeds' booklet, which is published each autumn and explains the Common Admissions Procedure.

<http://www.leeds.gov.uk/docs/Primary A4 book.pdf>

Children will normally start primary school in the appropriate age range. We will, however, consider individual requests for children to be educated outside their normal age group on their merits. Parents should always bear in mind though, if we agree such a request, that secondary schools may not take the same view when a child seeks transfer into a secondary school.

You must ensure your child receives an appropriate full time education from the term following their fifth birthday. Almost all children start school in the September following their fourth birthday. However, 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 each individual school, as appropriate. If your child is born in the summer term and you wish to defer entry until the next academic year, unless you have exceptional reasons, you will need to apply for a place in year 1. Again, you should contact each individual school for further advice.

Admission Arrangements

Co-op Academies Brownhill, Nightingale Oakwood and Woodlands can admit 60 children in each year group and Co-op Academy Beckfield can admit 30 children in each year group. Places are offered on the basis of a September start date, which may be deferred by mutual consent.

The local authority will send out offers for reception places each April. Co-op Academies Beckfield, Oakwood, Brownhill, Nightingale, Oakwood and Woodlands will consider applications and send out offers for applications made later in the year for reception and other year groups ('in-year admissions').

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

Children with an Education, Health and Care Plan (EHCP) will be admitted to the school named on their plan.

If there are more applicants than places, we will adopt the selection process outlined in the Leeds City Council Admissions Policy

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 or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority (see note 1).

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** and send this with a copy of the court order so the LA can verify this priority.*

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 Co-op Academies Beckfield, Brownhill, Nightingale, Oakwood and Woodlands.

*The priority will be given to children based on their exceptional medical or social needs. Each application must include a **1B Supplementary Information Form** along with supporting evidence, from a medical specialist or social worker of the child’s need and why the child 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.*

Priority 2

a) Children with brothers or sisters who will be attending the school at the start of the academic year and are living at the same address (see note 3)

b) Currently, Reception Classes are covered by class size legislation which limits the number of children who can be accepted to 30 (Beckfield) and 60 at all other Trust academies in Leeds.

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.

Priority 3

a) We will give priority to children who reside in the defined* catchment area for the Co-op Academies Beckfield, Brownhill, Nightingale, Oakwood and Woodlands (*As defined by Leeds City Council). These can be viewed on the maps available at:

www.leeds.gov.uk/admissions

b) If we have more applications from children within the same catchment area than there are places, we will offer places first to children living nearest to their preferred schools (measured in a straight line)

In Leeds we use a straight-line distance system. We use a national computer system to run our 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 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 the centre of your dwelling.

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (eg. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots.

Addresses

For admission purposes, the home address is 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.

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 home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

We assume your address will be the same in the following September as we have on record. If you plan to move house, you must still give your current

address. If you move house after the deadline of 15 January you must tell us your new address.

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.

Priority 4

All other children

An existing place in a nursery does not automatically guarantee a place in the same school. Parents must apply for a place if they want their child to transfer to the reception class.

If you return the preference form after the deadline there is no guarantee that we will be able to consider your preferences at the same time as those received on time.

Where an offer of a place is made, parents / carers must accept the place within 20 working days. If no response is received, then the academy reserves the right to withdraw the offer.

After offers have been made, in April 2020, and if you have not been allocated a place at your chosen school, parents can ask to go on the waiting list for that school. The waiting lists will be held in criteria order of the admission policy and will close on the last day of the autumn term. Waiting lists will be held in each year group for applications outside of the normal admission round.

For applicants who are unsuccessful, there is an Appeals Process, operated by Leeds City Council on behalf of Co-op Academies Beckfield, Brownhill, Nightingale, Oakwood and Woodlands, through which parents and carers can seek a review by an independent, external panel. The decision of this panel is binding on all parties.

Unsuccessful applications for other year groups may also go through the Appeals Procedure.

Details of the Appeals Procedure and an Appeals Form can be obtained from:

<http://www.leeds.gov.uk/residents/Pages/Admissions-Appeals.aspx>

Other relevant documents

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

<http://www.leeds.gov.uk/residents/Pages/Admissions-Primary-School.aspx>

You can apply for any school but if you live in the catchment area for a school your application will receive a higher priority at that school than applicants who live outside of 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.