



**BRIGSHAW**  
LEARNING PARTNERSHIP

# Admission Policy 2025-26

## Swillington Primary School

### *Monitoring and Review of this Document:*

The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice.



**The Brigshaw Learning Partnership** is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, Registered Company Number 10301662, whose registered office is at The Brigshaw Learning Partnership, Brigshaw High School, Allerton Bywater, Castleford WF10 2HR

Providing a cradle to career education that allows our children to enjoy lives of **choice** and **opportunity**



## Document Controls

<b>Policy Document:</b>	Admissions Policy 2025-26 – Swillington Primary School
<b>Legislation/Category: Academy Schools</b>	<b>Legally required</b>
<b>Lead Staff Member:</b>	Headteacher
<b>Approved by:</b>	The Trust Board
<b>Date Approved:</b>	December 2024
<b>Revision Date:</b>	December 2025
<b>Review Frequency:</b>	Annually

Version	Date	Author	Changes
1.0	Feb 23	Trust Central Services	BLP Format
1.1	Dec 23	Trust Central Services	Updated for admission 2025-26



---

## Contents

<b>Introduction</b> .....	<b>4</b>
<b>1. How many children are admitted to a school (Published Admission Number)</b> .....	<b>4</b>
<b>2. Application process (normal round)</b> .....	<b>4</b>
<b>3. Children with a school named on their Education, Health and Care (EHC) plan</b> .....	<b>4</b>
<b>4. Nursery</b> .....	<b>4</b>
<b>5. How we prioritise school places (oversubscription criteria)</b> .....	<b>5</b>
5.1. PRIORITY 1: Looked after and previously looked after children.....	5
5.2. PRIORITY 2: Children with exceptional social or medical needs that can only be met at our school .....	5
5.3. PRIORITY 3: Children with a brother or sister attending our school .....	6
5.4. PRIORITY 4: Eligibility for the Early Years Pupil Premium who are attending the school nursery .....	6
5.5. PRIORITY 5: Distance .....	7
<b>Definitions and special circumstances</b> .....	<b>7</b>
Distance measurements .....	7
Temporary School Site.....	7
Early Years Pupil Premium and Free School Meals Pupil Premium.....	7
<b>6. Which Address to Use</b> .....	<b>8</b>
6.1. If the child lives in different properties (shared care):.....	8
6.2. If parents disagree on an application made in the normal round.....	8
<b>7. Applying after the national closing date</b> .....	<b>8</b>
<b>8. Moving home</b> .....	<b>9</b>
<b>9. Accepting Offers</b> .....	<b>9</b>
<b>10. Waiting Lists</b> .....	<b>9</b>
When your child must start at school (compulsory school age) .....	10
Admission out of chronological age (including deferment for summer born children).....	10
<b>11. Moving schools (in-year applications)</b> .....	<b>11</b>
<b>12. Appeals</b> .....	<b>11</b>
<b>13. Fair Access Protocol</b> .....	<b>11</b>
<b>14. Infant Class Size (Reception, Year 1 &amp; Year 2)</b> .....	<b>11</b>
<b>15. Links With Other Policies and Documents</b> .....	<b>12</b>
<b>16. Complaints</b> .....	<b>12</b>
<b>Appendix 1: Supplementary Information Form (SIF)</b> .....	<b>13</b>

---



# Introduction

**Board of Directors is the Admission Authority for *Swillington Primary School*.**

We 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.

---

## **1. 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 2025**.

## **2. 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 (the council who empty your bins) by the closing date of **15 January 2025**. All offers will be made by your home Local Authority on offer day **16 April 2025**. To apply, complete the Local Authority's online Common Application Form, naming **Swillington Primary School** as a preference on the form. The form can be found on the **Leeds Local Authority website: [www.leeds.gov.uk](http://www.leeds.gov.uk)**

In **April**, if you have been successful, your home Local Authority will send you the offer of a place at our school on behalf of the Trust (The Brigshaw Learning Partnership).

**National closing date: 15 January 2025**

**National offer Day: 16 April 2025**

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

National offer days are **16 April for reception**

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

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

Children with an Education, Health and Care Plan (EHCP) will be admitted to **Swillington Primary School** if **Swillington Primary School** is named on their plan.

## **4. 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.



## **5. How we prioritise school places (oversubscription criteria)**

In the event that more than **30 applications** are made for places in the Reception Year (called being oversubscribed), after the admission of pupils with EHCPs where **Swillington Primary School** is named, we will give children priority for places in the following order:

### **5.1. PRIORITY 1: Looked after and previously looked after children**

**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
- became subject to a Special Guardianship order
- became subject to a Child Arrangements Order
- were in state care outside of England and were then adopted

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 or state care outside England) with your application.

### **5.2. 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 **Local School Committee/Trust Board** 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.

### ***5.3. PRIORITY 3: Children with a brother or sister attending our school***

**To get this priority, the sibling must:**

- live at 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)

### ***5.4. PRIORITY 4: Eligibility for the Early Years Pupil Premium who are attending the school nursery***

Children eligible on **28th February 2025** for the Early Years Pupil Premium who are attending the school nursery at the time of application or children who are eligible on **28th February 2025** for the Free School Meals Pupil Premium. This priority does not include children who have only been eligible to receive Universal Infant Free School Meals.

A total of 6 pupils who are eligible for Free School Meals Pupil Premium or Early Years Pupil Premium will be admitted under this priority.

If you meet this criterion and are not eligible for priority 1, 2 or 3, you must attach supporting evidence and a Supplementary Information Form. See Appendix 1. The BLP will initially confirm eligibility for this priority using an electronic checking service such as the LGFL or the DfE Electronic Checking Service (ECS). This will be assessed on the first school day after **28th February**. If the ECS check reveals you are not currently eligible, you will need to provide further evidence to confirm eligibility.



### **5.5. PRIORITY 5: 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 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.

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.

## **Definitions and special circumstances**

### **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 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.

### **Early Years Pupil Premium and Free School Meals Pupil Premium**

The Early Years and Free School Meals Pupil Premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Your child will be eligible if they are registered as eligible for free school meals or have been registered as eligible for free school meals at any point in the past 6 years. The priority does include families who remain eligible for Free School Meals under the transitional arrangements related to Universal Credit.

You are eligible to be registered for Free School Meals Pupil Premium if you receive either: Income Support, Income-based Jobseekers Allowance, income-related employment and support Allowance, support [under Part VI of the Immigration and Asylum Act 1999](#), the guaranteed element of State Pension Credit, Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit, Universal Credit (dependent on amount of income).



## **6. 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.

### **6.1. 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.

### **6.2. 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.

## **7. 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 2025**, all applications submitted or changed will be treated as if they were on-time.

After **12 February 2025**, 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.

*Priority for Children eligible for the Early Years Pupil Premium or the Free School Meals Pupil Premium will not apply to late applications.*





## 8. 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 the 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](#).

## 9. Accepting Offers

Parents/carers 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/carers who do not wish to accept the offer, or do not accept the offer within a reasonable time, may have the place withdrawn. This will leave your child without a school place in September.

## 10. Waiting Lists

After offers have been made in April, you can ask for your child to go on the waiting list for our school.

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). *The priority for Free School Meals and Early Years Pupil Premium does not apply for late or in-year applications*
- 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



### ***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 thrive when starting school at age four.

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

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 a 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 recommend 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.

Our Trust Board of The Brigshaw learning partnership 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.

*The priority for Free School Meal and Early Years Pupil Premium does not apply to deferred applications.*

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.](#)



## **11. 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 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 and apply for a place, on the Leeds application portal at [www.leeds.gov.uk/moveschools](http://www.leeds.gov.uk/moveschools)

*The priority given to children who qualify for Free School Meals or Early years' Pupil Premium does NOT apply to in year admissions.*

## **12. Appeals**

If you have applied but not been offered 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).

## **13. Fair Access Protocol**

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 policy 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.](#)

## **14. Infant Class Size (Reception, Year 1 & Year 2)**

Admission to Reception, Year 1 and Year 2 classes is governed by Infant Class Size Legislation (Section 1 of [School Standards and Framework Act 1998](#)) which states that Infant Classes (Reception, Year 1 and Year 2) must not contain more than **30 pupils with a single teacher**.

Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.



## **15. Links With Other Policies and Documents**

**This SEND Policy is linked to the following policies and documents:**

[www.swillingtonprimary.com/sps/policies-1](http://www.swillingtonprimary.com/sps/policies-1)

- Special Educational Needs Disability Policy (SEND Policy)
- SEND information report
- Accessibility plan
- Public Sector Equality Duty: Equality information and objectives statement for publication
- Supporting Pupils with Medical Needs Who Cannot Attend School Policy
- Behaviour policy
- Attendance policy
- Safeguarding / child protection policy
- Complaint's policy

## **16. Complaints**

An individual wishing to make a complaint about any Admission matter should discuss this with the school in the first instance.

- If the complaint can be dealt with by pursuing an admission appeal, the school will advise parent(s) / carer(s) of this.
- If the issue is not resolved and can't be dealt with by pursuing an admission appeal, then a complaint may be made, following the complaints procedure as set out in the Brigshaw Learning Partnership Complaints Policy. [Click here for the Trust Policies.](#)



## Appendix 1: Supplementary Information Form (SIF)

### BLP Admissions Supplementary Information Form

This additional form is to be completed in addition to the Common Application Form (CAF) from your local authority if you wish your child to be considered under priority 4 or 5 of the over subscription criteria: Children eligible\* to be registered for free school meals Pupil Premium or children in receipt of the Early Years Pupil Premium and attending the school nursery.

This does not include children who have only been eligible to receive Universal Infant Free School Meals. This form does not constitute a valid application for a place. This form must be sent direct to the school you are applying to by **15<sup>th</sup> January 2025**. If you are applying to other BLP schools, one form can be completed for all schools.

<b>Schools within the BLP Trust which you are applying for – cross out schools you are <u>not</u> applying for</b>	Allerton Bywater/ Methley/Kippax North/ Kippax Ash Tree/Kippax Greenfield/Swillington
<b>Surname of child</b>	
<b>First name of child</b>	
<b>Date of birth of child</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Contact telephone number</b>	
<b>Name of Parent</b>	
<b>Parent's date of birth</b>	
<b>What pupil premium are you in receipt of?</b>	Early Years/ Free School Meals/ Looked after child
<b>National Insurance number of parent/carer</b>	
<b>National Asylum Seeker support reference number (NASS)</b>	

*NI number or NASS will be used to check your child's eligibility to Pupil Premium using an electronic checking service such as the LGFL or the DfE Electronic Checking Service (ECS)*

**Declaration:** I confirm that the details supplied are correct and agree that the school can use the information provided to process my application to be considered under priority 4 of the over subscription criteria: Children eligible to be registered for Free School Meals or Early Years' Pupil Premium, By signing this form, I am confirming that I have read and fully understood the above declaration.

Signed: .....

Name of parent: .....Date.....

**N.B. This form must be signed by the person who is in receipt of the qualifying benefit**



If you use assistive technology (such as a screen reader) and need a version of this document in a more accessible format, please contact us. It will help us if you say what assistive technology you use.

**\*Free School Meals Pupil Premium eligibility for the purposes of the school's admission policy you are considered to be entitled to Free School Meals Pupil Premium if you or your child receive the following:**

- Universal credit
- Income Support
- Income-based Jobseekers Allowance
- an Income-related Employment and Support Allowance
- support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit