



## **Admissions Policy 2017 - 2018**

East Garforth Primary Academy is a primary academy within the School Partnership Trust Academies group.

The Education Advisory Board is the Admissions Authority for the academy as part of the co-ordinated scheme with the Local Authority.

If you are applying for a Reception place then you will need to do this by going on to the Leeds City Council School Admissions page [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions), or by phoning them on 0113 222 4414.

If your child is of school age and you would like to transfer to our school, please complete a common preference form (available on our website at [www.egpa.org.uk](http://www.egpa.org.uk)). We will write to you to let you know whether we have a place available for your child.

There will be 40 reception places available in September 2017.

### **Allocation of Places**

#### **Priority 1**

- a. Children who have an Individual Education and Healthcare Plan (IEHP) which names the Academy will be allocated a place. Please note the IEHP replaces reference to the statement of special education needs (SEN);
- b. Children in public care or fostered under an arrangement made by the local authority.

#### **Priority 2**

Children with brothers or sisters currently at school at the start of the academic year. We can give priority for brothers and sisters if they are living in the same house and we receive the application by the closing date. (See Note 1)

#### **Priority 3**

We will consider applications as follows:

- a. If there are enough places for everyone who has applied, we will offer every child a place;
- b. If we have more applications than there are places, we will offer places first to children who have the school as their nearest school measured in a straight line (this does not include any voluntary-aided schools).

c. We will then offer places to other children living closest to the school measured in a straight line, where the school is not their nearest.

### **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)

### **Notification of Places**

In accordance with the co-ordinated admissions policy, in March/April Leeds Admissions will make the formal offer of a place to parents or guardians on behalf of the school.

When you have received your offer you must confirm your school place. To confirm the place you must contact the relevant school directly; the Admissions Team are unable to register your confirmation. If you are unhappy with the school place you have been offered then you have the right to appeal. Please see further guidance within the appeals document at the base of this page.

### **Appeals Procedure**

Parents who want to appeal against the any decision not to offer their child a place at the school must appeal directly to the school. Appeals should be addressed to the school within 10 days of receiving the decision letter from Leeds Admissions.

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.

### **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, you must tell the school and Leeds 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**

We normally only allow children to start primary school at the appropriate age. This is the beginning of the academic year in which they will have their fifth birthday.

**Note 5**

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 DfES advice.