



The Collaborative Learning Trust has determined (set and approved) the following admissions policy as Bramhope Primary School's admission arrangements for entry into the school during the September 2023 - July 2024 academic year.

Policy determined on:	15 th November 2021
Policy determined by:	The Collaborative Learning Trust

Admission Policy for Bramhope Primary School for admission in September 2023

The Collaborative Learning Trust is the Admissions Authority for Bramhope Primary School. The Trust are responsible for determining the school's admissions arrangements including this policy and deciding who can be offered a place in accordance with the policy.

For applications in the normal admissions round (entry into Reception in September), all applications will be processed in accordance with the co-ordinated admissions scheme.

Applications should be made to your home Local Authority for a place at this school. The closing date for applications is **15 January 2023**. If your application is successful your home Local Authority will send you the offer of a place at the school on behalf of the Trust on **19 April 2023**.

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

The Local Governing Committee makes the offer of places in all other year groups and for entry to Reception outside the normal admissions round (see 'In Year Admissions' below).

Published Admission Number for Reception

60 places will be available at Bramhope Primary School for entry in Reception in September 2023.

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

Where Bramhope 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) Looked after and previously looked after children (see note 1).
- b) Pupils without an EHC plan but who have Special Educational Needs, or exceptional medical or mobility needs, that can only be met at Bramhope Primary School (see note 2).

Priority 2

Children with older brothers or sisters who will be attending Bramhope Primary School at the start of the 2022/23 academic year and are living at the same address (see note 3).

Priority 3

Applicants who live in the defined catchment priority area for the school. The map showing the defined catchment priority area for Bramhope Primary School is shown at the end of the policy as *Appendix 1*.

You can apply for **any** school but if you live in our catchment area it means 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 the school.**

Priority 4

All other applicants

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 PAN where necessary.

NOTES

Note 1

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, including from state care outside of England*
- *became subject to a Special Guardianship order*
- *became subject to a Child Arrangements Order*

You must submit evidence (to your home local authority) of your child's previously looked after status (a copy of the court order or adoption birth certificate and evidence of being in local authority care or a letter from the state) with your application.

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 evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. This evidence must be submitted by a written request addressed to the Chair of Governors. If evidence is not submitted to the school with the application, a child's medical or social needs cannot be considered.

Note 3

For these purposes, brothers and sisters must be living at the same address as the applicant 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

A straight-line measurement of distance is used as provided by Leeds City Council admission team. Geographic Information System (GIS) mapping is used in the school admission system. The program measures the 'straight-line' distance from a defined point on the main school building to your home address. The point measured to at your home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If it is not possible to match your address in the LLPG then we will use a manually identified point at the centre of your dwelling.

Note 5 - Catchment priority areas

Bramhope Primary School has a defined catchment area which is attached at the end of this policy as appendix 1.

You can apply for **any** school but if you live in our catchment area it means 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 the school.**

Note 6

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, the school place offer could be withdrawn.

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 that all those with 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 (15 January 2023) we cannot guarantee to consider your preferences at the same time as those received on time.

Late applications will be administered in accordance with the Leeds City Council Co-ordinated scheme and we will adopt any late date they use.

Accepting Offers

Parents will be asked to accept the offer of a place directly with our school. This will not affect your position on any waiting list for a higher preference, or the 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 have been made on offer day (April 19th), parents can ask to go on the waiting list for our 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 2023). 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 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 2023**, your child will **automatically** be allocated the place at your higher preference school by the Council. 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, distance measurements will be based on the school's permanent site.

Starting Reception Age

Children are expected to start primary school in the September following their 4th birthday. Parents must ensure their 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.

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.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors 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.

When such a request is made, the Governors will decide 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.

There is no right of appeal against a decision relating to admission out of chronological age. Students who are already working outside their 'normal age group' can apply in the same manner as other students within the relevant year group. Eg a student who is currently in Year 6 based on an earlier agreement to work outside of their chronological age can apply in the normal admissions round for admission to Year 7.

Applications for a student to join the school in a different year group to that already allocated will be considered by the school in line with section 2.17 of the Admissions Code. In this case parents must submit additional information to the school as requested by contacting the Headteacher.

In Year Admissions - applications outside the normal admission round

We have the responsibility for considering requests to join our school in-year, or for Reception places after the start of the school year.

We are part of the Leeds coordinated in-year application scheme. To apply for a place, an in-year online application form should be completed and returned to Leeds City Council. This is available on www.leeds.gov.uk. The application will then be sent on to all the school(s) you have applied for and our school will decide whether we can offer a place.

If we refuse to offer a place, we will confirm this in writing to you, explaining the reasons, and that you have the right of appeal and we must tell you our 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 apply for a place at our school and an offer cannot be made, you have the right to appeal against the refusal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appeals in the normal admission round - appellants should contact Michael Duggon, Appeals Officer, Schools Admissions Appeals Service, education.appeals@leeds.gov.uk, for information on how to appeal. Information on the timetable for the appeals process is on the local authority website at www.leeds.gov.uk. Appeals for applications made in the normal admissions round, will be heard within 40 school days of the deadline for lodging appeals.

Appeals against a 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 the 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. The 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

Appendix 1 – Catchment Map

