



**The Collaborative Learning Trust has determined (set and approved) the following admissions policy as Micklefield Church of England Primary Academy's admission arrangements for entry into the school during the September 2025 - July 2026 academic year.**

<b>Policy determined on:</b>	
<b>Policy determined by:</b>	The Collaborative Learning Trust

### **Admission Policy for Micklefield Church of England Primary Academy for admission in September 2025**

The Collaborative Learning Trust is the Admissions Authority for Micklefield Church of England Primary Academy. The Trust are responsible for determining the school's admissions arrangements including this policy and deciding who can be offered a place in accordance with the policy.

The Trust and the school welcome equally, applications from parents of the Christian faith, of other faiths and of no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

For applications in the normal admissions round (entry into Reception in September), all applications will be processed in accordance with the co-ordinated admissions scheme.

Applications should be made to your home Local Authority for a place at this school. The closing date for applications is **15 January 2025**. If your application is successful your home Local Authority will send you the offer of a place at the school on behalf of the Trust on **16 April 2026**.

Headteachers or school-based staff are not authorised to offer a child a place in Reception for September entry.

The Local Governing Committee makes the offer of places in all other year groups and for entry to Reception outside the normal admissions round (see 'In Year Admissions' below).

### **Published Admission Number for Reception**

30 places will be available at Micklefield Church of England Primary Academy for entry in Reception in September 2025.

Where there are fewer applicants than places available, all applicants will be offered a place.

Where Micklefield Church of England Primary Academy is the school named on a child's Education Health and Care Plan (EHCP), the child will be admitted to the school.

Where there are more applicants than places available, places will be offered to children in the following order of priority.

### **Priority 1**

- a) Looked after and previously looked after children (see note 1).
- b) Pupils without an EHC plan but who have Special Educational Needs, or exceptional medical or mobility needs, that can only be met at Micklefield Church of England Primary Academy (see note 2).

### **Priority 2**

Children with older brothers or sisters who will be attending Micklefield Church of England Primary Academy at the start of the 2025/26 academic year and are living at the same address (see note 3).

### **Priority 3**

Applicants who live in the defined catchment priority area for the school. The map showing the defined catchment priority area for Micklefield Church of England Primary Academy is shown at the end of the policy as *Appendix 1*.

You can apply for **any** school but if you live in our catchment area it means your application will receive a higher priority at our school than applicants who live outside the catchment area. **Living in the catchment area does not guarantee a place at the school.**

### **Priority 4**

All other applicants

### **Tie Break**

If we have more applications meeting one of these priorities than there are places available, we will offer places 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. (see note 4).

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, witnessed by an independent person.

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 where necessary.

## NOTES

### Note 1

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

- *in the care of a local authority*
- *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, including from state care outside of England*
- *became subject to a Special Guardianship order*
- *became subject to a Child Arrangements Order*

*You must submit evidence (to your home local authority) of your 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) with your application.*

### Note 2

The priority will be given to children based on their exceptional medical or social needs. '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 Leeds schools are expected to be able to meet these needs.

Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. This evidence must be submitted by a written request addressed to the Chair of Governors. If evidence is not submitted to the school with the application, a child's medical or social needs cannot be considered.

### Note 3

For these purposes, brothers and sisters must be living at the same address as the applicant 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 4

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.

*Parents are encouraged to read this policy alongside the latest information and guidance regarding admissions, provided by your Local Authority Admissions Team in their guidance booklet and published on the council's website. Parents should contact the school or the Local Authority Admissions Team to clarify which schools are their nearest schools.*

#### **Note 5 - Catchment priority areas**

Micklefield Church of England Primary Academy has a defined catchment area which is attached at the end of this policy as appendix 1.

You can apply for **any** school but if you live in our catchment area it means your application will receive a higher priority at our school than applicants who live outside the catchment area. **Living in the catchment area does not guarantee a place at the school.**

#### **Which address to use:**

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 \(leeds.gov.uk\)](https://www.leeds.gov.uk/making-changes-to-your-application) page.

### **Late Applications**

If you return the preference form after the deadline (15 January 2025) we 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 Co-ordinated scheme and we will adopt any late date they use.

### **Accepting Offers**

Parents will be asked to accept the offer of a place directly with our school. This will not affect your position on any waiting list for a higher preference, or the 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. This may leave your child without a school place.

### **Waiting List**

We hold a waiting list after national offer day. How to add your child to a waiting list will be explained in the offer or decision letter you are sent.

If your child is added to a waiting list after offer day and a place becomes available before the new school year starts, the Local Authority will automatically allocate the place at your higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if you have accepted that place.

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

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.

Please be aware that if your child is placed on a waiting list after offer day and a place becomes available at a higher preference school before the end of **August 2025**, your child will **automatically** be allocated the place at your higher preference school by the Council. This will automatically withdraw the place at a lower preference school, and this may then be allocated to another child.

## **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, distance measurements will be based on the school's permanent site.

## **Starting Reception Age**

Children are expected to start primary school in the September following their 4<sup>th</sup> birthday. Parents must ensure their child receives an appropriate full time education from the term following their fifth birthday. Parents can request that the start date for their child is delayed until later in the school year in the case of children who have not yet reached their 5<sup>th</sup> birthday, however where a place has been offered, this must be taken up by the beginning of the term after the child's 5<sup>th</sup> birthday, or at the latest, the start of term after the Easter break.

You can also request that your child attends part-time until he/she reaches compulsory school age. You should discuss delayed or part-time attendance with the school.

## **Admission out of chronological age (including deferment for summer born children)**

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.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors 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.

When such a request is made, the Governors will decide 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.

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

Students who are already working outside their 'normal age group' can apply in the same manner as other students within the relevant year group. Eg a student who is currently in Year 6 based on an earlier agreement to work outside of their chronological age can apply in the normal admissions round for admission to Year 7.

Applications for a student to join the school in a different year group to that already allocated will be considered by the school in line with section 2.17 of the Admissions Code. In this case parents must submit additional information to the school as requested by contacting the Headteacher.

### **In Year Admissions - applications outside the normal admission round**

We have the responsibility for considering requests to join our school in-year, or for Reception places after the start of the school year.

To apply for a place, an in-year online application form should be completed and returned to Leeds City Council. This is available on [www.leeds.gov.uk](http://www.leeds.gov.uk). The application will then be sent on to all the school(s) you have applied for and our school will decide whether we can offer a place.

If we refuse to offer a place, we will confirm this in writing to you, explaining the reasons, and that you have the right of appeal and we must tell you our decision within 15 school days. Your child will be added to our school'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. [Find out more including any current vacancies in Leeds schools.](#)

### **Appeals**

If you apply for a place at our school and an offer cannot be made, you have the right to appeal against the refusal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

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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 here: [School appeals \(leeds.gov.uk\)](http://www.leeds.gov.uk)

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).

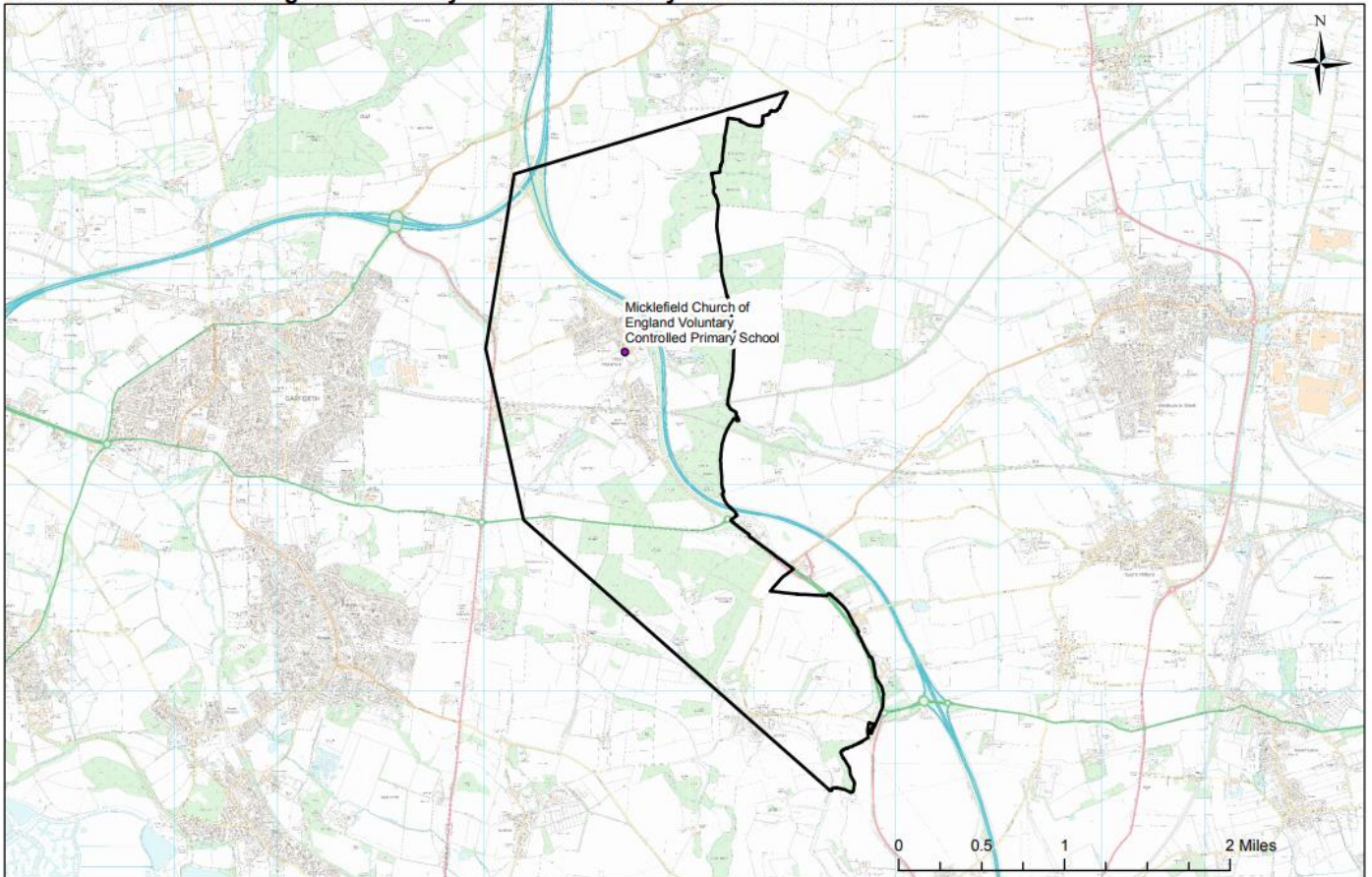
### **Fair Access Protocol**

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children. Leeds City Council's Fair Access protocol can be found at [www.leeds.gov.uk](http://www.leeds.gov.uk)



## Appendix 1 – Catchment Map

**Micklefield Church of England Voluntary Controlled Primary School catchment area**



Applicants living in the catchment priority area are not guaranteed a place, but their application would meet the Catchment Priority of the school Admissions Policy. It is not possible to represent the full detail of the catchment areas on this visual map. You can look up your individual address to check for priority at [www.leeds.gov.uk/apply](http://www.leeds.gov.uk/apply)  
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