



ADMISSIONS POLICY FOR 2026-2027

Responsible Person/Author:	COO
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Introduction

This document sets out the framework of Resilience Multi Academy Trust for admission to Churwell Primary Academy. The desire of the Trust is for the Academy to be an all-inclusive, all-ability academy which serves the needs of children in the local community where the Academy is situated.

The Trust is committed to delivering a fair and transparent admissions process which meets statutory requirements and guidance issued by the Department for Education as well as meeting its duties under the Equality Act 2010.

Procedure for Nursery entry

The admission arrangements are:

Children will be admitted to Churwell Primary Academy nursery for free nursery education on the relevant term following their third birthday. Children below eligible age will not be admitted.

If your child is born between 1 April and 31 August they are eligible for a free place from:
1 September following their third birthday until statutory school age.

If your child is born between 1 September and 31 December they are eligible for a free place from:
1 January following their third birthday until statutory school age.

If your child is born between 1 January and 31 March they are eligible for a school place from:
1 April following their third birthday until statutory school age.

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

Procedure for Primary Academy entry

All children can start Reception in the September after they turn 4 and most children thrive when starting school at age 4.

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, speak to the academy about starting part time, or after Christmas or Easter break.

1. There are 60 places available.

2. Application for places at the Academy will be made in accordance with the Local Authority's Common Application Form as published by the Leeds City Council. Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
3. Parents wishing to apply for a place should name the Academy as one of the preferences on the local authority website by completing an online application submitting it by the national closing date of 15 January. There is a strict deadline for the completion of the online application. Those received by the deadline will be considered first.
4. Parents residing outside of Leeds who wish to apply for a place should complete and return an application to their own local authority.

Accepting offers

You will need to accept the offer of a school place directly with the academy. 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 may be withdrawn. This will leave your child without a school place in September.

Oversubscription Criteria

The Academy will admit up to 60 children in reception. All applicants will be admitted if 60 or fewer children apply.

If the Academy is oversubscribed, which means we have more applications than places, after the admission of children with an Education, Health, and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

1. Looked after children or children who were previously looked after by a local authority or those who have been in state care outside of England and ceased to be so because of being adopted.

See note 1 for a definition of the above terms.

2. Children who have exceptional social or medical need, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services.

Prioritisation will be decided based on the information received and parents will be informed by the Academy if the application meets the criterion before the end of December. See note 2 for how to apply.

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 the Churwell Primary Academy. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, our Academy and how our Academy can meet your child's needs in a way that no other school can. It must be supported by professional evidence.

The Academy Local Review 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 the Academy based on the child's abilities, because their friends attend the Academy or due to childcare arrangements. Any request for this priority must outline why the child's circumstances are exceptional, and why only Churwell Primary Academy is suitable.

You must provide the following information to our Academy to office@churwellprimary.org.uk 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 Academy 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 Academy can meet that need. Without this evidence, your child's needs cannot be considered.
3. Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission. See note 2 for a definition of sibling.
 4. Children who live in the catchment priority area for Churwell Primary Academy. A plan of the catchment priority area is appended to this policy.
 5. All other children, by straight line distance. If none of the other criteria apply, your application will be considered under this criterion.

Notes

1. A looked after child is a child who is (a) in the care of a local authority, or (b) 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 a child who was previously looked after but who left care through an adoption order, child arrangements order or special guardianship order.

Children previously in care outside of England are those who have been looked after by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

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.

2. The term siblings includes brothers, sisters, half, adopted, step or foster brothers or sisters living at the same address. It does not include cousins or other family members sharing a house. Where siblings such as twins or triplets apply for the same year group and one sibling gains a place, the other sibling(s) will be offered a place(s) even if this is above the admission number.

Distance measurements

3. We use a straight-line distance system provided by Leeds City Council admission team. The program measures the straight-line distance from a defined 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

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

Which address to use?

5. When you apply you must use the child's permanent address, where they usually live with their parent or carer - this is the address of a person holding parental responsibility for the child. 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 to secure an Academy place is considered a fraudulent application. We will investigate all queries about addresses, and we could ask the local authority to change the Academy place offer.

If we find out that an intentionally misleading or false address has been given to get an Academy place, the place may be withdrawn even if the child has already started at our Academy.

If the child lives in different properties (shared care)

6. Only one address can be used on your application for a school place, and this should be the parent address where the child lives for most 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 parent address will be used. This decision will be based on where the child spends most 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 at the closing date.

If parents disagree on an application made in the normal round

7. 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.

Moving home

When offers are made on national offer day, we assume your address will be the same when you start our Academy place in July. 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 have 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.

If children meet the same priority (tie break)

8. In any priority, if children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our Academy. For example, if there are 4 places remaining at our Academy and 5 children have asked for a place at our Academy, the 4 children living closest to the Academy will be allocated those places.

If two or more children live the same distance from our Academy for example, in a block of flats, and there are not enough places for both, we will draw lots. An independent person will witness this.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place, we will admit them all, exceeding the Published Admissions Number for our Academy.

Calendar for admission

November January	Local authority booklet and common application form is made available. Deadline for receipt of: <ul style="list-style-type: none">• Local authorities' common application/preference form.• Letters or emails and any documentation in respect of exceptional need.• Letters or emails in relation to applications under children of staff oversubscription criteria
April	Local authorities write with offers made to parents for all schools in their schemes. In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list until 31 December.

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. All offers will be made by your home Local Authority on offer day 16 April 2026

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.

In-year admissions

From September 2026 there are 60 places in each year. Vacancies are not offered based on the length of time children have been on the waiting list. They are filled in coordination with the local authority and in line with the oversubscription criteria stated above. It is possible, that a child may be added to the waiting list who qualifies more highly under the criteria than children already on the list. If a place becomes available, the list will be ranked in line with the oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the Academy in accordance with the Fair Access protocol take precedence over those on a waiting list.

Parents seeking in year admissions should make application via the Leeds Local Authority centralised online application process.

Where a place is offered, and the place is accepted, we shall plan for your child to start the Academy as soon as possible. If the decision letter informs you that a place cannot be offered to your child at the Academy, you will be advised of your right of appeal to an independent appeal panel.

Details of children refused admission at the Academy will be included on the Academy's waiting list. The Academy maintains the waiting list, in accordance with the Academy oversubscription criteria. Parents will need to complete a new in-year application each academic year they wish for their child's details to remain on the waiting list.

Fair access protocol

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the local authority, to admit a proportion of these children.

Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group, for instance, where a child is summer born or the child is gifted or talented or where a child has suffered from learning, social or medical issues impacting his or her schooling.

When such a request is made, the Local Review Board will decide based on the circumstances of the case and in the best interest of the child concerned, considering the view of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the Clerk to the Local Review Board at office@churwellprimary.org.uk to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Enclosed with this should be any evidence in support of their case; some of the evidence a parent might submit could include:

- Information about the child's academic, social, and emotional development.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

It is for parents to decide the evidence they wish to submit in support of their application for admission outside of their normal age group. There is no expectation on parents to provide professional evidence they do not already have.

The Academy LRB will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The Clerk to the LRB will inform the parents whether the request for admission out of age group has been agreed or the reason for any refusal.

Where the LRB refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.

Waiting lists

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

Appeal

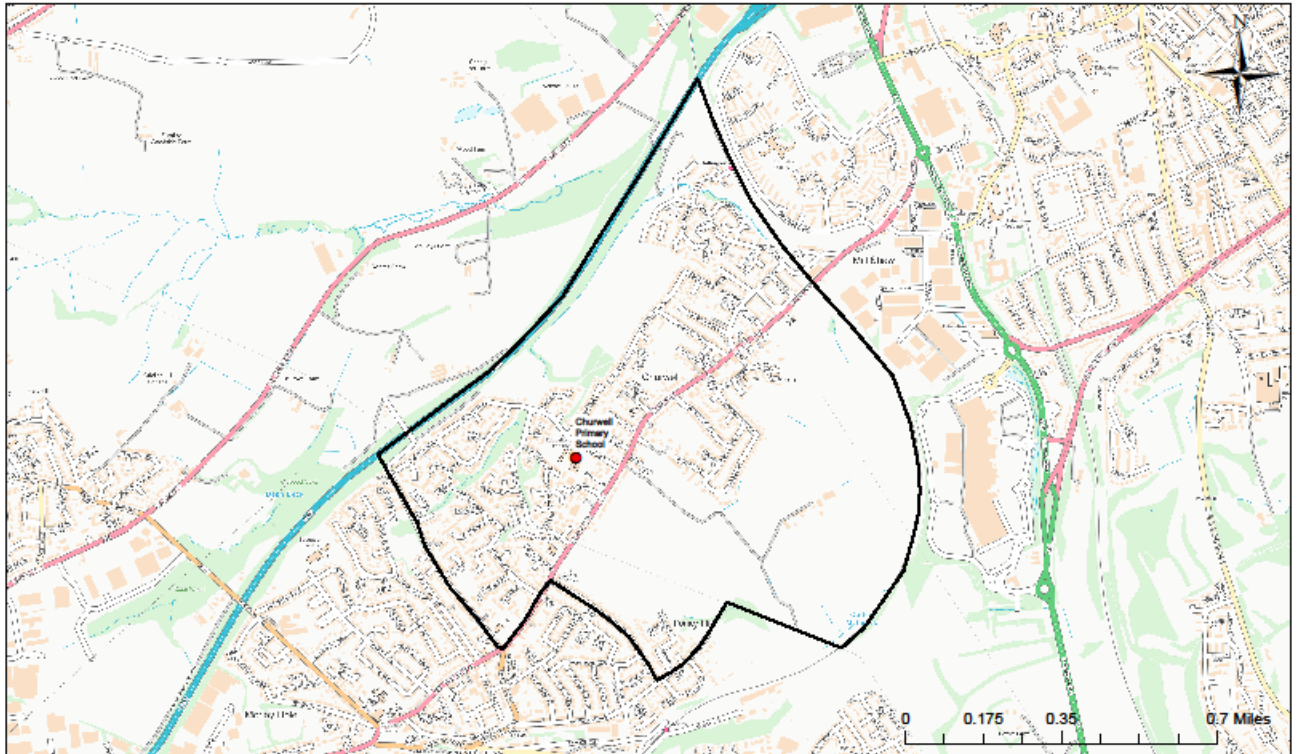
All parents whose children are refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. This is a legal process and places are not 'reserved' for appeal panels to offer.

If you have applied but not been offered a place at our school, you have the right to appeal. Leeds City Council arrange our appeals.

Appeals submitted for a year 7 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).

Churwell Primary School Catchment Area



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This map produced by the Children's Performance Service, Children's Services, Leeds City Council.

Applicants living in the catchment priority area are not guaranteed a place, but their application would meet the catchment priority of the school's admission policy.
You can look up your individual address at www.leeds.gov.uk/apply to check if it has any priority.

Legend	
	School
	Catchment Area