

St Oswald's C of E Primary School

Admissions Policy



Policy Approved: February 2026

Next reviewed: February 2027

Admission Arrangements 2027/2028

Introduction

The Collaborative Learning Trust is the Admissions Authority for St. Oswald's Church of England Primary School. The Trust is responsible for determining the school's admissions arrangements including this policy and any supplementary information forms (SIFs) and deciding who can be offered a place in accordance with the policy.

The published admissions number (PAN) available for the Reception Year admission will be a maximum of 45.

Children with an Education, Health and Care Plan naming St. Oswald's Church of England Primary School will be admitted to the school without reference to the oversubscription criteria below.

Where there are more applications than places available, places will be allocated according to the following oversubscription criteria:

Oversubscription Criteria (in order of priority):

Admission to Reception Year and in-year transfers	
1.	Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. (See notes 1 and 3). Children who appear to the Governors to have been in state care outside of England and ceased to be in state care, as a result of being adopted. (See notes 2 and 3).
2.	Children who have a sibling already attending St. Oswald's Church of England Primary School where the older child will still be on roll at the expected time of admission. (See note 4). This priority does not include cousins or other family members sharing a house.
3.	A child living and worshipping within the boundary of the Parish of Guiseley with Esholt. (See note 5, 6, 8 and 9).
4.	A child living within the boundary of the Parish of Guiseley with Esholt. (See note 5).
5.	A child worshipping within the boundary of the Parish of Guiseley with Esholt. (See note 5, 6, 8 and 9).

6.	A child worshipping outside the boundary of the Parish of Guiseley with Esholt. (See note 5, 7, 8 and 9).
7.	Any other children.

Tie break

Where the offer of places to all applicants in any of the categories listed above would lead to oversubscription, the available places will be offered to those living nearest to the school. The straight-line distance measurement as provided by the Local Authority will be used as the final determining factor (see note 10).

In the unlikely event that there are two or more applicants who live equidistant from the school, the remaining places will be allocated by the drawing of lots, witnessed by a person independent of the school.

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.

Applications

When applying to start in the entry year, all applications are coordinated by local authorities across England. You apply to your home Local Authority (the council who empty your bins) by the below closing dates. All offers will be made by your home Local Authority on offer day.

If you believe your application meets one of the faith oversubscription criteria above (criteria 3, 5 or 6), you will need to complete a Faith Criteria Supplementary Information Form. Please ensure this form has been returned to the school, fully completed, by the closing date. If the Faith Criteria Supplementary Information Form has not been returned by this date, this could affect the criteria your application is placed according to. Please note that it is the responsibility of the parent/carer to complete all forms and supply any additional evidence required.

The national closing date for primary applications is 15 January.

Late applications

If you apply after the national closing date, we cannot guarantee to consider your preferences at the same time as those received on time. Until 12 February, all applications submitted or changed will be treated as if they were on-time. After 12 February, any applications submitted or changed will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by us. All applications submitted after 28 February are considered late and won't be allocated a school place until after national offer day.

When your child must start at school (compulsory school age)

All children can start Reception in the September after they turn 4 and most children thrive when starting school at age 4.

You must ensure your child has a full time education from when they reach compulsory school age. Your child reaches this on 31 December, 31 March or 31 August after their fifth birthday (whichever comes first).

Once you have a school place offer, you have the right to defer the date your child is admitted to the school until

- later in the school year but not after the date at which your child becomes compulsory school age (see below)
- and not after the beginning of the final term (after Easter break) of the school year the offer was made

If you do not think your child will be ready to start in September, you can speak to us about starting part time, or after Christmas or Easter break.

Admission of children out of chronological age

You can ask for your child to be admitted outside of their normal age group, for example if your child is gifted and talented or has experienced problems such as ill health.

In addition, if your child is summer born child (born between 1 April and 31 August) you may request that your child be admitted out of their normal age group, to reception rather than year one.

We recommended you:

- talk to any professionals involved with your child about your request
- contact us (and any other schools you are considering) to understand what we do to meet the needs of our youngest children
- [read the Department for Education guidance on Summer born children](#)

You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by any deadline date and we recommend you send the request to each school you intend to apply for, as it is possible for one school to refuse a request that another school agrees.

To apply, you must send to us a written request that explains:

- why admission out of normal year group is being requested
- the year group you wish your child to be allocated a place

If you have it, you can also attach any available evidence that supports your request.

The Trust will consider each application individually and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

This request is separate to any decision about offering a place at our school. There is no right of appeal against a decision relating to admission out of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application.

[Find out more about starting Reception earlier, later or part time.](#)

Accepting offers

You will need to accept the offer of a school place directly with our school. This will not affect your position on any waiting list for any other school or your right to appeal.

If you refuse the offer, or do not accept the offer within a reasonable time, your place at our school may be withdrawn. This will leave your child without a school place in September.

Appeals

If you have applied and been refused a place at our school, you have the right to appeal.

Our appeals are arranged by Leeds City Council.

Appeals submitted for a reception place in the normal round will need to be received by Leeds City Council's deadline to guarantee being heard before the new school year starts. [Find Leeds City Council's appeals timetable containing deadlines and timescales](#)

Appeals against a decision for an in-year application can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued).

Moving schools (in-year applications)

These are requests to join our school in-year 1 to 6 or for places in reception after the start of the school year in September.

Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

Find out more about in-year applications, including current vacancies and apply for a place, on the Leeds application portal at www.leeds.gov.uk/moveschools

Waiting list

We hold a waiting list after national offer day. We automatically add all children to the waiting list after offer day.

If a place becomes available before the new school year starts, your child will automatically be allocated the place at your higher preference school. We will also automatically withdraw the place at a lower preference school to give it to another child.

We hold waiting lists for all the year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in the school's admission policy (the rules for prioritising places).
- each time a child is added or removed, the list is ranked again and your child can move down if another child meets higher criteria.
- the waiting list will close at the end of the academic year (July). You must reapply for a new school place to be on the list the following year.
- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

Fair Access Protocols

All schools must take part in the Fair Access Protocol arrangements. It is a legal requirement and the protocol applies to all Leeds schools. The protocol operates outside of the Admissions policy.

The protocol applies to in-year applications and only to children who do not have a current school place. The aim is to make sure the most vulnerable children are offered a place at a suitable school

as quickly as possible. It also ensures that no school (including those with places) is asked to take a disproportionate number of vulnerable children. [Read the Leeds Fair Access Protocol.](#)

Home address and shared care

When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

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.

If the child lives in different properties (shared care)

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

If parents disagree on an application made in the normal round

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 (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

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

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

Moving home

When offers are made on national offer day, we assume your address will be the same when you take up our school place in September. If you are planning to move house, you must still use your current address on your application.

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 your 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.](#)

Notes

1. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.
2. A child is regarded as having been in state care in a place 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.
3. If you are making an application under the priority for a previously looked after child, 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 or state care outside England) with your application.
4. Sibling is defined as a blood relative, adopted, fostered or step brother or sister. A sibling must be living at the same address as the child on roll.
5. A map of the boundary of the Parish of Guiseley with Esholt can be found by following link:

[Guiseley with Esholt Parish map](#)
6. Worship in the Parish of Guiseley with Esholt is defined as regular attendance by the child and/or a parent/guardian of the child at a Church (of Christian faith) or other world faith place of worship (see note 9) which is located within the boundary of the Parish of Guiseley and Esholt (see note 5).
7. Worship outside the Parish of Guiseley with Esholt is defined as regular attendance by the child and/or a parent/guardian of the child at a Church (of Christian faith) or other world faith place of worship (see note 9) which is located outside the boundary of the Parish of Guiseley and Esholt (see note 5).
8. Regular attendance is defined as being attendance at worship at least once a month. Completion of the relevant section of the Faith Criteria SIF by the minister or other world faith leader (see note 9) will be required. The Faith Criteria SIF should be returned to the school by the closing date for application forms.
9. World faith is defined by the other five major world faiths represented in Great Britain (Buddhism, Hinduism, Islam, Judaism and Sikhism).
10. A straight-line measurement of distance is used as provided by Leeds City Council admission team. Geographic Information System (GIS) mapping is used in the 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 measured to, at your 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 your address in the LLPG then we will use a manually identified point at the centre of your dwelling.