

## Admission Policy for Cookridge Primary School for admission in September 2026

The Governing Body is the Admissions Authority for Cookridge 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.

For applications in the normal admissions round (entry into Reception in September), all applications will be processed in accordance with the co-ordinated admissions scheme.

Applications should be made to your home Local Authority for a place at our school. The closing date for applications is **15 January 2026**. If successful, on **16 April 2026**, your home Local Authority will send you the offer of a place at our school on behalf of the Governing Body.

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

The Head teacher on behalf of the Governing Body makes the offer of places in all other year groups and for entry to Reception outside the normal admissions round.

## Published Admission Number for Reception

**45** places will be available at Cookridge Primary School for entry in Reception in September 2025.

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

Where Cookridge Primary School is the school named on a child's Education Health and Care Plan (EHCP), the child will be admitted to the school.

Where there are more applicants than places available, places will be offered to children in the following order of priority:

### 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.

### Priority 2 – Children with exceptional social or medical needs that can only be met at a specific community or voluntary controlled school

This priority is a request for admission to one specific school because your child has exceptional needs that can only be met at that 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 this case and applicants will need to clearly demonstrate the connection between your child's need, our school and how our school (Cookridge Primary) can meet your child's needs in a way that no other school can.

A request would not be granted where a parent wishes for their child to attend 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 with your application:

- your child's name, date of birth and address
- the name of the one school you are requesting this priority for

- 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 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

Cases will be considered individually by the school on behalf of the governing body.

### **Priority 3 – Children who have a brother or sister attending the 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 – Children who have a parent/carer employed by Cookridge Primary School at the time of application**

- where the member of staff has been employed at the school for two or more years at the time at which the admission to the school is made, and/or
- the member of staff is recruited to fill a vacant position for which there is a demonstrable skill shortage

### **Priority 5 – Children who live in the catchment priority area for the school**

We will give priority to applicants who live in the defined catchment priority area for the school. The map showing the defined catchment priority area for Cookridge Primary School is shown at the end of the policy as *appendix 1*.

You can apply for **any** school but if you live in our catchment area it means your application will receive a higher priority at our school than applicants who live outside the catchment area. **Living in the catchment area does not guarantee a place at our school.**

### **Priority 6 – 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)**

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 the school. For example, if there are 4 places remaining at the school and 5 children all live in the priority catchment area, the 4 priority catchment children living closest to the school will be allocated those places.

The Local Authority use a straight line distance system. 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 the Local Authority measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If they are not able to match your address with the LLPG then we will identify a point at the centre of your home. If a school is based on a temporary site for any reason we will base our distance measurements on the school's permanent site.

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

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 the school.

### **Address**

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.

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, the school place offer could be withdrawn even if the child has already started at the school.

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 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, Leeds City Council will decide which parent address will be used, based on where the child spends the majority of the school week. If the child spends equal time with each parent, we will use the address where the child is registered with their doctor at the closing date

## **Moving Home**

When we make an offer, we assume your address will be the same when you take up the 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 us your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your the new address. We may have to change the school place offered to you.

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.

## **Parental Disputes**

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 receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until we have received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

We 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.

## **Late Applications**

If you return the preference form after the deadline (15 January 2026) 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.

## **Accepting Offers**

Parents 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. 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.

## **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

## **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.

## **Starting Reception Age**

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 your offered school about starting part time, or after Christmas or Easter break

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

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1<sup>st</sup> April and 31<sup>st</sup> August) may request that the child be admitted out of their normal age group, to Reception rather than Year 1. We recommended you:

- talk to any professionals involved with your child about your request
- contact the school to understand what they do to meet the needs of our youngest children
- [read the Department for Education guidance on Summer born children](#)

Parents should apply in the normal admission round and also submit a written request addressed to the Head teacher on behalf of the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head teacher and any supporting evidence provided by the parent.

There is no right of appeal against a decision relating to admission out of chronological age.

### **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) which is available from Leeds City Council.

The application should be made to Leeds City Council Admissions team who will then notify our school about the application. Our school will contact you directly to confirm whether we can offer a place. If our 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 <https://www.leeds.gov.uk/schools-and-education/school-admissions/moving-schools>

### **Appeals**

If you apply for a place at our school and an offer cannot be made, you have the right to appeal.

Appeals submitted for a reception place in the normal round will need to be received by the Local Authority/Council's deadline to guarantee being heard before the new school year starts.

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).

### **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 legal requirement and the Protocol applies to all Leeds schools.

The protocol 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. <https://www.leeds.gov.uk/schools-and-education/composite-prospectus/fair-access-protocol>



