



# LITTLE LONDON ACADEMY

## Admissions Policy

2027-28

Phase: Primary Academy

## **LITTLE LONDON ACADEMY ADMISSIONS POLICY**

The Chief Executive of Leeds City Council makes the offer of a school place at Little London Academy for Reception on behalf of The GORSE Academies Trust (GORSE) 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 GORSE Academies Trust delegates the power to make the offer of places in all other year groups and for entry to Reception outside the normal admissions round to the Academy.

### **1. GENERAL**

**1.1.** Little London Academy (the "Academy") operates an admissions policy which seeks to ensure that it truly serves as an academy at the heart of its community. Its approach to admissions ensures that children who are looked after/formerly looked after are prioritised.

### **1.2. Requirement to admit pupils**

**1.2.1.** The Academy is committed to straightforward, open, fair and transparent admissions arrangement. The Academy acts fully in accordance with its legal responsibilities as outlined in the School Admissions Code.

**1.2.2.** Subject to its right of appeal, the Academy will admit all pupils who have named the Academy in an Educational Health and Care Plan.

### **1.3. Oversubscription criteria, admission number, consultation, determination and objections.**

**1.3.1.** The Academy's admission arrangements include oversubscription criteria and an admission number for each relevant age group.

### **1.4. Children Educated outside of their chronological age group (including Deferment for summer born children)**

**1.4.1.** 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<sup>st</sup> April and 31<sup>st</sup> August) may request that the child be admitted out of their normal age group, to reception rather than Year 1.

**1.4.2.** Parents should still apply in the normal admission round 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 Principal of the Academy and any relevant accompanying evidence should be attached. These applications must be submitted to the Academy by the closing date. These applications will be put before the Academy's Local Governing Body, who on behalf of the GORSE Board, will consider the applications and notify the parents in writing whether the request is agreed.

**1.4.3.** There is no right of appeal against a decision relating to admission out of chronological age.

### **1.5. Starting Reception Age**

**1.5.1.** In Leeds, almost all children start primary school in the September following their 4<sup>th</sup> birthday. You must ensure your child receives an appropriate full-time education from

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the term following their 5<sup>th</sup> birthday. Parents are entitled to a start date for their child that is deferred until later in the school year in the case of children who have not reached their 5<sup>th</sup> birthday. You are also entitled to your child attending part-time until he/she reaches compulsory school age. If you want a later start date or to attend part-time within the academic year you should discuss this with the Academy.

- 1.5.2.** The Academy has a nursery provision. Attendance at the Academy's nursery does not guarantee admission to the school for primary education. An application must be made for transfer from the nursery to the primary school.

## **2. PROCESS**

### **2.1. Reception Intake**

- 2.1.1.** The Academy is part of the Leeds Local Authority's (the "Local Authority") coordinated arrangements which require all parents/carers to complete a Common Preference Form (CPF) provided by the Local Authority.

- 2.1.2.** Copies of the form are available from the Admissions Team at the Local Authority or online at [www.leeds.gov.uk](http://www.leeds.gov.uk). Full details of the application process are available at [www.leeds.gov.uk/apply](http://www.leeds.gov.uk/apply).

- 2.1.3.** When completing the CPF, the Academy must be listed as one of the preferences. Inaccurate or false information on the form may result in any awarded place being withdrawn.

- 2.1.4.** The closing date for applications to be submitted to the Local Authority is 15 January, for a place to start at the Academy in the following September.

- 2.1.5.** There is no guarantee that preference forms returned after the deadline will be considered at the same time as those received on time. Any applications received after 12 February will only be dealt with after all other preferences have been considered, unless there are exceptional and significant reasons agreed by the academy.

- 2.1.6.** Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this. When you apply, you are confirming you have the consent of all other persons to make the application. If we receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until we have received (either):

- written evidence that everyone holding parental responsibility agrees the application; or
- a Court Order specifying who should apply.

- 2.1.7.** All offers of places will be made by your home local authority on National Offer Day of 16 April (or the first working day after).

## **2.2. In-Year Transfer Applications**

- 2.2.1.** These are requests to join a school in-year (1 to 6) or for Reception places after the start of the school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy. You can find out more about in-year applications, including current vacancies at [www.leeds.gov.uk/moveschools](http://www.leeds.gov.uk/moveschools)
- 2.2.2.** Full details of the application process are available on the admissions page at the Academy's web address. The academy is part of the Leeds In-Year Coordination Scheme, and further information about this can be found on the Leeds City Council website at <https://www.leeds.gov.uk/schools-and-education/school-admissions/our-school-admissions-policies>
- 2.2.3.** Inaccurate or false information provided on the form may result in the withdrawal of any place offered.
- 2.2.4.** If we cannot offer a place, your child will be added to our academy's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.
- 2.2.5.** 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 Academy if there is a place available. If a place is available, but no house move has taken place, you may only be offered the place to start at the beginning of the next term.
- 2.2.6.** If the Academy is full, you will be offered the right of appeal. See Appeals Procedure and Waiting Lists sections of the Policy below.
- 2.2.7.** Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this. When you apply, you are confirming you have the consent of all other persons to make the application.

## **2.3. Published Admissions Number (PAN)**

- 2.3.1.** The Academy has a published admissions number of 60 in Reception for September 2027 entry.

## **2.4. Allocation of places**

- 2.4.1.** When the Academy is oversubscribed priority for admission will be given to those children who meet the criteria set out below.

## **2.5. Oversubscription Criteria**

### **Priority 1**

Looked-after children and previously looked-after children (see note 1).

### **Priority 2**

Children with siblings who are on the roll at the Academy at the time when the child applying starts at the academy (i.e. in September for Reception Intake children). Please ensure that you complete the relevant section on the local authority online Common Preference Form.

## Priority 3

Children who, at the time of application, live in the Academy catchment area (see notes 3, 4 and 5). A map is attached at Appendix A which shows the boundary of the catchment area for the Academy.

Living in the catchment area does not guarantee a place at the Academy.

## Priority 4

Any other children

### 2.6. Tie break

**2.6.1** Within each criterion, if there is oversubscription, the places will be allocated according to distance measured in a straight line. Children living closer to the Academy will, therefore, be allocated a place before those who live further away (see note 3).

**2.6.2** Random allocation will be used as a tie-break in all categories to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases. This process will be witnessed by a person independent to the academy.

**2.6.3** Random allocation will not be applied to multiple birth siblings (twins, triplets, and so on) from the same household where they are tied for the final place. We will admit then all exceeding the PAN for the academy in this instance.

### 2.7. Accepting an Offer

**2.7.1** Parents/carers 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 at another school or academy, or their right to appeal. Parents/carers who do not wish to accept the offer, or do not accept the offer within a reasonable time, may have the place withdrawn.

### 2.8. Appeals Procedure

**2.8.1.** Leeds City Council arranges our appeals on behalf of the Academy. Parents/carers who want to appeal against the decision not to offer their child a place at the Academy should complete and return the appeal form at <https://www.leeds.gov.uk/Pages/Making-a-school-admission-appeal.aspx>. If you do not have access to the internet, you can obtain an Appeal Form available from the Academy or on the academy website.

**2.8.2.** The appellants will receive at least ten school days' (see note 6) notice of the place, date and time of their appeal hearing. This notification will be given by the Clerk to the Independent Appeals Panel and will contain details regarding any questions which the appellants have in advance of the hearing.

**2.8.3.** The appeal will be heard by an Independent Appeals Panel which the appellants can attend to explain their case. If they wish, the appellants may be accompanied by an adviser or a friend.

**2.8.4.** Following the appeal, the Clerk will send decision letters to the parties within five school days of the hearing wherever possible.

**2.8.5.** The Academy will publish its appeals timetable on its website by 28 February each year. The timetable contains further details regarding appeals and can be found at [www.littlelondonprimary.co.uk/](http://www.littlelondonprimary.co.uk/)

**2.8.6.** You can complain about the way the appeal was carried out, but you cannot complain about the decision itself. See [School admissions: Complain about the appeals process - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/school-admissions-complain-about-the-appeals-process) for further information.

## **2.9. Waiting list**

**2.9.1.** The Academy operates a waiting list for each year group. Where, in any year, the Academy receives more applications for places than there are available, a waiting list will operate. We hold a waiting list after national offer day. How to add your child to a waiting list will be explained in the decision/offer letter you are sent.

**2.9.2.** Children's position on the waiting list will be determined solely in accordance with the published oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

**2.9.3.** The waiting list will be maintained for each year academic year and is cleared at the end of each academic year. Parents/carers will need to re-apply if they wish their children to be re-entered on the waiting list at the start of each new academic year.

**2.9.4.** 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.

## **3. DETAILS AND EXPLANATIONS**

### **3.1. Note 1**

A looked after child is defined as a child who is (one of the following):

- in the care of a local authority; or
- being provided with accommodation by a local authority's social services (see the definition in Section 22(1) of the Children Act 1989).

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted;
- became subject to a Special Guardianship order; or
- became subject to a Child Arrangements Order.

You must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority care) with your application.

For children who were in state care outside of England and were then adopted, you must submit evidence with your application so this priority can be verified. The evidence must show:

- your child's adoption (an adoption order or adoption birth certificate); and
- that they were in state care outside England (a letter from the state).

## 3.2. Note 2

For these purposes “siblings” means full, step, adopted, half or foster brothers and sister. We can give priority for brothers and sisters only if they are living in the same house and, in the case of Reception Intake applications, the application is received by the closing date. At the date of their entry to the Academy the sibling must be living permanently and at the same address as the child for whom a place is being requested. The definition of sibling does not include cousins or families sharing a house.

## 3.3. Note 3

The Local Authority use a national computer system to run the school admissions system. As part of this system there is a programme that measures the ‘straight-line’ distance from a defined Local Land and Property Gazetteer (LLPG) point in the main school building to your home address. The point measured to at your home address is determined by the LLPG. This information provides the local authority with coordinates for every dwelling. If the Local Authority are not able to match your address with the LLPG then they will use coordinates taken from the centre of your dwelling. In the unlikely event there are insufficient places for two (or more) students living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be randomly allocated (see 2.6.2 above). Please see Appendix B at the bottom of this policy which illustrates the area for the Academy catchment area.

## 3.4. Note 4

If the Academy has to move to a temporary site for any reason, we will base our distance measurements on the Academy’s permanent site.

## 3.5. Note 5

For admission purposes, a child's home address is defined as the address at which the child normally resides. Where a child lives at more than one address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as that at which the child is registered with their GP. Parents/carers must not give the address of a child-minder or relative. If there is a plan to move to a new house, parents must still give the current address. If parents move after the deadline for submission of the preference form, they must inform the Academy and the Local Authority’s Admissions Team of the new address.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses, and we could ask the local authority to change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

As soon as you move house, you must tell Leeds City Council of your new address and provide proof of the house move, including evidence you’ve permanently left the old address and evidence of the new address. They may have to change the school place offered to you. Find out more on Leeds City Council’s [making changes to your application page](#).

## **3.6. Note 6**

School days are those days when the Academy is in session. They do not include, for example, weekends and school holidays.

## **4. FAIR ACCESS PROTOCOL**

**4.1.** As part of the coordinated admissions arrangements with the Local Authority the Academy may accept “hard-to-place” pupils onto its roll in accordance with the In-Year Fair Access Agreement. These are special cases arranged outside the boundaries of this admissions policy.

## **5. ADMISSION OF STUDENTS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

**5.1.** The Academy shall ensure that pupils with an EHCP are admitted in accordance with its Admissions Policy.

**5.2.** Where a Local Authority proposes to name the Academy in an Educational Health Care Plan made in accordance with section 324 of the Education Act 1996, the Academy shall consent to being named. The exception to this is where admitting the child would be incompatible with the provision of efficient education for other children, and where no reasonable steps may be made to secure compatibility. In deciding whether a child’s inclusion would be incompatible with the efficient education of other children, the Academy shall have regard to the relevant guidance issued by the Secretary of State to maintained schools.

**5.3.** In the event of any disagreement between the Academy and the Local Authority over the proposed naming of the Academy in an Education Health and Care Plan (EHCP), the Academy may ask the Secretary of State to determine whether the Academy should be named. The Secretary of State’s determination shall, subject only to any right of appeal, be final.

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## APPENDIX A – Little London Academy Catchment Area 2027/28



<https://www.google.com/maps/d/edit?mid=1uKovXkWzH9nUETPRiotsuCwwJZHnedI&usp=sharing>