THE ADMISSIONS POLICY FOR MIDDLETON PRIMARY SCHOOL 2013-14

The Governing Body is the Admissions Authority for the school as part of the co-ordinated scheme with Leeds City Council. Parents and carers must apply for a place at the school using the common preference form which must be returned as specified on the form. Alternatively, parents and carers may apply directly to Leeds City Council online.

There will be 60 reception places available in September 2013.

Children with a statement of special educational needs which names the school will be admitted to the school.

If there are enough places for everyone who has applied, we will offer every child a place.

If we have more applications than available places, the following over-subscription criteria will be applied:

Oversubscription Criteria

Priority 1

a Children in public care or fostered under an arrangement made by the local authority. (See Note 1)

b Pupils without a statement but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at a specific school. (See Note 2)

Priority 2

Children with brothers or sisters who will be at Middleton Primary School at the start of the academic year 2013-14. We can give priority for brothers and sisters if they are living in the same house and we receive your application by the closing date. (See Note 3)

Priority 3

Children for whom Middleton Primary School is the nearest primary school. (See Tie Break)

Priority 4

Other children, where Middleton Primary School is not the nearest primary school. (See Tie Break)

Tie Break

Should a situation of full subscription be reached at any point in the allocation process, the places remaining for that category of priority will be given to children living nearest to the school, as measured by a straight line between the home and the school. Leeds City Council uses a national computer system to measure the 'straight line' distance from the centre of the school building to the child's home address. (see Note 2)

Nursery

Attendance at a nursery or children's centre does not guarantee a place in the main school and parents and carers must apply for a place in the reception class using the local authority common preference form.

Deferred entry to primary schools

Parents and carers of children who are offered a place at the school before they are of compulsory school age can defer their child's entry until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year. Parents and carers can not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents and carers can also request that their child attends part-time until the child reaches compulsory school age.

Notification of Places

In accordance with the co-ordinated admissions policy, on 16 April 2013 Leeds City Council will make the formal offer of a place to parents and carers or guardians on behalf of the Governing Body of the school. Parents and carers should contact the Admissions Team to confirm acceptance of the offered place.

This will in no way affect parents' and carers' right of appeal for a place at another school.

Appeals Procedure

Parents and carers who want to appeal against the Governors' decision not to offer their child a place at the school must appeal to Leeds City Council. Appeals should be addressed to the Admissions Team of Leeds City Council by 18th May 2013.

The appeal will be heard by an independent appeals panel. Parents and carers will receive notification of the date and time of their appeal hearing, to which they can go and make their case. This will include a final deadline for submitting and further information. If they wish, parents and carers may be accompanied by an advisor or

friend. Following the appeal, the Clerk to the appeals panel will write to parents and carers with the decision.

Waiting List.

After offers have been made in April 2013 parents and carers can ask to go on the waiting list for the school. The waiting list will be held in criteria order of the admissions policy and will close at the end of term in July 2014.

Any places which become available will be filled from the waiting list.

Applications outside the normal admission round
From September 2013 parents will be able to apply directly to the school at any time for an in-year transfer. An application form is available from the school or from the Local Authority and you will be notified by the school of the outcome of the application.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available.
Where parents simply wish for their child to change schools, the application may be considered for the start of the following term.

Note 1

Children who have been adopted from local authority care within the twelve months prior to applying for a school place, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children (priority 1a).

Note 2

In the case of special needs we will consider those children without a Statement who have exceptional medical or mobility needs which can realistically only be met by Colton Primary School. Applications in these categories must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking us to assess your child as having a stronger case than other children.

Note 3

For these purposes, brothers and sisters must be living at the same address as your child. This also includes children living with the family, for example, foster children and stepchildren. The definition does not include cousins or families sharing a house.

Note 4

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. When we make an offer, we assume your address will be the same in the following September but you must use your current address. If you move after the deadline in January 2013 you must tell the school and Leeds City Council of your new address.

Note 5

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.

Note 6

Leeds City Council has a protocol to admit '*hard to place'* children, outside the normal admission round and above the published admission number, in accordance with the DfE advice. These are special cases arranged outside the boundaries of this admissions policy.

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 15 February 2013 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)