



## **The Admissions Policy for Ninelands Primary School 2013-14**

Ninelands Primary School is a Foundation School which has a shared trust with a number of other local schools – The School Partnership Trust.

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

There will be 60 reception places available in September 2013.

Children are permitted to start primary school in the September following their **fourth** birthday. See note 4.

### **Allocation of Places**

(i)

Children with special educational needs, looked-after children or children fostered under an arrangement made by the local authority will be allocated a place in the school if it has been preferred by their parent or carer.

In the case of special needs we will consider those children who have a Statement which names the school and also those without a Statement who have exceptional medical or mobility needs which can realistically only be met by Ninelands 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.

Included in the 'looked-after children' category will be any children who have been formally adopted during the twelve months preceding the submission of the preference form.

(ii)

If there are enough places for everyone who has applied, we will offer every child a place. If we have more applications than places available, the following over-subscription criteria will be applied.

### **Priority 1**

Children with brothers or sisters who will be at Ninelands Primary school at the start of the academic year 2013 – 2014. 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 1)

### **Priority 2**

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

### **Priority 3**

Other children where Ninelands 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 Children's Services Admissions 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)

### **Notification of Places**

In accordance with the co-ordinated admissions policy, on 16<sup>th</sup> April 2013 Leeds City Council Children's Services Admissions will make the formal offer of a place to parents or guardians on behalf of the Governing Body of the school. Parents should contact the school by telephone or letter before the 4<sup>th</sup> May to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school.

### **Appeals Procedure**

Parents who want to appeal against the Governors' decision not to offer their child a place at the school must appeal directly to the school. Appeals should be addressed to the school's Admissions Officer within 20 school days of receiving the decision letter.

The appeal will be heard by an independent appeals panel. Parents will receive notification of the date and time of their appeal hearing, to which they can go and make their case. If they wish, parents may be accompanied by an advisor or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Waiting List**

A waiting list will be drawn up from unsuccessful applicants who request that a child's name is added to the list, giving priority in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list.

If a child has been placed on the waiting list, parents will be informed in May 2013 and are asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.



**Note 1**

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 2**

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 of 15th January 2013, you must tell the school and Leeds City Council Children's Services Admissions of your new address.

**Note 3**

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 4**

Nursery provision at the school does not form part of the admission arrangements for the school's Reception class.

Children in the school's Nursery will not automatically gain a place in Reception. Parents of these children must apply for a place in Reception in the same way as other parents.

In the case of children who have not yet reached their 5<sup>th</sup> birthday and who have gained a place in Reception, parents may request that the start date for their child is deferred until later in the school year.

It should be noted, however, that such children will only be allowed to start at the beginning of a term.

All children must start school no later than the beginning of term following their 5<sup>th</sup> birthday or, in any case, no later than the beginning of the summer term. Children must start at the school during the academic year for which they have been allocated a place.

**Note 5**

Requests for the child to start their schooling on a part-time basis until they reach compulsory school-age should be addressed to the Headteacher

**Note 5**

Leeds City Council Children's Services Admissions has a protocol (Fair Access) to admit '*hard to place*' children, outside the normal admission round and above the published admission number, in accordance with the DfES advice. These are special cases arranged outside the boundaries of the admissions policy.

**In-Year applications**

September 2013 parents wishing to transfer their child to another school may apply directly to the school.

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 will be considered for the start of the following term.

For all in-year applications, please contact the Garforth School Partnership Trust Admissions Officer, Mr John Carr on 07931 692954.