

Elements Primary Academy admission arrangements for 2018

Introductory statement

Elements Primary School is a Free School and is part of the locally based Wellspring Academy Trust - www.wellspringacademytrust.co.uk

Elements Primary School will bring:-

- A love of learning that is built around emotional, intellectual, cultural and physical self-awareness
- Inspirational learning opportunities using 21st Century technologies
- Extended days and enrichment activities that include family learning
- Community engagement beyond the school day
- Experiential learning and a rich, exciting curriculum
- The ongoing celebration of children and their learning that is built into the curriculum and into the fabric of the school

The school will grow by two Reception classes per year until it is full in 2023. It will begin with two Reception classes.

Admission number(s)

The school has an admission number of 60 for entry in year Reception 2018.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

The Local Authority will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be sent to the Local Authority at the following address Leeds City Council PO box 837 Admissions Leeds LS1 9PZ or education.admissions@leeds.gov.uk

The closing date for applications is 15/01/2018

Offers will be made on 16/04/2018. If we have not entered into a funding agreement with the Secretary of State to confirm the opening of the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from:

<http://www.leeds.gov.uk/residents/Pages/Admissions-Primary-School.aspx>

Or you can call: 0113 222 4414

Oversubscription criteria

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

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.
2. Priority will next be given to the siblings of pupils attending the school, we offer priority for those who will have a sibling attending the school at point of entry. See notes below for a definition of 'sibling'
3. Priority will next be given to children who have Elements Primary Academy as their nearest primary school.
4. All other children.

Tie-break

If in categories 2 - 4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. Leeds Local Authority use a national computer system to measure the 'straight-line' distance from the centre of the main school building to your home address. The point the LA measure at your home address is determined by the Royal Mail Postcode Address File. This information provides coordinates for every dwelling. If your address cannot be matched with the Postcode Address File then the centre of your dwelling will be used.

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 supervised by someone unconnected to the admission authority.

If twins or triplets etc from the same family are tied for the final place, random allocation will not apply in their case, and we will admit them and exceed our admission number, as we are permitted to do by the infant class size rules.

Late applications

All applications received by the Leeds Local Authority, after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is

oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision 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.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by Leeds Local Authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the 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.

Appeals

All applicants refused a place have a right of appeal which is fully detailed on the Leeds City Council (LCC) website and is operated in accordance with the School Admission Appeals Code.

Appellants should contact the Local Authorities Admissions Team (The Admissions Team, PO Box 837, Leeds, LS1 9PZ) to request an appeal against a decision to refuse a place.

For information on how to appeal. Information on the timetable for the appeals process, please call 0113 222 4414 or visit the LCC School Admissions website: <http://www.leeds.gov.uk/residents/Pages/Admissions-Primary-School.aspx>

The Appeals Deadline is 16 May 2018. Leeds City Council will send appellants a Notice of Appeal Form, which appellants should complete and return to Leeds City Council (LCC), stating the grounds on which they are making the appeal.

LCC will write to appellants to let you know the appeal date 14 days before it takes place. LCC will send you documentation summarising the reasons for refusing the admission at least seven days before the appeal.

Notes:

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.