



Meadowfield Primary School Admissions Policy 2022/23

Consultation Copy

Introduction

Red Kite Learning Trust (RKLt) is a Multi-Academy Trust (MAT) providing education and services for young people in the Harrogate and Leeds Area.

The Red Kite Learning Trust is the admission authority for the schools within the Trust and as such is responsible for setting fair, clear and objective arrangements and criteria for each constituent school. In doing so, the Trust has complied with the School Admissions Code (December 2014), Equality Act 2010, Human Rights Act 1998 and the School Standards and Framework Act 1998. The Secretary of State does have the power to vary this requirement where there is demonstrable need.

It is the responsibility of the Local Governing Bodies of each school to work with the Trust's agent, Leeds City Council, to ensure that the policies agreed by the Trust are correctly administered for each school.

Trust schools who wish to make alterations to their admissions arrangements, including the admission number, must seek approval from the Trustees as part of the consultation process. Schools must be aware of the current School Admissions Code and ensure they work to this at all times.

The Red Kite Learning Trust is the admission authority for each of the schools. However, parents applying for the main entry into school (Reception in Primary) apply via the Common Preference Form (CPF) of the local authority in which they live. Leeds City Council will provide the Common Preference Form (CPF) for families who live in Leeds and will also notify these families of allocated places on National Offer Day.

Please refer to the Red Kite Learning Trust Admissions Statement on the website: www.rklt.co.uk

Allocation of places

The school has a published admission number (PAN) of 60 for entry into Reception.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Trust will offer places at the school to all those who have applied. If there are more applications for places than places available in the year group in question, places will be allocated in line with the oversubscription criteria below.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

Priority Group 1

Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order (see note 1).

Priority Group 2

Children who appear to the admission authority to have been in state care outside of England and cease to be in state care as a result of being adopted (see note 2).

Priority Group 3

Children without an EHCP but who have Special Education Needs, or with exceptional medical, mobility or social needs, that can only be met at the school (see note 3).

Priority Group 4

Children with a sibling who is attending the school at the time of allocation and is living at the same address (see note 4).

Priority Group 5

Children who have a parent/carer employed by **Red Kite Learning Trust at Meadowfield Primary School** at time of application. In order to fulfil this requirement, the member of staff must fulfil either or both of these circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the academy is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority Group 6

Children living in the catchment area of the school (see note 5).

Priority Group 7

Any other children, by distance from the school (see note 5).

Tie break

If there are more applications meeting one of these priorities than there are places available, places will be offered in order of distance from the school – so those living closer to the school would be offered a place before those living further away, when measured in a straight line. 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.

Notification of Places

In accordance with the Coordinated Admission Scheme, on 19 April 2022 the local authority will make the formal offer of a place to parents or guardians on behalf of the Trust. Parents should contact the school by telephone or letter by 16 May 2022 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 and carers may appeal against the Trust's decision not to offer their child a place. The appeals are independent but are run by the local authority. Appeals should be addressed to Leeds City Council, PO Box 837, Admissions, Leeds LS1 9PZ.

Appeals 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. 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.

Note 1

This applies to all looked after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Children's Act 2002.

Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.

If an application is made under the priority for a previously looked after child, evidence must be submitted to the home local authority of the child's previously looked after status. A copy of the court order and evidence of being in local authority care must be sent with the application, so the local authority can verify this priority.

Note 2

This applies to a child, regarded as being in state care outside of England, if they were accommodated by a public authority, a religious organisation or any another provider of care whose sole purpose is to benefit society. The necessary paperwork should be sent to Admissions at Red Kite Learning Trust, Harrogate Grammar School, Arthurs Avenue, Harrogate, North Yorkshire HG2 0DZ.

Note 3

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking the Trust to assess your child as having a stronger case than other children.

This evidence must be submitted by a written request addressed to Admissions at Red Kite Learning Trust, Harrogate Grammar School, Arthurs Avenue, Harrogate, North Yorkshire HG2 0DZ. If evidence is not submitted with the application, a child's medical or social needs cannot be considered.

'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 schools are expected to be able to meet these needs.

Note 4

For these purposes, siblings must be living at the same address as the child who is applying. A sibling is a pupil who shares one or more parent (whether biological, step, foster or by adoption) with the applicant.

Note 5

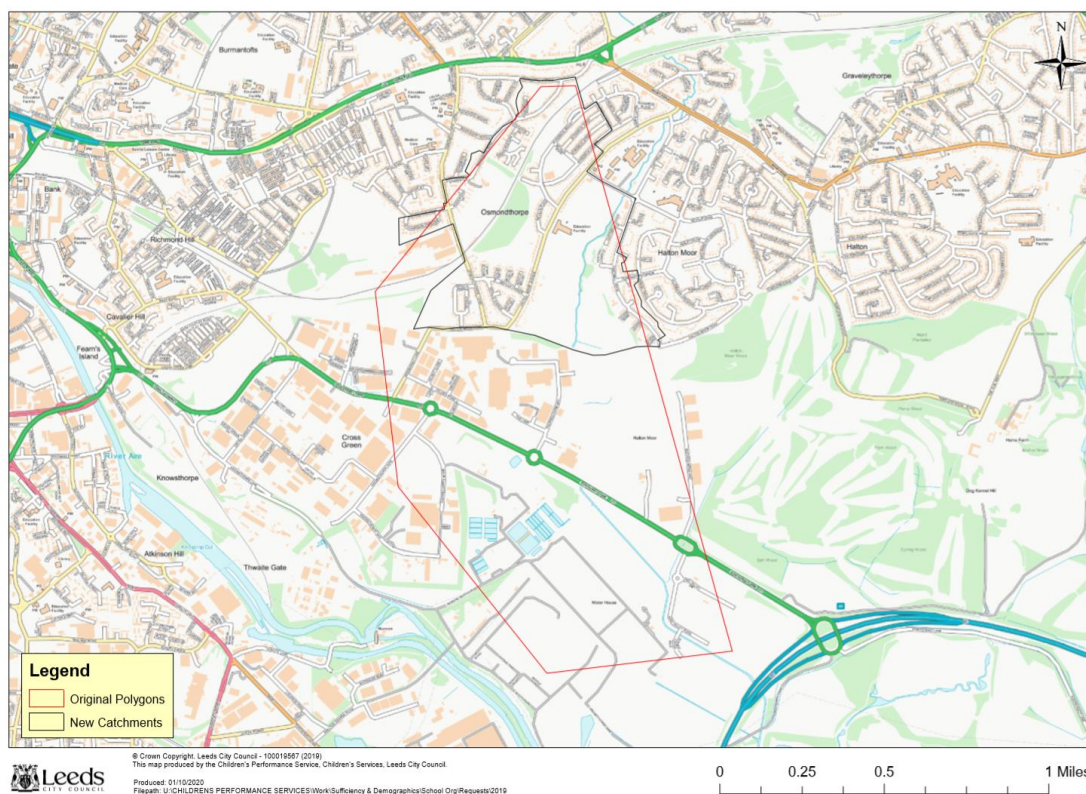
If an address lies on the border, Leeds School Admissions team can confirm whether or not a property falls into this school's catchment area.

Children from the catchment area will be admitted to the school first. If there are not enough places to admit all children who live in the catchment area, straight-line distance will then be used. This means those living closest to the school, within the catchment area, would be offered a place before those living further away.

If there are still places available after allocating to children in the catchment area, then they will be offered on straight-line distance.

Meadowfield Primary School catchment area

Meadowfield Primary School



Straight-Line Distance

A straight-line measurement of distance is used by Leeds City Council Admissions team. This is supported by Geographic Information System (GIS) mapping. The GIS program measures the 'straight-line' distance from a defined point on the main school building to the home address. The point of measurement at the home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If it is not possible to match an address in the LLPG, then a manually identified point at the centre of the dwelling will be used. The Trust will adopt the same system with the measuring being carried out by Leeds City Council Admissions team on the Trust's behalf.

Note 6

If the 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.

Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. Parents must not use any other address on their 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. The Trust and/or local authority will investigate any queries about addresses and, depending on what they find, they may change the school place offer. Only one address can be used on an 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 an offer is made by the local authority, the local authority will assume the address will be the same when the child takes up the school place in September. If parents plan to move house, they must still use their current address on their application. As soon as they move house, they must tell the local authority and the school their new address, providing proof of their house move (including evidence of entry to the new address and exit from the old address) as this may mean there has to be a change of 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.

Late Applications

If parents return the preference form after the deadline (15 January) the Trust cannot guarantee to consider your preferences at the same time as those received on time. Late applications will be administered in accordance with the Leeds City Council Coordinated Admission Scheme and we will adopt any late date they use.

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 by the deadline, may have the place withdrawn.

Waiting List

Unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the oversubscription criteria. Any places which become available will be filled from the waiting list.

The waiting list will be held in criteria order of the Admissions Policy and will close at the end of the school year – July 2023. Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy. No waiting lists will be kept for any other year groups.

Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Deferred Entry

Parents 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 cannot 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 can also request that their child attends part-time until the child reaches compulsory school age. Parents should think very carefully about deferring and the school will always be prepared to offer advice.

Children educated outside of their chronological age group

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 1 April and 31 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 2022 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 should be made by letter addressed to the Headteacher 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 Red Kite Learning Trust 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.

In-Year Applications

Parents 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 parents will be notified by the school if they are able to admit or if the decision is not to admit. In this case there is a right to an appeal. Appeals 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. 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.

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 an admission date that would be at the start of the following term.

Fair Access Protocol

As part of the Coordinated Admission Arrangements with the local authority the school may accept hard-to place learners onto the school roll from time to time in accordance with the In-Year Fair Access Agreement. These are special cases arranged outside the boundaries of this Admissions Policy.