



Colton Primary School

Admissions Policy

2024/25

Latest consultation on this policy	23 November 2020 to 11 January 2021
Policy determined	8 December 2022
Policy determined by	Red Kite Learning Trust Board

Introduction

Red Kite Learning Trust (RKLТ) is a Multi-Academy Trust (MAT) made up of 13 schools in North and West Yorkshire; serving children, young people and their families, from nursery through to sixth form.

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 2021, 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 Board of each school to work with 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 admission 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.

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

Allocation of places

The school has a published admission number (PAN) of **30** for entry into Reception.

The school will accordingly admit the published admission number (PAN) of pupils each year if there are sufficient applications. Where fewer applicants than the PAN for Reception are received, the Trust will offer places at the school to all those who have applied. If there are more applications than there are places available in the relevant year group, 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 (EHCP) 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.

A previously looked after child is any child who was previously looked after but stopped being so because they were adopted, including 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, became subject to a special guardianship order or became subject to a child arrangements order (see note 1).

Priority Group 2

Children without an EHCP but who have special educational needs, or with exceptional medical, mobility or social needs, which can only be met at the school (see note 2).

Priority Group 3

Children with a sibling who is on the school admission register (aka the school roll) on National Offer Day and is living at the same address (see note 3).

Priority Group 4

Children who have a parent or carer employed by **Red Kite Learning Trust as an established staff team member within Colton Primary School** at the time of application (see note 4).

Priority Group 5

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

Priority Group 6

Any other children, by distance from the school (see note 6).

Tie Break

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (for example, but not by way of limitation; flats) or otherwise equidistant from the school, then any final place will be randomly allocated by the drawing of lots.

This process will be verified by a scrutineer, who is independent of both the local authority admissions team and the school for which the allocation is to be made.

Lots will not be drawn for twins or other multiple birth siblings from the same family. Where they are tied for the final place they will all be admitted, exceeding the PAN for the school.

Notification and Acceptance of Places

In accordance with the Coordinated Admission Scheme, on 16 April 2024, Leeds City Council will make the formal offer of a place to parents and carers on behalf of the Trust. Parents and carers must contact the school in writing, by 30 April 2024 to either accept or reject the offer of a place. This will in no way affect an applicant's right of appeal for a place at another school.

Written confirmation of offer acceptance or rejection of a place at Colton Primary School must be addressed by e-mail to: info@cps.rklt.co.uk or by recorded delivery to: School Admissions, Colton Primary School, School Lane, Colton, Leeds, LS15 9AL

Alternatively, parents and carers who are unable to access the internet may present in person at the school office to complete written acceptance or rejection of an offer.

Parents and carers who do not wish to accept the offer, or do not accept the offer by the deadline, may have the place withdrawn.

Appeals Procedure

Parents and carers may appeal against the Trust's decision not to offer their child a place at the school. The appeals are arranged by Leeds City Council.

Appeals submitted for a Reception place, for a child to start school at the beginning of the academic year in September 2024, will need to be received by Leeds City Council's deadline to guarantee being heard before the new school year starts (see below link).

[Find Leeds City Council's appeals timetable containing deadlines and timescales](#)

Appeals will be heard by an independent panel. Parents and carers will receive notification of the date and time of their appeal hearing, which they can attend in person or remotely to 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 arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

If an application is made under the priority for a previously looked after child, evidence must be submitted from the home local authority (or the relevant state if outside England) of the child's previously looked after status. A copy of the court order or adoption birth certificate and evidence of being in local authority care or a letter from the state must be sent with the application to Leeds City Council to verify this priority.

A child is regarded as being in state care outside of England, if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Note 2

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

This evidence must be submitted by a written request addressed to the school. If evidence is not submitted to the school at the time of sending the application to Leeds City Council, a child's medical, mobility or social needs cannot be considered.

The supporting evidence should set out the particular medical, mobility or social reason(s) why Colton Primary is the **only** school which can meet the child's needs and the difficulties that would be caused if the child had to attend another school.

'Social need' does not include a parent's or carer's wish that a child attend 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 3

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. This does not include siblings attending any nursery provision affiliated to or with the school.

Note 4

In order to meet this requirement, the member of staff must fulfil either or both of these circumstances:

- a) where the member of staff has been employed within the school staff team for two or more years at the time at which the application for admission to the school is made, **and/or**
- b) the member of staff is recruited into the school staff team to fill a vacant post for which there is a demonstrable skill shortage.

'Established staff team member' refers to any permanent full or part-time employee with a contract of employment, fulfilling any role within the team of the school being applied for. This does not include those on casual worker or self-employed contracts, for example, but not by way of limitation; external contractors, invigilators, or others on zero hours contracts or members of central teams (for example, but not by way of limitation; cluster, teaching school etc.). Applications made under this priority may be referred to the admission authority for assessment.

Note 5

If there are insufficient places to admit all children who live in the catchment area, straight-line distance will then be used (see below for methodology). 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, with those living closest to the school being offered a place before those living further away.

In order to check the catchment area for a particular address, Leeds City Council School Admissions Team can be contacted directly.

The following online tool is also available: <https://forms.leeds.gov.uk/SchoolCatchment>

Living in the catchment area does not guarantee a place at the school. Offers will be made in priority order (see oversubscription criteria).

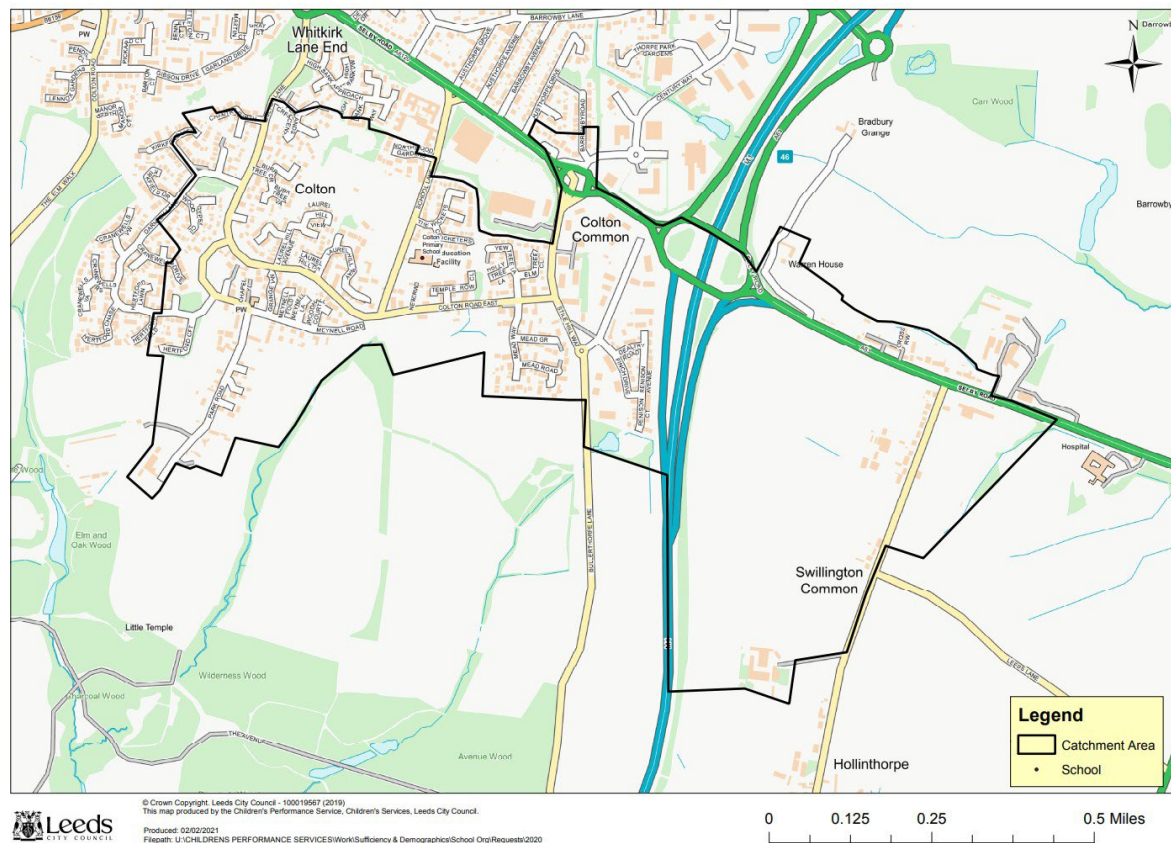
Straight-Line Distance

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 from the school is defined by specific coordinates on the school site, as set and applied by Leeds City Council.

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.

Colton Primary School catchment area map

Colton Primary School



Note 6

If the school has to move to a temporary site for any reason, such as the building being damaged by a fire, distance measurements will be based 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 and carers 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 Leeds City Council 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 or carers 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, Leeds City Council 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, Leeds City Council will assume the address will be the same when the child takes up the school place in September. If parents or carers plan to move house, they must still use their current address on their application.

As soon as they move, they must tell Leeds City Council 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 or carers return the application form after the deadline (15 January 2024) the Trust cannot guarantee to consider preferences at the same time as those received on time. Late applications will be administered in accordance with the Leeds City Council Co-ordinated Admission Scheme and the Trust will adopt any late date, as published by the local authority.

Waiting List

Unsuccessful applicants will have the opportunity to ask for the 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 this admissions policy and will close at the end of the school year June 2025. Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy.

Parents and carers should notify Leeds City Council if they no longer want a place at the school, in which case the child's name will be removed from the waiting list.

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 and carers 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 and carers 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 and carers can also request that their child attends part-time until the child reaches compulsory school age. Parents and carers 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, but not by way of limitation; if the child is gifted and talented, has experienced problems such as ill health, or is summer born (i.e. children born from 1 April to 31 August).

Parents and carers should still apply by submitting the Common Preference Form (CPF) to Leeds City County Council.

Applications should be sent in the normal admissions round for 2024/25 for either early or delayed entry into Reception.

This means the application should be made before the 2024/25 national primary school closing date (15 January 2024) for:

Early entry into Reception; a child, who would ordinarily, by age start Reception at the beginning of the academic year in September 2025, but who is applying to start in Reception in September 2024.

Delayed entry into Reception; a child who would ordinarily, by age start in Reception at the beginning of the academic year in September 2024, but who is applying to start in Reception in September 2025.

Parents and carers should indicate their request on the application 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 to sending the application to Leeds City Council, requests for a child to be admitted outside of their normal age group should be made in writing, addressed to the Headteacher and any relevant accompanying evidence should be attached. These requests should be submitted to the school by the national closing date for applications, for consideration by the admission authority. Parents and carers will be notified in writing whether the request to apply outside of normal age group is agreed.

The decision will be made on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent or carer.

Agreement by the admission authority to apply does not however guarantee admission, and any application will be subject to the oversubscription criteria set out within this admissions policy. There is no right of appeal against a decision relating to admission applications outside chronological age group.

In-Year Applications

Red Kite Learning Trust is part of the Leeds City Council centralised in-year application process.

Parents and carers may apply at any time for an in-year transfer. Application forms are provided and processed by Leeds City Council. Parents and carers will be notified in writing by the school, within 15 school days of the decision to admit or not. If the school is unable to offer a place, this will be confirmed in writing by the school with an explanation of the reasons for non-admittance. The child will automatically be added to the school's waiting list for the school year. Where a place becomes available, this will be offered from the waiting list, based on the oversubscription criteria within this policy.

Appeals against a decision for an in-year application can be submitted at any time during the academic year (see Appeals Procedure above and below link).

[Find Leeds City Council's appeals timetable containing deadlines and timescales](#)

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 or carers 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.

Applicants not currently living in Leeds, requesting a place at a Leeds school, should contact their home authority and complete the in-year application form.

Fair Access Protocol

As the local authority, Leeds City County Council co-ordinates a Fair Access Protocol to ensure unplaced and vulnerable children and those who are having difficulty in securing a school place in-year, are allocated a school as quickly as possible.

The Protocol is developed in partnership with all schools in the area and must be consulted upon. Once agreed, all admission authorities must participate in it.

The school may therefore accept children onto the school roll from time to time in accordance with the Fair Access Protocol. These are special cases arranged outside the boundaries of this admissions policy.