



# Admissions & Appeals Policy

For entrance in

**September 2017**

**Oakwood, Brownhill, Woodlands and Nightingale  
Primary Academies**

Part of The co-operative Academies Trust

<http://co-operative.academy/>

Oakwood, Brownhill, Woodlands and Nightingale Primary Academies are part of The co-operative Academies Trust. The trust is responsible for pupil admissions, but work closely with Leeds City Council's Admissions' Team, to co-ordinate the allocation and admission of children who reach statutory school age.

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%20A4%20book.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 Leeds 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**

Oakwood, Brownhill, Woodlands and Nightingale Primary Academies can admit 60 children in each year group and 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. Oakwood, Brownhill, Woodlands and Nightingale Primary Academies will consider applications and send out offers for applications made later in the year for reception and other year groups ('in-year admissions').

If there are more applicants than places, they will adopt the selection process outlined in the Leeds City Council Admissions Policy – see below:

Advice and support can be sought from the Parent Partnership Service on 0113 395 1222.

When an academy is oversubscribed, after the admission of pupils with an Education, Health and Care (EHC) plan or statement of special educational needs naming their preferred school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

#### **Priority 1**

a) Children in public care or fostered under an arrangement made by the local authority.

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 Oakwood, Brownhill, Woodlands or Nightingale Primary Academies.

## **Priority 2**

a) Children with older brothers or sisters who will be at the same school at the start of the academic year and are living at the same address

b) Currently, Reception Classes are covered by class size legislation which limits the number of children who can be accepted to 60.

*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 parents who put Oakwood, Brownhill, Woodlands or Nightingale Primary Academies as their nearest schools.

b) If we have more applications 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 Royal Mail Postcode Address File. This information provides us with coordinates for every dwelling. If we are not able to match your address with the Postcode Address File 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.*

*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. 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.*

## **Priority 4**

a) We will give priority to parents who choose a Leeds school, which is not the one nearest to their home address

b) 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).

**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. This is in line with Leeds Schools Admission Policy.**

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 2017, 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 Oakwood, Brownhill, Woodlands and Nightingale Primary Academies, 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> or

Other relevant documents

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

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

## Appeals Procedure

### Oakwood, Brownhill, Woodlands and Nightingale Primary Academies

If you have not been given the school place you requested, you can appeal against the decision to an independent Appeals Panel.

If you wish to appeal against a decision for Reception, or admission to any other year group, you should direct your appeal to Leeds City Council Admissions Department which acts on our behalf. The timetable for appeals is below.

	<b>Appeals lodged</b>	<b>Appeals will be heard</b>
National placement offers for Reception 18 April 2017	16 May 2017	within 40 school days*
	After 16 May 2017 (late appeals)	within 30 school days
In-year applications	No set date	within 30 school days

*\*School days are term time only. If an appeal is submitted in the school holidays the '40 school days' starts from the beginning of the new term, i.e. an appeal received in July after schools have closed will not be heard until the school term resumes in September, and will then be heard within 30/40 school days.*

A letter will be sent within 7 school days of receiving your Appeal Form and you will receive at least 10 school days' notice of your Appeal Hearing.

You must ensure that you follow the instructions provided, especially if there is any additional evidence you wish to submit in support of your appeal or witnesses you intend to call.

There are strict time deadlines you must work to and any material not submitted by the specified deadline may not be considered by the Independent Appeal Panel.

Decision letters will be sent within five school days of the hearing and the decision of the Independent Appeal Panel is final and binding on all parties.

December 2015

Due for review December 2016