

Policy and Procedure: Admissions 2018-19

Date of Board Approval: February 2017

Review date: February 2018



Leeds City Council Chief Executive makes all offers of a school place for Reception and Year 7 places on behalf of the Governors, who are the admissions authority. Head teachers or school-based staff are not authorised to offer a child a place for these year groups. The authority to convey the offer of a place has been delegated to schools for places in other year groups.

Khalsa Science Academy will offer places to 60 children for Reception.

Children with a statement of special educational needs will be admitted to the school named on their statement. We will offer places to children in the following order of priority.

Priority 1

Children in public care or fostered under an arrangement made by the local authority. (See note 2). Pupils without a statement but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at Khalsa Science Academy. (See note 3)

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). This includes priority for a sibling applying for an infant school where the older sibling is or will be attending the linked junior school. This priority will not apply where the older sibling joined the sixth form from a different school.

Priority 3

We will give priority to parents who put their nearest school (see note 6). This does not include any voluntary-aided schools which act as their own admission authorities. 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). 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).

Note 1

If we cannot offer parents or carers a place for their child at any school they put on their preference form, we will offer their child a place at the nearest school that has places available when we make the offer (this may include voluntary aided and foundation schools or academies where their governing bodies have given us permission to do so).

Note 2

Children who have been adopted from local authority care, 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 3

Leeds City Council promotes inclusion in local schools and it is an expectation in Leeds that all mainstream schools are able to provide for the majority of children with learning and medical disabilities. 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 and emotional needs. Children with exceptional needs who require additional support above that expected of a mainstream school will usually have a statement of SEN. In some instances there are some children with a particular need such as a significant physical disability or complex sensory impairment who require the expertise only found in a particular school e.g. blind children who need to access Braille. It is these instances where priority for admission may need to be considered.

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. The 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 the LA in consultation with the school preference. Advice and support can be sought from the Parent Partnership 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. We use a national computer system to run our 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 we measure to at your home address is determined by the Royal Mail Postcode Address File. This information provides us with coordinates for every dwelling. If we are not able to match your address with the Postcode Address File then we will use the centre of your dwelling.

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- If you live in Leeds and your nearest school is a school in another local authority, then your nearest Leeds school by straight-line distance will be your nearest eligible school. You can apply for any school but the nearest priority only applies to Leeds schools. It includes all community and voluntary controlled schools, as well as Foundation schools and Academies who have chosen to include a priority for 'nearest'.

If you don't live in Leeds- If you live in another local authority and the nearest school to your home in a straight line is a Leeds community, voluntary-controlled or foundation school, or academy we will give you the relevant priority under our admissions policy.

Nearest School- When we say the 'nearest' school, we do not include voluntary-aided (faith based) schools. This is because they apply their own admissions policies and, if they are oversubscribed, they mainly offer places based on the religion practised by the child and family. If Free Schools open subsequently that have not included a 'nearest' priority these would also be excluded.

Address- 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. We will investigate any queries about addresses and, depending on what we find; we may change the school we offer your child. When we make an offer, we assume your address will be the same in the following September as we have on record. If you plan to move house, you must still give your current address. If you move house after the deadline of 15 January 2018 for Primary and Junior places, you must tell us your new address as we may have to offer your child a place at another school.

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 24 February 2018 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)

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 on 16th April for Primary and Junior, parents can ask to go on the waiting list for any school. The waiting list will be held in criteria order of the admission policy and will close on 22 July 2018. Waiting lists will be held in each year group for applications outside of the normal admission round closing on 22 July 2018.

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

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- We normally only allow children to start primary school in the appropriate age range. You must ensure your child receives an appropriate full time education from the term following their fifth birthday. Almost all children start school in Leeds in the September following their fourth birthday. However, 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, unless you have exceptional reasons, you will need to apply for a place in year 1 you should contact us for further advice.

Applications outside the normal admission round- All applications outside the normal admission round should be made using an in year application form. From September 2016 you return the form directly to your preferred school. If the school is full you will be offered a right of appeal.

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 only be offered a place to start at the beginning of the next term. You can contact the Admissions Team to find out about vacancies in schools.