

# Admissions Policy

## 2026-2027

Approved by: Full Governing Body  
Date: February 2025  
Review date: March 2026



Knowledge



Spark



Humanity



Grit



Team

The Chief Executive of Leeds City Council makes the offer of a school place at Clapgate Primary School for Reception on behalf of the Governing Board who are the admitting authority.

Headteachers or school-based staff are not authorised to offer a child a place for Reception for September entry. The Governing Board of Clapgate Primary School makes the offer of places in all other year groups and for entry to Reception outside the normal admissions round.

60 places will be available at Clapgate Primary School in all year groups (excluding Nursery) this includes entry into Reception in September 2026.

Where Clapgate Primary School is the school named on a child's Education, Health and Care Plan (EHCP), the child will be admitted to our school providing we can meet their individual needs.

Where there are fewer applicants than places available, all applicants will be offered a place. Where there are more applicants than places available, places will be offered in the following order of priority.

#### **Priority 1**

- a) Children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority (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 a specific school (see note 2).

#### **Priority 2**

Children with older brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 3).

#### **Priority 3**

We will give priority to applicants who live in the defined catchment priority area for the school. The maps showing the defined catchment area for Clapgate Primary School is shown at the end of the policy as appendix 1. (see note 5)

#### **Priority 4**

Any other children, in order of distance

#### **Tie Break**

If we have more applications which meet one of these priorities than there are places available, we will offer places first to children living nearest the school, measured in a straight line (see note 4).

If we have more applications which meet one of these priorities than there are places available, we will offer places first to children living nearest the school, measured in a straight line (see note 4).

In the unlikely event that 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.

### **Note 1**

A “looked after child” is defined as a child who, at the time of making the application is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

A “previously looked after child” is defined as a child:

- who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order, or
- who has been in state care outside of England and ceased to be so as a result of being adopted

If you are making an application under the priority for a previously looked after child, you will need to complete a Priority 1a Supplementary Information Form at appendix B and send this with a copy of the court order so the LA can verify this priority.

### **Note 2**

The priority will be given to children based on their exceptional medical or social needs. Each application must include a 1B Supplementary Information Form at appendix C along with supporting evidence, from a medical specialist or social worker of the child’s need and why the child must attend one particular school rather than any other, based on those needs. If the evidence is not submitted to Clapgate Primary School with the application, a child’s medical or social needs cannot be considered.

Cases will be considered individually by a LA professional panel and where necessary in consultation with the school that has been preferred.

### **Note 3**

For these purposes, brothers and sisters must be living at the same address as your 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**

In Leeds, we use a straight-line distance system. The Local Authority use a national computer system to run the school-admission system. As part of this system there is a programme that measures the ‘straight-line’ distance from a defined point on the main school building to your home address. The point we measure to your home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If we are not able to match your address with the LLPG then we will use the centre of your dwelling.

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

Clapgate Primary School has a defined catchment area which is attached as a map on our website and at the end of this policy

You can apply for any school but if you live in the catchment area for Clapgate Primary School, your application will receive a higher priority at Clapgate Primary School than applicants who live outside of the catchment area. Living in the catchment area does not guarantee a place at the school.

## **Address**

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. We will investigate any queries about addresses and, depending on what we find, we may withdraw your offer of a school place.

Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received 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.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell the Local Authority your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean the Local Authority have to change your school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

## **Late Applications**

If you return the preference form after the deadline we cannot guarantee to consider your preferences at the same time as those received on time. Any applications returned after **12 February 2026** will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications received at that point will be considered before placements are made (where no preference could be met).

## **Accepting Offers**

Parents will be asked to accept the offer of a place directly with Clapgate Primary 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

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 2026**, your child will automatically be allocated the place at your higher preference school. This will automatically withdraw the place at a lower preference school, and this may then be allocated to another child. Waiting Lists will remain until the end of the academic year (July 2027).

### **Temporary School Site**

If a school should 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.

### **Starting Reception Age**

Children are expected to start primary school in the September following their 4<sup>th</sup> birthday. You must ensure your 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.

### **Deferment for summer born children (admission out of chronological age)**

Parents of children born between 1 April 2021 and 31 August 2021 who wish to defer entry into reception until September 2027 should still apply in the normal admission round for 2026, and indicate this on their preference form. Any such request should be made in writing, by letter, with any available supporting evidence, addressed to the Chair of the Governing Body at the same time as the application is made to the Local Authority.

The Governing Body will make a decision about whether to agree a deferment.

### **Applications outside the normal admission round (in-year applications)**

All applications outside the normal admission round should be made using an in-year application form (ICPF). The form should be returned to Clapgate Primary School. The school will contact you directly to confirm whether they can offer a place. If the school is full you will be offered a right of appeal and will be added to the waiting list.

Where a vacancy arises, places will be offered based on the published oversubscription criteria within this policy.

Where no house move has taken place, you will be offered a place to start at the beginning of the next term, unless no other accessible school place is available to you.

You can find out about vacancies in schools on [www.leeds.gov.uk](http://www.leeds.gov.uk).

### **Appeals**

Where we have not offered a place at the school you preferenced, you have the Right to Appeal against the refusal to offer a place. Leeds City Council has an appeals timetable containing deadlines and timescales which can be found at [www.leeds.gov.uk](http://www.leeds.gov.uk)

Appeals against a decision for a transfer of school place, outside the normal admission round, 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 in-year application has been processed and the right of appeal has been issued).

### **Fair Access Protocol**

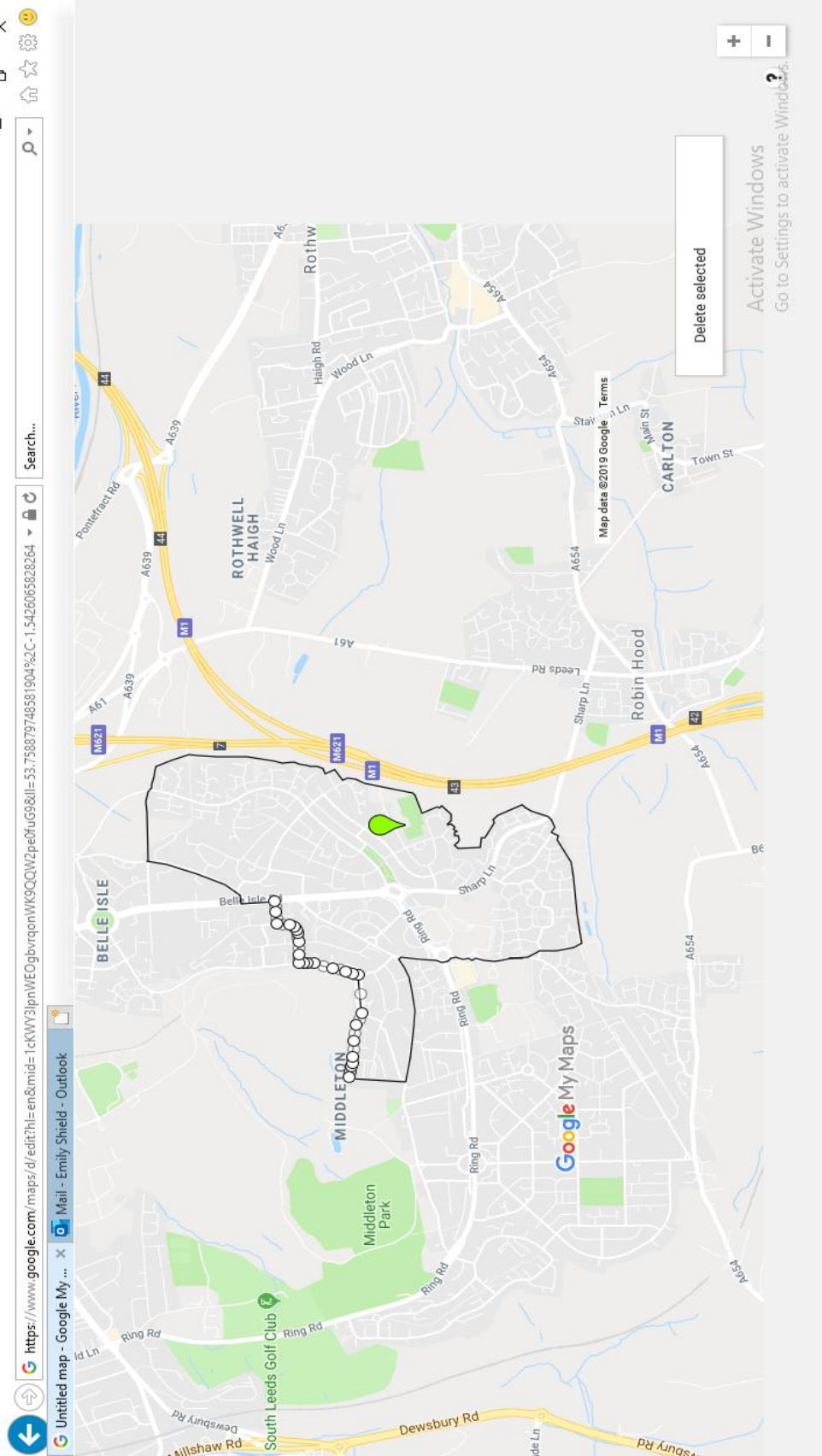
All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. Its aim is to make sure the most vulnerable children are offered a place 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 A - Catchment map**

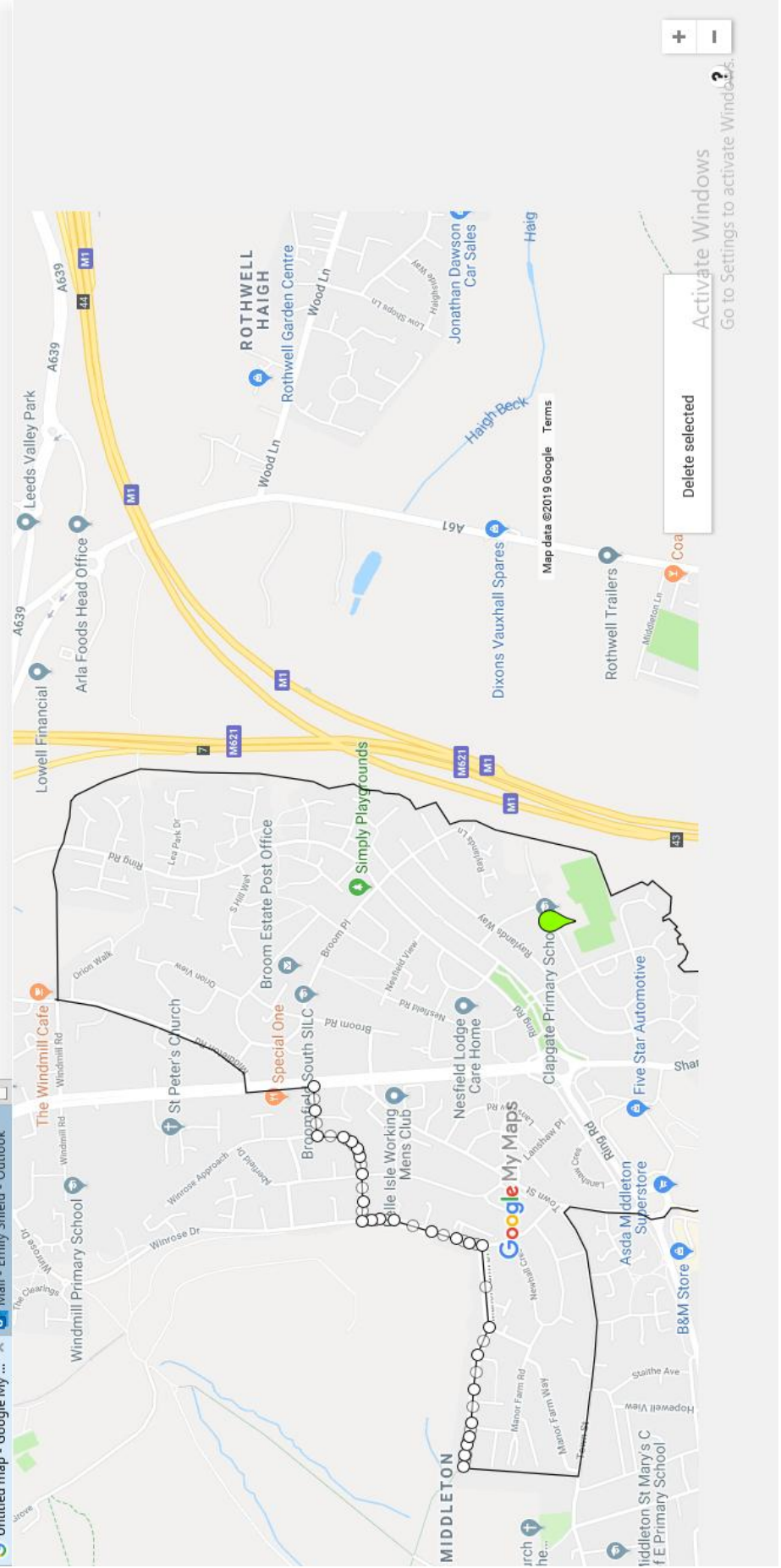
### **Appendix B – Schools Admissions Priority 1a – Supplementary Information Form**

### **Appendix C – Priority 1b Admissions – Supplementary Information Form**

# Appendix A - Catchment Map







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