



Ninelands Primary School

2023 – 2024 Admissions Policy

Ninelands Primary School is a Foundation School which means that although it is part of the Leeds Local Authority group of maintained schools, it is also its own Admissions Authority.

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

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

The Governing Body of Ninelands Primary School makes the offer of places in all other year groups and for entry to Reception outside the normal admissions round.

There will be 60 reception places available in September 2023.

Children are permitted to start primary school in the September following their **fourth** birthday. See *Note 5*. If your child was born between 1 September 2018 and 31 August 2019 they should start primary school in September 2023.

Children with an Education Health Care Plan (EHCP) will be admitted to the school if Ninelands is named on their plan.

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

Where there are more applicants than places available, places will be offered to children in the following order of priority.

Priority Allocation of Places

(i)

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 preferenced by their parent or carer. Included in the looked-after children' category will be any children previously looked after who ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. (see Note 1).

(ii)

Children without an EHCP but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at Ninelands, will be admitted. 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.

(iii)

Children with brothers or sisters who will be at Ninelands Primary school at the start of the academic year 2023 –2024. 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)

(iv)

Children who live in the defined catchment priority area for the school. The map showing the defined catchment area for Ninelands Primary School is shown at the end of the policy in Appendix A.

You can apply for a school even if you do not live in the catchment priority area. Living in a catchment priority area does **not** guarantee a place will be allocated at the school, only that your application will be prioritised above those who live outside the catchment priority area.

(v)

All other children.

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 8)

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, witnessed by an independent person.

The drawing of lots for random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family where they are tied for the final place. We will admit them all, exceeding the PAN for the school.

Notification of Places

In accordance with the co-ordinated admissions policy, on 16th April 2023 (or next nearest working day), 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 17th May 2023 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

If you are not offered a place at the school you requested, you will have the right of appeal. The appeal panel is independent of the school and council and the decision is legally binding.

Before you appeal you:

- should accept any place that you have been offered in case your appeal is not successful
- should think about why you are appealing and [check if it's likely to be successful](#)
- could read the [advice for appealing school places on GOV.UK](#)
- could get independent advice on making an appeal from a charity

Leeds City Council arranges our appeals and you can find the appeal form at [School appeals \(leeds.gov.uk\)](#)

If you are applying for a Reception place for September 2023, you need to submit your appeal form by the above deadline to ensure the appeal will be heard before the summer holidays.

Appeals for Reception, Year 1 and Year 2 – these classes are limited to 30 pupils per teacher by law. This means that appeals for these places are less likely to be successful.

If our school refuses your child a place because of this limit and you want to appeal, you will need to make an infant class size appeal. You can see if your reasons are likely to be successful by reading the Department for Education's [information about infant class size appeals](#).

Other appeals - You can appeal because you want your child to attend a particular school. These are successful if the panel agree that the reasons for your appeal outweigh the school's decision not to admit any more children.

Wanting your child to go to a school because you think it is the best one in the area is not likely to convince the panel that your child should get a place there.

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.

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 applications returned after **12 February 2023** 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).

Waiting List

A waiting list will be drawn up from unsuccessful applicants who request that a child's name is added to the list. Any places which become available will be filled from the waiting list.

In accordance with paragraph 2.14 of the Admissions Code:

The position on the waiting list will be determined solely in accordance with the priority criteria. Each time a child is added to the waiting list, the list will be ranked again in line with the published priority criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

Waiting lists will be held until July 2024.

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 childminder 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 withdraw your offer of a school place. 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 we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell the Local Authority 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 the Local Authority have to change your 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 invalidating 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.

Nursery

A place in a nursery **does not** guarantee a place in the school. Parents must apply for a place in the normal way if they want their child to transfer to the reception class.

Applications outside the normal admission round (in – year applicants)

We are part of the Leeds coordinated in-year application scheme. This means you can apply for a place online using the Leeds in-year application form at [Before you move schools \(leeds.gov.uk\)](https://www.leeds.gov.uk/leeds-schools). You can apply for places at our school and most other Leeds schools at the same time on this form.

If you have moved house, please upload evidence of the house move with the online application. You can find out what you need to provide on the above website.

We have to offer places by applying our admission policy criteria to your child's application and we will contact you with our decision about offering you a place. We will tell you our decision no later than 15 school days from when you apply.

If we cannot offer you a place, we will

- write to you to explain the reasons,
- explain how you can appeal and
- add your child to our waiting list in case a place becomes free.

Our waiting lists are kept until end of each school year. You will need to make a new application if you want to be on the waiting list for the following school year.

Starting Reception Age

Children are expected to 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. In exceptional circumstances, parents can request that the start date for their child is delayed until later in the school year in the case of children who have not yet reached their 5th birthday, however where a place has been offered, this must be taken up by the beginning of the term after the child's 5th birthday, or at the latest, the start of term after the Easter break. You can also request that your child attends part-time until he/she reaches compulsory school age. You should discuss delayed or part-time attendance with the school as indicated in Note 6 below.

Children Educated Outside of their Chronological Age Group (including Deferment for Summer Born Children)

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. In addition, applications for deferment should be made by letter addressed to the Chair of Governors 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.

Note 1

A “looked after child” is defined as a child who, at the time of making the application is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

A “previously looked after child” is defined as a child:

- who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order

If you are making an application under the priority for a previously looked after child, you will need to complete the Local Authority Priority 1a Supplementary Information Form available in Appendix B and send this to the Admissions Team at Leeds City Council, with a copy of the court order, so the Local Authority can verify this priority.

Note 2

The priority will be given to children based in their exceptional medical or social needs.

‘Social need’ does not include a parent’s wish that a child attends the school because of a child’s aptitude or ability or because their friends attend the school.

‘Medical need’ does not include mild medical conditions as all Leeds school are expected to be able to meet these needs.

Each application must include a Supplementary Information Form along with supporting evidence from a medical specialist or social worker, outlining the child’s need and why they must attend one particular school rather than any other, based on those needs. If the evidence is not submitted with the application, a child’s medical or social needs cannot be considered.

Cases will be considered individually by a Local Authority professional panel and where necessary in consultation with the school that has been preferred.

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

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 5

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.

Note 6

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 7

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.go.uk/admissions

Note 8

In Leeds we use a straight-line distance system. We use Geographic Information System (GIS) mapping in our school-admission system. The program measures the 'straight-line' distance from a defined point on the main school building to your home address. The point we measure to at your home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If we are not able to match your address with the LLPG then we will use the centre of your dwelling.

Note 9

Ninelands Primary School has a defined catchment area which is a map on our website. You can apply for any school but if you live in the catchment area for Ninelands Primary School your application will receive a higher priority at Ninelands than applicants who live outside of the catchment area. Living in the catchment area does not guarantee a place at the school.