

# Co-op Academy Priesthorpe Admission Policy 2019/20

## **Admissions policy for Co-op Academy Priesthorpe for entry to Year 7 in September 2019**

The Chief Executive of Leeds City Council makes the offer of a school place at Co-op Academy Priesthorpe School for Year 7 on behalf of the Governing Body who are the admitting authority.

Headteachers or school-based staff are not authorised to offer a child a place for Year 7 for September entry.

The Governing Body makes the offer of places in all other year groups and for entry to Year 7 outside the normal admissions round.

205 Places will be available for Year 7 in September 2019.

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

Children with an education, health and care plan, which names Co-op Academy Priesthorpe will be admitted to the school.

Where there are more applicants than places available, we will offer places 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 2).

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 3)

### **Priority 2**

Children with older brothers or sisters who will be at school at the start of the academic year when the applicant is due to start, and are living at the same address (see note 4). This priority will not apply where the older sibling joined the sixth form from a different school.

### **Priority 3**

We will give priority to applicants where the application is for their catchment priority school (see note 6).

### **Priority 4**

We will give priority to applicants who choose a Leeds school which is not their catchment area school (see note 6).

If we have more applications, which meet any one of these priorities than there are places available, we will offer places first to children living closest to the school, measured in a straight line (see note 5).

**Note 1**

If the Local Authority cannot offer parents or carers a place for their child at any school they put on their preference form, you will be offered a place at the closest school that has places available when the offer is made (this may include voluntary aided, foundation schools or academies where their governing bodies have given the Local Authority permission to do so).

**Note 2**

Children will receive Priority 1a if:

- they are children currently looked after by a local authority;
- children fostered under an arrangement made by the local authority;
- those who have been adopted from local authority care,
- children who reside with a person named on a Child Arrangements Order immediately following being looked after by the local authority
- those with a Special Guardianship Order immediately following being looked after by the local authority

**Note 3**

This School supports Leeds City Council in promoting inclusion for all children and young people across the city. In line with the Children and Families Act 2014 and the ethos that every child where possible should be able to have their needs met in local mainstream provision, it is an expectation in Leeds that all mainstream schools are able to provide for all children with low level Special Educational Needs (SEN) and also the majority of children with Complex SEN Needs. It is also an expectation that all Leeds schools provide an inclusive and nurturing environment that can meet the needs of those vulnerable children who have social, emotional and mental health needs.

All schools have a duty to provide care and support for those pupils who have a medical condition.

Children with exceptional needs who require additional support above that expected of a mainstream school. e.g. blind children who need to access Braille, Deaf children who need access to specialist teachers will usually have an Education Health and Care plan (EHCP) naming a particular school.

Leeds schools are highly inclusive and have developed provision over a number of years to ensure the inclusion and progress of children and young people with SEN and Complex Needs – very rarely is a school unable to cater for a child or young person's needs.

1b admissions priority is specifically for pupils who have a significant physical disability or complex sensory impairment - e.g. pupils with a visual, hearing, or physical difficulty or those with pragmatics difficulties/autism, who do not have an EHCP and where higher level FFI funding is in place. It is expected that children and young people that require specific provision to meet additional and SEN needs will have professionals involved with them, these professionals ordinarily will have already alerted the Local Authority to any specific provision that a child needs.

When making an application under 1b you must be able to state the provision that is needed to meet a specific SEN need that is only available in the school of preference.

Applications in this category must be supported by a SEN SIF, available from the Admissions Team, which must include a statement in writing from a paediatrician/doctor or other relevant professional who can evidence why a particular provision is needed over another. Leeds City Council colleagues supporting the application must use the appropriate professionals form available from the Admissions team. The supporting statement must also evidence why the school of choice is the only school that can meet the particular need in question. This is necessary as the Governing Body will be assessing if your child has a stronger case than other children.

Advice and support can be sought from the Leeds SEND Information Advice and Support Service on 0113 3785020.

#### **Note 4**

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.

#### **Note 5**

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 6**

##### Catchment areas

The area has been defined by the straight-line distance between the school and the next nearest school with a non-faith based admission policy and was set in November 2015 based on the schools and academies expected to be admitting year 7s in September 2017. You can apply for any school but if you live in the defined catchment area for a school you will receive a higher priority for it than families living 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 catchment area for a Leeds community school, we will give you the relevant priority under our admissions policy.

## **Address**

For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. The Local Authority will investigate any queries about addresses and, depending on what they find, they may change the school offered to your child. When we consider your application, we assume your address will be the same in the following September as you have provided on your application. If you plan to move house, you must still give your current address. If you move house after the deadline of 31 October 2018 for applying for Secondary places, you must tell the Local Authority your new address as they may have to offer your child a place at another school. If it is found that a 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.

## **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 secondary applications returned after 10 December 2018, will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications 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 1 March, 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 2019. All waiting lists will be ranked when new applicants have been added ahead of any allocations being made.

## **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.

## **Applications outside the normal admission round – In Year Transfer Requests**

All applications outside the normal admission ('In-year') round should be made using an in-year common preference (ICPF) form. If you would like to request a place at Co-op Academy Priesthorpe you should return the form directly to the school. If the school is full you will be offered a right of appeal against the refusal.

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  
You can contact the Admissions Team to find out about vacancies in schools.