



PUDSEY GRAMMAR SCHOOL

EST.1905

School Admission Policy 2025 - 2026

*This policy has been agreed by the Governing Body of
Pudsey Grammar School*

Signed by David Webster – Chair of Governors

Admissions policy for Pudsey Grammar School for entry to Year 7 in September 2025

The Chief Executive of Leeds City Council makes the offer of a school place at Pudsey Grammar School for Year 7 on behalf of the Governing Body who are the admitting authority.

Headteachers or school-based staff are not authorised to offer a child a place for Year 7 for September entry.

The Governing Body makes the offer of places in all other year groups and for entry to Year 7 outside the normal admissions round.

The Published Admission Number (PAN) is 215.

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

Children with an education, health and care plan which names Pudsey Grammar School will be admitted to the school.

Where there are more applicants than places available, we will offer places to children 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 that can only be met at a specific school, or with exceptional medical or mobility needs, that can only be met at a specific school. (See note 2)

Priority 2

Children with a sibling (brother or sister) who will be attending the school at the start of the academic year when the applicant is due to start, and are living at the same address (see note 3). This priority will not apply where the older sibling joined the sixth form from a different school.

Priority 3

Children who live in the defined catchment priority area for the school. A map showing the defined catchment area is in the Admissions section of the school website. You can look up your individual address to check for priority at www.leeds.gov.uk/apply.

You can apply for a school even if you don't live in the catchment priority area. Living in a catchment priority area does **not** guarantee a place will be allocated at that school, only that your application will be prioritised above those who live outside the catchment priority area.

Priority 4

Any other children.

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. (see note 4). 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 for the school.

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** available at appendix 1 and send this, with a copy of the court order, so the Local Authority can verify this priority.

Note 2

The priority will be given to children based on their exceptional medical or social needs. ‘Social need’ does not include a parent’s wish that a child attends 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 Leeds schools are expected to be able to meet these needs.

Parents should submit to the Headteacher a letter attaching any applicable evidence from a medical specialist or social worker of the need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school with the application, a child’s social needs cannot be considered.

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. The priority will not apply where an older sibling joined the sixth form from a different school.

Note 4

In Leeds we use a straight-line distance system. We use Geographic Information System (GIS) mapping in our school-admission system. The program measures the 'straight-line' distance from a defined point on the main school building to your home address. The point we measure to at 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 a manually identified point at the centre of your dwelling.

Note 5

Catchment areas

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

If you don't live in Leeds

If you live in another local authority and you live in the catchment area for a Leeds community school, we will give you the relevant priority under our admissions policy.

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 change the school place offer.

Only one address can be used on your application for 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 local authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

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 us 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 we have to change the 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.

Parental Disputes

Parental Responsibility gives both parents important legal rights and responsibilities including involvement in decisions about which schools to preference. Both parents should agree the details of the applications, including the address to be used, which schools to be applied for and which parent submits the application. Where we receive 2 conflicting applications, we will need to obtain written evidence all those holding parental responsibility agree the application or a Court Order specifying who should apply. Until we receive this relevant evidence, we will be unable to process the application further and places may have to be offered to other applicants.

Application process (normal round)

The closing date for applications is **31st October 2024**. All offers will be made on Offer day on **1st March 2025**.

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 secondary applications returned or amended after **28th November 2024**, will be dealt with as late applications – meaning they will be dealt with after all on time preferences have been considered, unless there are significant and exceptional reasons for the late application. Late applications (received after the 28th November) will be considered before placements are made (where no preference could be met). This is in accordance with Leeds City Council Admissions Policy.

Accepting Offers

Parents will be asked to accept the offer of a school place directly with the school. This will not affect their position on any waiting list for a higher preference, or their 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

After offers have been made on in **March**, parents can ask to go on the waiting list for any school.

Waiting lists will also be held for each year group for applications outside of the admissions round. All waiting lists will be held in criteria order of the admission policy and will close at the end of the academic year (July). Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy.

Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Please be aware that if you request 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**, 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.

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, we will base our distance measurements on the school's permanent site.

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 if the child is gifted and talented or has experienced problems such as ill health.

Parents should still apply in the normal admission round for 2024, and indicate their request on the preference 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, applications should be made by letter addressed to the Headteacher and any relevant accompanying evidence should be attached. These applications must be submitted to the Headteacher by the closing date. These applications will be put before the Governing Body who will consider the applications and notify the parents in writing whether the request is agreed.

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 submitted to Leeds City Council Admissions team who will then notify all preferenced schools about the application. The school will contact you directly to confirm whether they can offer a place. The school will respond to your application, to either offer or refuse a place. If a place cannot be offered, the school will offer the right of appeal and your child will be added to the waiting list.

Where a vacancy arises, places will be offered from the waiting list 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/admissions.

Appeals

Where you have not been offered a place at the school you preferenced, you have the Right to Appeal against this. Leeds City Council has an appeals timetable containing deadlines and timescales which can be found at www.leeds.gov.uk/admissions

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. The 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/admissions

Sixth Form - Applying for a place in Year 12

The schools published admissions number for external students (students who have not studied at Pudsey Grammar School in Year 11) is 40* in Year 12. Students who have studied at Pudsey Grammar School during Year 11 have an automatic place in Year 12 provided they meet the Sixth Form entry requirements.

Students attending other schools in Year 11 are able to apply for places in Year 12 at Pudsey Grammar School. All applicants wishing to join the school for the first time in Year 12 are subject to the same entry requirements as those set out for existing students.

Where places are not filled by internal applicants and there are more applicants than places, students will be offered places (subject to meeting the Sixth Form entry requirements) in order of priority listed above. The Sixth Form is approximately 250* students.

*These numbers are subject to change depending on the successful construction of the new Sixth Form building which is due to open by September 2025.