



The Admissions Policy for Garforth Green Lane Primary School - 2010

Garforth Green Lane Primary School is a Foundation School which has a shared trust with a number of other local schools - The School Partnership Trust.

The Governing Body is the Admissions Authority for the school as part of the co-ordinated scheme with Education Leeds. Parents must apply for a place at the school using the common preference form which must be returned as specified on the form. Alternatively, parents may apply directly to Education Leeds online. Only under exceptional circumstances will late applications be accepted.

There will be 50 reception places available in September 2010.

Allocation of Places

Children with special educational needs, looked-after children or children fostered under an arrangement made by the local authority will be allocated a place in the school if it has been preferred by their parent or carer.

In the case of special needs we will consider those children who have a Statement and also those without a Statement who have exceptional medical or mobility needs which can realistically only be met by Garforth Green Lane Primary School. Applications in these categories must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking us to assess your child as having a stronger case than other children.

Included in the 'looked-after children' category will be any children who have been formally adopted during the twelve months preceding the submission of the preference form.

The Governing Body has set the following criteria and list of priorities for the allocation of the remaining places:

Priority 1

Children with brothers or sisters who will be at school at the start of the academic year. We can give priority for brothers and sisters if they are living in the same house and we receive your application by the closing date. (see Note 1)

Priority 2

We will consider applications as follows.

a) If there are enough places for everyone who has applied, we will offer every child a place.

b) If we have more applications than there are places, we will offer places first to children who have the school as their nearest school measured in a straight line (this does not include any voluntary-aided schools).

c) We will then offer places to other children living closest to the school measured in a straight line, where the school is not their nearest.

Tie Break

Should a situation of full subscription be reached at any point in the allocation process, the places remaining for that category of priority will be given to children living nearest to the school, as measured by a straight line between the home and the school. Education Leeds uses a national computer system to measure the 'straight line' distance from the centre of the school building to the child's home address. (see Note 2)

Notification of Places

In accordance with the co-ordinated admissions policy, on 1st March 2010 Education Leeds will make the formal offer of a place to parents or guardians on behalf of the Governing Body of the school. Parents should contact the school by telephone or letter before the end of March to either accept or reject the offer of a place. This will in no way affect parents' right of appeal for a place at another school.

Appeals Procedure

Parents who want to appeal against the Governors' decision not to offer their child a place at the school must appeal directly to the school. Appeals should be addressed to the Chair of Governors at the school within 10 days of receiving the decision letter from Education Leeds.

The appeal will be heard by an independent appeals panel. Parents will receive notification of the date and time of their appeal hearing, to which they can go and make their case. If they wish, parents may be accompanied by an advisor or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

Waiting List

A waiting list will be drawn up from unsuccessful applicants, giving priority in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list.

If a child has been placed on the waiting list, parents will be informed in March 2010 and are asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

Note 1

For these purposes, brothers and sisters must be living at the same address as your child. This also includes children living with the family, for example, foster children and stepchildren. The definition does not include cousins or families sharing a house.

Note 2

For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. When we make an offer, we assume your address will be the same in the following September but you must use your current address. If you move after the deadline of 17th October 2008, you must tell the school and Education Leeds of your new address.

Note 3

If a school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school's permanent site.

Note 4

We normally only allow children to start primary school at the appropriate age. This is the beginning of the academic year in which they will have their fifth birthday.

Note 5

Education Leeds has a protocol to admit '*hard to place*' children, outside the normal admission round and above the published admission number, in accordance with the DfES advice.