

# TRANMERE PARK PRIMARY SCHOOL

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## ADMISSIONS POLICY 2023/24

**Adoption Date: April 2022**

**Review Date: March 2023**

*Tranmere Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

# **Admissions Policy for Tranmere Park Primary School**

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The Chief Executive of Leeds City Council makes the offer of a school place at Tranmere Park Primary School for Reception on behalf of the Governing Body who are the admitting authority.

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

The Governing Body of Tranmere Park Primary School makes the offer of places in all other year groups and for entry to Reception outside the normal admissions round. Forty-five places will be available at Tranmere Park 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 Tranmere Park 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) 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.

## **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).

## **Priority 3**

We will give priority to applications for whom Tranmere Park Primary School is their nearest priority school (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).

## **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)

## **Tie Break**

If we have more applications which meet one of these priorities than there are places available, we will offer places first to children living nearest 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, the Local Authority will offer the child a place at the closest school that has places available when the offers are made.

## **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**

Tranmere Park Primary 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 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 several 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 provisions that a child need.

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 LA will be assessing if your child has a stronger case than other children.

Cases will be considered individually by a LA panel and where necessary in consultation with the school that is the preference. Advice and support can be sought from the Leeds SEND Information Advice and Support 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. 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**

If you live in Leeds:

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 don't live in Leeds:

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

closest school to your home, by straight line, is a school not in Leeds you are still able to apply for a Leeds School.

### **Nearest Priority School**

'Nearest priority' school, does not include all schools because some apply their own admissions policies and may not offer this priority. Your 'nearest priority school' is identified on the basis of straight lines drawn between schools which include a nearest priority in their policy. At Tranmere Park Primary School, we adhere to the nearest priority school rather than using a catchment area policy. Leeds as an admissions authority uses the catchment area policy for those schools under its control for admissions. We are not one of those schools. Therefore, our policy remains consistent with previous years.

### **Address**

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 child minder 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. 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 the offer is made, we assume your address will be the same when you take up the school place in September. If you plan to move to a new house, you must still use your current address on your application. As soon as you move to a new 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 2 conflicting applications, we will need to obtain written evidence all those holding 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 we cannot guarantee to consider your preferences at the same time as those received on time. Any primary applications returned after the deadline will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications received at that point 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 in April 2023, 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 2024]. All waiting lists will be ranked when new applicants have been added ahead of any allocations being made. Please note 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. The Code states that schools must hold waiting lists until the end of the academic year (July 2024) as the LA do for their schools.

## **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.

## **Starting Reception Age**

In Leeds, almost all children start primary school in the September following their 4th Birthday. You must ensure your 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 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 the school. If your child is born in the summer term and you wish to defer entry until the next academic year but remain within the same chronological year group, you will need to apply for a place in year 1.

## **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 that 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 2023 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. Leeds City Council manage admissions for Tranmere Park Primary School, but Tranmere Park Primary School Governing Body make the decision about deferment. There is no right of appeal against a decision relating to admission out of chronological age.

### **Applications outside the normal admission round**

All applications outside the normal admission round should be made using an in-year application form. The form should be returned directly to school. If there are no places available in the year group you are applying to, you will be offered a right of appeal against the refusal to offer a place. 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.