Meadowfield Primary School

Admissions Policy

2026/27

Latest consultation on this policy	23 November 2020 to 11 January 2021
Policy determined	12 December 2024
Policy determined by	**Red Kite Learning Trust Board**

Introduction

Red Kite Learning Trust (RKLT) is a Multi-Academy Trust (MAT) made up of 16 schools in North and West Yorkshire; serving children, young people and their families, from nursery through to sixth form.

Red Kite Learning Trust is the admission authority for the schools within the Trust and as such is responsible for setting fair, clear and objective arrangements and criteria for each constituent school. In doing so, the Trust has complied with the School Admissions Code 2021, Equality Act 2010, Human Rights Act 1998 and the School Standards and Framework Act 1998. The Secretary of State does have the power to vary this requirement where there is demonstrable need.

It is the responsibility of the Local Governing Board of each school to work with Leeds City Council, to ensure that the policies agreed by the Trust are correctly administered for each school.

Trust schools who wish to make alterations to their admission arrangements, including the admission number, must seek approval from the Trustees as part of the consultation process. Schools must be aware of the current School Admissions Code and ensure they work to this at all times.

Whilst Red Kite Learning Trust is the admission authority for each of the schools, parents applying for the main entry into school (Reception) apply via the Common Preference Form (CPF) of the local authority in which they live. Leeds City Council will provide the Common Preference Form for families who live in Leeds and will also notify these families of allocated places on National Offer Day.

Allocation of places

The school has a published admission number (PAN) of **60** for entry into Reception.

The school will accordingly admit the published admission number (PAN) of pupils each year if there are sufficient applicants. Where fewer applications than the PAN for Reception are received, the Trust will offer places at the school to all those who have applied. If there are more applicants than there are places available in the relevant year group, places will be allocated in line with the oversubscription criteria below.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

Priority Group 1

Looked after children and all previously looked after children for whom the school has been expressed as a preference.

A previously looked after child is any child who was previously looked after but stopped being so because they were adopted, including children who appear to the admission authority to have been in state care outside of England and cease to be in state care as a result of being adopted, became subject to a special guardianship order or became subject to a child arrangements order (see note 1).

Priority Group 2
Children without an EHCP but who have special educational needs, or with exceptional medical, mobility or social needs, which can only be met at the school (see note 2).

Priority Group 3
Children with a sibling who is on the school admission register (aka the school roll) on National Offer Day and is living at the same address (see note 3).

Priority Group 4
Children who have a parent employed by **Red Kite Learning Trust as an established staff team member within Meadowfield Primary School** at the time of application (see note 4).

Priority Group 5
Children living in the catchment area of the school (see note 5).

Priority Group 6
Any other children, by distance from the school (see note 5).

Tie Break

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (for example, but not by way of limitation; flats) or otherwise equidistant from the school, then any final place will be randomly allocated by the drawing of lots.

This process will be verified by a scrutineer, who is independent of the school for which the allocation is to be made.

Lots will not be drawn for twins or other multiple birth siblings from the same family. Where they are tied for the final place they will all be admitted, exceeding the PAN for the school.

Notification and Acceptance of Places

In accordance with the Coordinated Admission Scheme, on 16 April 2026, Leeds City Council will make the formal offer of a place to parents on behalf of the Trust. Parents must contact the school in writing, by 1 May 2026 to either accept or reject the offer of a place. This will in no way affect an applicant's right of appeal for a place at another school.

Written confirmation of offer acceptance or rejection of a place at Meadowfield Primary School must be addressed by e-mail to: info@mps.rklt.co.uk **or** by recorded delivery to: School Admissions, Meadowfield Primary School, Halton Moor Avenue, LS9 0JY

Alternatively, parents who are unable to access the internet may present in person at the school office to complete written acceptance or rejection of an offer.

Parents who do not wish to accept the offer, or do not accept the offer by the deadline, may have the place withdrawn.

Appeals Procedure

Parents may appeal against the Trust's decision not to offer their child a place at the school. The appeals are arranged by Leeds City Council.

Appeals submitted for a Reception place, for a child to start school at the beginning of the academic year in September 2026, will need to be received by Leeds City Council's deadline to guarantee being heard before the new school year starts (see below link).

Find Leeds City Council's appeals timetable containing deadlines and timescales

Appeals will be heard by an independent panel. Parents will receive notification of the date and time of their appeal hearing, which they can attend in person or remotely to 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.

Note 1

This applies to all looked after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Children's Act 2002. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

If an application is made under the priority for a previously looked after child, 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.

A child is regarded as being in state care outside of England, if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Note 2

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because the Trust will need to assess the child as having a stronger case than other children.

This evidence must be submitted by a written request addressed to the school. If evidence is not submitted to the school at the time of sending the application to Leeds City Council, a child's medical, mobility or social needs cannot be considered.

The supporting evidence should set out the particular medical, mobility or social reason(s) why Meadowfield Primary is the **only** school which can meet the child's needs and the difficulties that would be caused if the child had to attend another school.

'Social need' does not include a parent's wish that a child attend the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions as all schools are expected to be able to meet these needs.

Note 3

For these purposes, siblings must be living at the same address as the child who is applying. A sibling is a pupil who shares one or more parent (whether biological, step, foster or by adoption) with the applicant. This does not include siblings attending any nursery provision affiliated to or with the school.

Note 4

In order to meet this requirement, the member of staff must fulfil either or both of these circumstances:

a) where the member of staff has been employed within the school staff team for two or more years at the time at which the application for admission to the school is made, **and/or**

b) the member of staff is recruited into the school staff team to fill a vacant post for which there is a demonstrable skill shortage.

'Established staff team member' refers to any permanent full or part-time employee with a contract of employment, fulfilling any role within the team of the school being applied for. This does not include those on casual worker or self-employed contracts, for example, but not by way of limitation; external contractors, invigilators, or others on zero hours contracts or members of central teams (for example, but not by way of limitation; cluster, teaching school etc.). Applications made under this priority will be referred to the admission authority for assessment.

Note 5

If there are insufficient places to admit all children who live in the catchment area, straight-line distance will then be used (see below for methodology). This means those living closest to the school, within the catchment area, would be offered a place before those living further away.

If there are still places available after allocating to children in the catchment area, then they will be offered on straight-line distance with those living closest to the school being offered a place before those living further away.

In order to check the catchment area for a particular address, Leeds City Council School Admissions Team can be contacted directly: School admissions (leeds.gov.uk)

The following online tool is also available: https://forms.leeds.gov.uk/SchoolCatchment

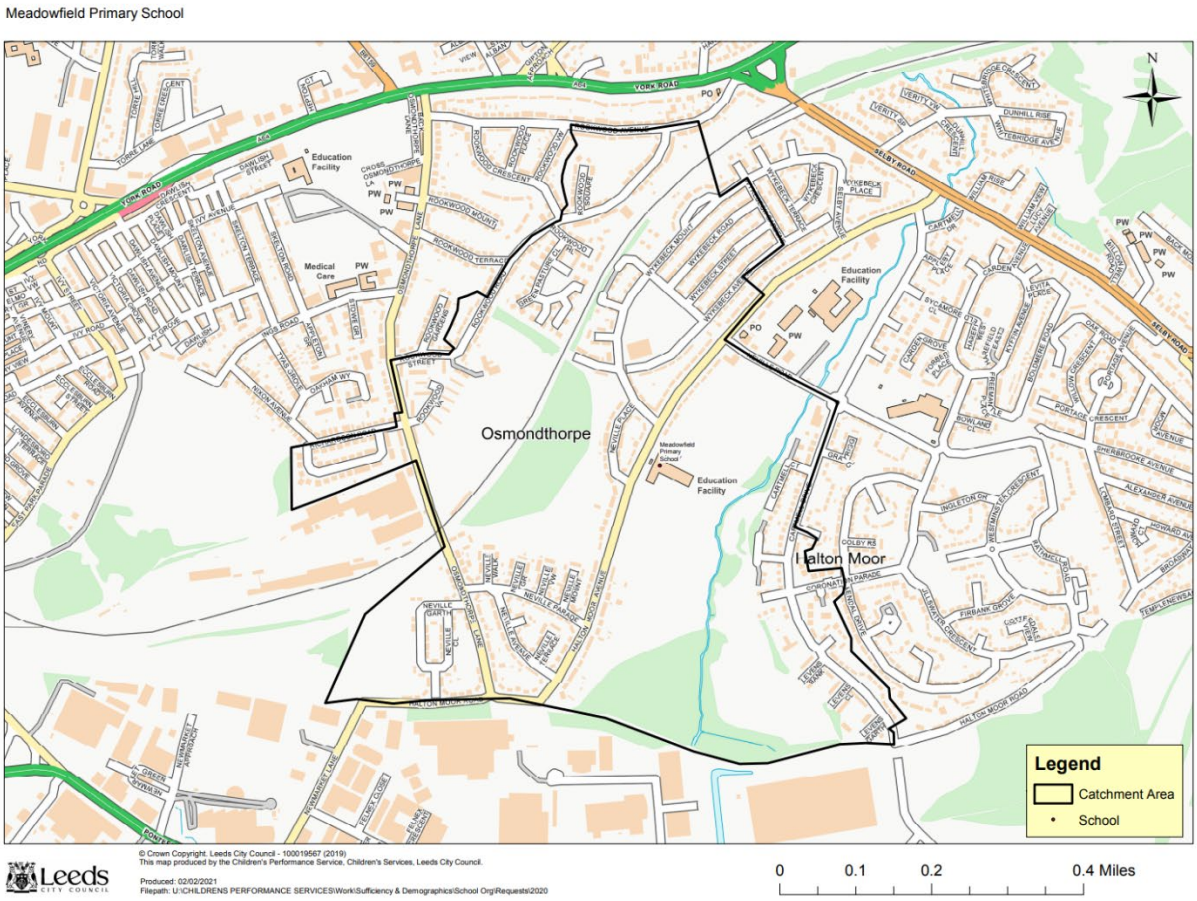
Living in the catchment area does not guarantee a place at the school. Offers will be made in priority order (see oversubscription criteria).

Straight-Line Distance

A straight-line measurement of distance is used by Leeds City Council Admissions team. This is supported by Geographic Information System (GIS) mapping. The GIS program measures the 'straight-line' distance from a defined point on the main school building to the home address. The point of measurement from the school is defined by specific Local Land and Property Gazetteer (LLPG) coordinates on the school site, as set and applied by Leeds City Council.

The point of measurement at the home address is determined by the LLPG, which provides coordinates for every dwelling. If it is not possible to match an address in the LLPG, then a manually identified point at the centre of the dwelling will be used. The Trust will adopt the same system, with the measuring being carried out by Leeds City Council Admissions team on the Trust's behalf.

Meadowfield Primary School catchment area map



Note 6

If the 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.

Note 7

Meadowfield Primary School works in partnership with Temple Learning Academy with shared areas of the curriculum and is therefore designated as a feeder school.

Parents should note that their child's attendance at Meadowfield Primary School does not guarantee entry into Year 7 at Temple Learning Academy.

Parents of children attending Meadowfield Primary School in Year 6 must send the Common Preference Form (CPF) to Leeds City Council to apply for a Year 7 place at Temple Learning Academy. Making an application does not guarantee a place. If the school is oversubscribed, the priority criteria set out in the Admissions Policy for Temple Learning Academy will be applied.

Address

Which address to use

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. Parents must not use any other address on their application, including using the address of a childminder or relative, or the address of a property being rented for a short period of time, as this could be considered as using a fraudulent address. All queries about addresses will be investigated and the Trust may ask the local authority to change the school place offer.

If an intentionally misleading or false address has been given to obtain a school place, the school place may be withdrawn even if the child has already started at the school.

If the child lives in different properties (shared care)

Only one address can be used on an 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 the Trust's 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, the local authority will use the address where the child is registered with their doctor.

If parents disagree on an application made in the normal round

Only one parent can submit a school place application and neither the Trust nor the local authority can resolve disputes between parents – only a family court can do this.

When an application is made, parents are confirming they have the consent of all other persons to make the application. If the Trust (or the local authority) receives 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

The 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, it is assumed that the application address will be the same when taking up the allocated school place in September. If families are planning to move house, they must still use their current address on their application.

Parents must advise Leeds City Council of any new address as soon as they move and provide proof of the house move, including evidence of permanently having left the old address and evidence of the new address. This may result in a change of the school place offered. Find out more on Leeds City Council's webpage:

Making changes to your application (leeds.gov.uk)

Late Applications

If parents return the application form after the deadline (15 January 2026) the Trust cannot guarantee to consider preferences at the same time as those received on time. Late applications will be administered in accordance with the Leeds City Council Coordinated Admission Scheme and the Trust will adopt any late date, as published by the local authority.

Waiting List

Leeds City Council holds a waiting list for school places after National Offer Day. Instructions about how to add a child's name to a school waiting list will be explained in the offer or decision letter sent to families by the local authority.

If a child is added to a waiting list after National Offer Day and a place becomes available before the new school year starts, the local authority will automatically allocate the place at a higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if that place has been accepted.

Leeds City Council holds waiting lists for all year groups and as follows:

- the 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 the child can move down if another child meets higher criteria;
- the waiting list will close at the end of the academic year (July). Parents 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.

Deferred Entry

When a child must start school (compulsory school age)

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

Parents must ensure their child has a full-time education from when they reach compulsory school age. A child reaches this on 31 December, 31 March or 31 August after their fifth birthday (whichever comes first).

Once a school place has been offered, parents have the right to defer the date a child is admitted to the school until

- later in the school year but not after the date at which a 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 parents do not think their child will be ready to start in September, they can speak to the Headteacher about starting part time, or after Christmas or Easter break.

Children educated outside of their chronological age group

A request may be made for a child to be admitted outside of their normal age group, for example, but not by way of limitation; if the child is gifted and talented, has experienced problems such as ill health, or is summer born (i.e. children born from 1 April to 31 August).

Parents should still apply by submitting the Common Preference Form (CPF) to Leeds City County Council.

Applications should be sent in the normal admissions round for 2026/27 for either early or delayed entry into Reception.

This means the application should be made before the 2026/27 national primary school closing date (15 January 2026) for:

Early entry into Reception; a child who would ordinarily, by age, start Reception at the beginning of the academic year in September 2027, but who is applying to start in Reception in September 2026.

Delayed entry into Reception; a child who would ordinarily, by age, start in Reception at the beginning of the academic year in September 2026, but who is applying to start in Reception in September 2027.

Parents should indicate their request on the application form – 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.

In addition to sending the application to Leeds City Council, requests for a child to be admitted outside of their normal age group should be made in writing, addressed to the Headteacher and any relevant accompanying evidence should be attached. These requests should be submitted to the school by the national closing date for applications, for consideration by the admission authority. Parents will be notified in writing whether the request to apply outside of normal age group is agreed.

The decision will be made 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 Headteacher and any supporting evidence provided by the parent.

Agreement by the admission authority to apply does not however guarantee admission, and any application will be subject to the oversubscription criteria set out within this admissions policy. There is no right of appeal against a decision relating to admission applications outside chronological age group.

In-Year Applications

An application is an in-year application if it is for the admission of a child to the main entry year group (Reception), but it is submitted on or after the first day of the first term of the admission year, or if it is for the admission of a child to an age group other than Reception.

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 at:

Before you move schools (leeds.gov.uk) and

Red Kite Learning Trust - Our Schools (rklt.co.uk)

Fair Access Protocol

As the local authority, Leeds City County Council co-ordinates a Fair Access Protocol to ensure unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year are allocated a school as quickly as possible.

The Protocol is developed in partnership with all schools in the area and must be consulted upon. Once agreed, all admission authorities must participate in it.

The school may therefore accept children onto the school roll from time to time in accordance with the Fair Access Protocol. These are special cases arranged outside the boundaries of this admissions policy.