

# QUEENSWAY PRIMARY SCHOOL



*Inspiring Lifelong Learning*

## **ADMISSIONS POLICY**

**2020-21**

**To be reviewed Summer 2021**

## **The admissions policy for Queensway Primary School for entry to Primary phase in September 2020**

The Chief Executive of Leeds City Council makes all offers of a school place for Reception on behalf of Queensway School, which is the admissions authority. Head teachers or school-based staff are not authorised to offer a child a place for these year groups. The authority to convey the offer of a place has been delegated to schools for places in other year groups.

There will be 30 places available in September 2020.

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

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. (see note 2)
- b) Pupils without an EHC 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 and are living at the same address (see note 4). This includes priority for a sibling applying for an infant school where the older sibling is or will be attending the linked junior school. This priority will not apply where the older sibling joined the sixth form from a different school.

### **Priority 3**

We will give priority to parents who put their nearest school (see note 6). This does not include any voluntary-aided schools which act as their own admission authorities.

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) (see note 5).

### **Priority 4**

We will give priority to parents who choose a Leeds school, which is not the one nearest to their home address (see note 6).

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) (see note 5).

### **Note 1**

If we cannot offer parents or carers a place for their child at any school they put on their preference form, we will offer their child a place at the nearest school that has places available when we make the offer (this may include voluntary aided and foundation schools or academies where their governing bodies have given us permission to do so).

### **Note 2**

Children who have been adopted from local authority care, pupils under Child Arrangement Orders and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children (priority 1a). Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

**Note 3**

Leeds City Council promotes inclusion in local schools and it is an expectation in Leeds that all mainstream schools are able to provide for the majority of children with learning and medical disabilities. 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 and emotional needs. Children with exceptional needs who require additional support above that expected of a mainstream school will usually have a statement of SEN. In some instances there are some children with a particular need such as a significant physical disability or complex sensory impairment who require the expertise only found in a particular school. e.g. blind children who need to access Braille.

It is these instances where priority for admission may need to be considered.

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. The 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 LA may be consulted to assess if your child has a stronger case than other children. Cases will be considered individually by senior school leaders and link governors, engaging external experts if deemed appropriate.

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

**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. 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.

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.

It is important that the admissions system is fair for everybody. Nobody should be allowed to cheat by using a friend or relative's address, or by putting an address you are not living at near to a popular school. Each year a small number of parents try to get a popular school place this way, taking a place that should have been given to another child.

The admissions team investigates all instances where a parent is thought to have used a false address in order to gain admission to a school.

**Note 6****If you live in Leeds**

If you live in Leeds and your nearest school is a school in another local authority, then your nearest Leeds school by straight-line distance will be your nearest eligible school. You can apply for any school but the nearest priority only applies to Leeds schools. It includes all community and voluntary

controlled schools, as well as Foundation schools and Academies who have chosen to include a priority for 'nearest'.

#### If you don't live in Leeds

If you live in another local authority and the nearest school to your home in a straight line is a Leeds community, voluntary-controlled or foundation school, or academy we will give you the relevant priority under our admissions policy.

If you live in another local authority and the nearest 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 School**

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 (we don't include Voluntary Aided / Faith schools when calculating your nearest priority school). If you live in another local authority and our school is the closest to your home in a straight line 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.

In the event of shared parental responsibility following the breakdown of their relationship, and where the child lives for part of the week with each parent, both parents' addresses must be supplied to the school and a determination of school place allocation will be made using this information.

You must not give the address of a childminder or relative. We will investigate any queries about addresses and, depending on what we find; we may change the school we offer your child.

When we make an offer, 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 for Secondary places Primary and Junior places, you must tell us your new address as we may have to offer your child a place at another 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. Late applications 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 1st March for Secondary and 16th April for Primary and Junior, parents can ask to go on the waiting list for any school. The waiting list will be held in criteria order of the admission policy. Waiting lists will be held in each year group for applications outside of the normal admission round closing July 2020.

All waiting lists will be held in criteria order of the admission policy and will close at the end of academic year - July 2021. 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.

### **Deferred Entry to Primary School**

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 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 2020, and indicate their request on the preference form - 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. 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.

### **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, we will base our distance measurements on the school's permanent site.

### **Age of Admission**

Three year olds shall only be admitted from the start of the term following their third birthday. In exceptional circumstances children may be admitted earlier if:

- a) a child has special needs which would best be provided for in the nursery class;
- b) a child has social needs which would best be provided for in the nursery class; and/or where Social Services deem the place as best for the child.
- c) a child is an additional language learner whose needs would best be provided in the nursery class; or
- d) a child is not already attending another setting which is registered to provide nursery education.

### **Priority where there is over subscription in the Nursery Class**

Priority shall be given in this order to:

1. Older children except where there is sufficient school-based nursery education for all three and four year olds in an area in which case siblings of older children attending the school may have priority over older children on the admissions list.
2. Children with Special Educational Needs may in certain cases be afforded priority.
3. Those living closest to the school;

It is expected that children will attend the nursery as follows:

Age of Child	Earliest Month of Admission to Nursery/Foundation Unit
3 before end of August	September
3 before end of December	January
3 before end of March	April

### Flexible attendance for Nursery Children

Queensway Primary School offers the following flexible start and finish times:

Start times	Finish Times
8.50am - morning session begins	11.45am - morning session finishes
11.45am - afternoon children staying for lunch only	12:00 - morning children that have stayed for lunch only
13:00 - afternoon session starts	2.45pm - optional finish time for children staying all day
	3:00 - end of afternoon session

### Applications outside the normal admission round

All applications outside the normal admission round should be made using an in year application form. You return the form directly to your preferred school. If the school is full you will be offered a right of appeal.

Where no house move has taken place you will only be offered a place to start at the beginning of the next term. You can contact the Admissions Team to find out about vacancies in schools.

### Fair Access Protocols

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/admissions](http://www.leeds.gov.uk/admissions)

### Further Information

<https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/determined-admissions-arrangements#documents>