

Admissions & Appeals Policy

**For entrance in September 2026**

**Co-op Academy Nightingale,**

[www.coopacademies.co.uk](http://www.coopacademies.co.uk/)

Co-op Academies Nightingale is part of the Co-op Academies Trust. The trust is responsible for pupil admissions, but works closely with Leeds City Council’s Admissions’ Team, to coordinate the allocation and admission of children who reach statutory school age.

Parents who wish to have their child start school in Reception Class should refer to the Leeds City Council ‘Starting Primary School in Leeds’ booklet, which is published each autumn and explains the Common Admissions Procedure.

<https://www.leeds.gov.uk/schools-and-education/school-admissions/before-you-apply>

Children will normally start primary school in the appropriate age range. We will, however, consider individual requests for children to be educated outside their normal age group on their merits. Parents should always bear in mind though, if we agree to such a request, that secondary schools may not take the same view when a child seeks transfer into a secondary school.

You must ensure your child receives an appropriate full time education from the term following their fifth birthday. Almost all children start school in Leeds in the September following their fourth birthday. However, parents can request that the start date for their child is deferred until later in the school year in the case of children who have not reached their 5th birthday. You can also request that your child attends part-time until he/she reaches compulsory school age. If you want a later start date within the academic year you should discuss this with each individual school, as appropriate. If your child is born in the summer term and you wish to defer entry until the next academic year, unless you have exceptional reasons, you will need to apply for a place in year 1. Again, you should contact each individual school for further advice.

**Admission Arrangements**

Co-op Academy Nightingale admits 60 children in each year group. Places are offered on the basis of a September start date which may be deferred by mutual consent.

The local authority will send out offers for reception places each April. Co-op Academy Nightingale will consider applications and send out offers for applications made later in the year for reception and other year groups (‘in-year admissions’).’

If there are more applicants than places, they will adopt the selection process outlined in the Leeds City Council Admissions Policy – see below:

Advice and support can be sought from the Parent Partnership Service on 0113 395 1222.

When an academy is oversubscribed, after the admission of pupils with an Education, Health and Care (EHC) plan or statement of special educational needs naming their preferred school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

**Priority 1**

a) Children in public care or fostered under an arrangement made by the local authority.

b) Pupils without an EHC plan but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at Co-op Academy Nightingale.

**Priority 2**

a) Children with older brothers or sisters who will be at the same school at the start of the academic year and are living at the same address

b) Currently, Reception Classes are covered by class size legislation which limits the number of children who can be accepted 60.

*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.*

**Priority 3**

a) We will give priority to parents who put Co-op Academy Nightingaleas their nearest schools.

b) If we have more applications than there are places, we will offer places first to children living nearest to their preferred schools (measured in a straight line)

*In Leeds we use a straight-line distance system. We use a national computer system to run our school-admission system. As part of this system there is a program that measures the ‘straight-line’ distance from the centre of the main school building to your home address. The point we measure to at your home address is determined by LLPG -* ***Local Land and Property Gazetteer****(****LLPG****)* ***is an address database maintained by local authorities, who are responsible for creating all addresses.***

*In the unlikely event there are insufficient places for two (or more) pupils living in the same building (eg. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots.*

*For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. We assume your address will be the same in the following September as we have on record. If you plan to move house, you must still give your current address. If you move house after the deadline of 15 January you must tell us your new address*.

**Priority 4**

a) We will give priority to parents who choose a Leeds school, which is not the one nearest to their home address

b) If we have more applications than there are places, we will offer places first to children living nearest to the school (measured in a straight line).

**An existing place in a nursery does not automatically guarantee a place in the same school. Parents must apply for a place if they want their child to transfer to the reception class. This is in line with Leeds Schools Admission Policy.**

If you return the preference form after the deadline there is no guarantee that we will be able to consider your preferences at the same time as those received on time.

Where an offer of a place is made, parents / carers must accept the place within 20 working days. If no response is received, then the academy reserves the right to withdraw the offer.

**After offers**

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

A determined admission policy can be amended by the Governors/Trust to correct a misprint or for the other stated reasons set down in paragraph 3.6 of the School Admissions Code.

For applicants who are unsuccessful, there is an Appeals Process, operated by Leeds City Council on behalf of Co-op Academy Nightingale, through which parents and carers can seek a review by an independent, external panel. The decision of this panel is binding on all parties.

Unsuccessful applications for other year groups may also go through the Appeals Procedure.

Details of the Appeals Procedure and an Appeals Form can be obtained from:

<https://www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals>

or

Other relevant documents

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

<https://www.leeds.gov.uk/schools-and-education/school-admissions/before-you-apply>