



# Primley Wood Primary School determined admission policy for September 2027 to July 2028

- Policy last determined on: 9<sup>th</sup> February 2026
- Policy determined by: Trust Board
- Published Admission Number (PAN): 30

This admissions policy applies to Primley Wood Primary School. We are a free school and our school's admission authority is Nishkam Schools Multi-Academy Trust.

## Children with a school named on their Education, Health and Care (EHC) plan

Children with a school named on their Education, Health and Care (EHC) plan will be given a place in our school.

## How we prioritise school places (oversubscription criteria)

If our school has more applications than places (called being oversubscribed) we will give children priority for places in the following order:

### Priority 1 – Looked after and previously looked after children

### Priority 2 – Children with exceptional social or medical needs that can only be met at our school

This priority is a request for admission to our school because your child has **exceptional needs** that can only be met at our school. It must be supported by professional evidence.

All schools in Leeds have experience of supporting a wide range of social and medical needs. However, in exceptional cases, there may be compelling reasons why a child needs to attend our school. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, our school and how our school can meet your child's needs in a way that no other school can. It must be supported by professional evidence.

Our Admissions Authority will review your request for this priority. Cases will be considered individually. A request would not be granted where a parent wishes for their child to attend a school based on the child's abilities, because their friends attend the school or due to childcare arrangements. Any request for this priority must outline why the child's circumstances are exceptional, and why only our school is suitable.

You must provide the following information to our school at the time you apply:

- Your child's name, date of birth and address
- What precise support your child requires due to their specific needs
- Why only our school can provide the support needed to meet your child's needs and no other school can
- What extra support or funding your child currently receives



You must attach supporting evidence from an independent professional, such as a medical specialist which confirms exactly what your child's needs are and why, in their view, only our school can meet that need. Without this evidence, your child's needs cannot be considered.

### **Priority 3 – Children who have a brother or sister attending our school**

To get this priority, the sibling must:

- live the same address as the child applying
- still go to our school when the child applying starts (in September)
- be a full, half, step or foster sibling (this priority does not include cousins or other family members sharing a house)

### **Priority 4 – other children, by straight line distance**

If none of the other priorities apply, your application will be considered under this priority.

### **If children meet the same priority (tie break)**

If two or more children live exactly the same distance from our school (i.e in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

Twins or other multiple birth siblings from the same family will be administered together. Where they are tied for the final place we will admit them all, exceeding the Published Admissions Number for our school.

### **How many children are admitted to a school (Published Admission Number)**

Our school has a Published Admission Number (PAN) of 30. This is the number of places we can admit into Reception in September 2027.

### **Application process (normal round)**

When applying to start in the entry year, all applications are coordinated by local authorities across England.

You apply to your home Local Authority by the closing date of the National Deadline in January 2027. All offers will be made by your home Local Authority on offer day 16<sup>th</sup> April 2027.

### **Applying after the national closing date**

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.

### **Definitions and special circumstances**

#### **Nursery**



You must apply for a place if you wish for your child to transfer to the reception class. A place in our nursery does not guarantee a place in our school as there is no priority for nursery attendance.

### **Distance measurements**

We use a straight line distance system provided by Leeds City Council admission team. The program measures the straight line distance from a defined LLPG point on the main school building to a defined point on your home address.

The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

### **Temporary school sites**

If our school is based on a temporary site for any reason we will base our distance measurements on our school's permanent site.

### **Which address to use**

Applications must use the child's permanent address where they usually live with a parent or carer. Using another address—such as that of a childminder, relative, or a short-term rental to secure a place—is considered fraudulent.

The school will investigate address concerns and may ask the local authority to amend offers. If a false or misleading address is provided, the place may be withdrawn even after the child has started school.

### **If the child lives in different properties (shared care)**

Only one address may be used on a school place application and must be where the child lives for most of the week. In shared care arrangements, parents must agree which address to use.

For normal round applications, if no agreement is reached, the local authority will determine the address based on where the child spends most of the school week, or, if time is equally shared, the address where the child is registered with their GP.

### **If parents disagree on an application made in the normal round**

Only one parent may submit a school place application. We cannot resolve disputes between parents; these can only be decided by a family court.

By applying, you confirm that you have the consent of everyone with parental responsibility. If two conflicting applications are received, both will be put on hold until we receive either written agreement from all parties or a court order confirming who should apply. School places may be offered to other applicants during this time.

If a place is needed, your home local authority may allocate a place at the nearest school with available spaces.

### **Moving home**

When offers are made on national offer day, we assume your address will remain the same when your child starts school in September. If you plan to move, you must still use your current address on your application.

Once you move, you must inform Leeds City Council and provide proof of the move, including evidence that you have left your previous address and proof of your new address. The school place offered may need to be changed. Further information is available on Leeds City Council's [Making changes to your application](#) page.

### **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.



## Waiting lists

We hold a waiting list after national offer day. Details on how to add your child will be included in your offer or decision letter.

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

Waiting lists are held for all year groups and operate as follows:

- Places are ranked according to the oversubscription criteria in the admissions policy
- The list is re-ranked whenever a child is added or removed, and your child may move down if another child has higher priority
- Waiting lists close at the end of the academic year (July); a new application is required to join the list the following year
- Looked after children, previously looked after children, and children placed through the Fair Access Protocol are given priority over those on the waiting list

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

All children can start Reception in the September after they turn four, and most children do well starting school at this age.

You must ensure your child receives full-time education from compulsory school age, which begins on 31 December, 31 March, or 31 August after their fifth birthday, whichever comes first.

After receiving a school place offer, you may delay your child's start date until later in the same school year, but not beyond the point they reach compulsory school age or after the start of the final term (after the Easter break).

If you think your child is not ready to start in September, you can discuss part-time attendance or a later start after the Christmas or Easter break.

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

Parents may request admission outside their child's normal age group, for example where a child is gifted and talented or has experienced difficulties such as ill health.

If a child is **summer born** (between 1 April and 31 August), parents may request admission to **Reception instead of Year 1**. Parents are encouraged to speak with any professionals involved, contact the school(s) they are considering to understand how younger children are supported, and read the [Department for Education guidance on summer-born children](#).

An **on-time application for the child's normal age group must still be submitted**, in case the request is not agreed. Requests should be made to **each school applied for**, as decisions may differ between schools.

Requests must be made in writing and should explain:

- why admission outside the normal age group is being requested
- which year group is being requested

Supporting evidence may be included, where available.

Each request will be considered individually by the Admissions Authority, based on the child's circumstances and best interests. This decision is **separate from the offer of a school place** and there is **no right of appeal**. School place offers are made in line with the admissions policy and oversubscription criteria.

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



### **Moving schools (in-year applications)**

These are requests to join our school in-year 1 to year 6, or for places in reception after the start of the school year starts 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 at [www.leeds.gov.uk/moveschools](http://www.leeds.gov.uk/moveschools) and [Primley Wood Admissions](#)

### **Appeals**

If your child is not offered a place at our school, you have the right to appeal. Appeals are managed by **Leeds City Council**.

For **Reception applications in the normal admissions round**, appeals must be submitted by Leeds City Council's published deadline to ensure they are heard before the start of the new school year. Deadlines and timescales are set out in [Leeds City Council's appeals timetable](#).

For **in-year applications**, appeals may be submitted at any time during the academic year. Where a refusal has been issued and appeal rights provided, appeals will be heard within **30 school days** of receipt.

### **Fair Access Protocol**

All schools are required to take part in the Fair Access Protocol. This is a legal requirement that applies to all schools in Leeds and operates separately from the admissions policy.

The protocol applies to **in-year applications** and aims to ensure that vulnerable children without a suitable school place are placed as quickly as possible. It also helps make sure that no school is asked to take an unfair share of vulnerable pupils.

If you believe the Fair Access Protocol may apply to your child's application, you will need to provide additional information.

[Read the Leeds Fair Access Protocol.](#)