



The Collaborative Learning Trust has determined (set and approved) the following admissions policy as Prince Henry's Grammar School's admission arrangements for entry into the school during the September 2025 to July 2026 academic year.

Policy determined on:	13 th November 2023
Policy determined by:	The Collaborative Learning Trust

Admission Policy for Prince Henry's Grammar School for admission in September 2025

The Collaborative Learning Trust is the Admissions Authority for Prince Henry's Grammar School. The Trust is 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 Year 7 in September 2023), 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 **31 October 2024**. If your application is successful, your home Local Authority will send you the offer of a place at the school on behalf of the Trust on **1 March 2025**.

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 (see 'In Year Admissions' below).

Published Admission Number for reception

255 places will be available at Prince Henry's Grammar School for entry in Year 7 in September 2025.

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

Where Prince Henry's Grammar 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

- a) Looked after and previously looked after children (see note 1).
- b) Pupils without an EHC plan but who have Special Educational Needs, or exceptional medical or mobility needs, that can only be met at our school (see note 2).

Priority 2

Children with older brothers or sisters who will be attending our school at the start of the 2025/26 academic year and are living at the same address (see note 3).

Priority 3

Children for whom Prince Henry's is the nearest High School. (See notes 4 and 5)

Priority 4

Children who attend Bramhope Primary school or Pool in Wharfedale Church of England Primary school.

Priority 5

Children of current Prince Henry's Grammar School staff (up to a maximum of 5 per year). Staff must have been employed by Prince Henry's Grammar School for at least two years at the time when the application for admission is made.

Priority 6

All other applicants

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 where necessary.

Note 1

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, including from state care outside of England*
- *became subject to a Special Guardianship order*
- *became subject to a Child Arrangements Order*

You must submit evidence (to your home local authority) of your child's previously looked after status (a copy of the court order or adoption birth certificate and evidence of being in local authority care or a letter from the state) with your application.

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.

Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. This evidence must be submitted by a written request addressed to the Chair of Governors. If evidence is not submitted to the school with the application, a child's medical or social needs cannot be considered.

Note 3

For these purposes, brothers and sisters must be living at the same address as the applicant 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. This does not include siblings who have joined the sixth form from another school.

Note 4

A straight-line measurement of distance is used as provided by Leeds City Council admission team. Geographic Information System (GIS) mapping is used in the 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 measured to at your home address is determined by

the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If it is not possible to match your address in the LLPG then we will use a manually identified point at the centre of your dwelling.

*Parents are encouraged to read this policy alongside the latest information and guidance regarding admissions, provided by your Local Authority Admissions Team in their guidance booklet and published on the council's website. Parents should contact the school or the Local Authority Admissions Team to clarify which schools are their nearest schools. **This criterion does not include schools with a Faith based or otherwise selective admissions policy (eg St Mary's Menston).***

Note 5

Which address to use:

When you apply you must use the child's permanent address, where they usually live with their parent or carer. 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 in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses, and we could ask the local authority to change the school place offer.

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

If the child lives in different properties (shared care):

Only one address can be used on your 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 our 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, they will use the address where the child is registered with their doctor.

Moving home:

When offers are made on national offer day, we assume your address will be the same when you take up our 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 Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your 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 \(leeds.gov.uk\)](https://www.leeds.gov.uk/making-changes-to-your-application) page.

If parents disagree on an application made in the normal round:

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.

Late Applications

If you return the preference form after the deadline (31st October 2024) we cannot guarantee to consider your preferences at the same time as those received on time.

Late applications will be administered in accordance with the Leeds City Council Co-ordinated scheme and we will adopt any late date they use.

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. 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

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

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 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 2025**, your child will **automatically** be allocated the place at your higher preference school by the Council. 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, distance measurements will be based on the school's permanent site.

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

Students who are already working outside their 'normal age group' can apply in the same manner as other students within the relevant year group. Eg a student who is currently in Year 6 based on an earlier agreement to work outside of their chronological age can apply in the normal admissions round for admission to Year 7.

Applications for a student to join the school in a different year group to that already allocated will be considered by the school in line with section 2.17 of the admissions code. In this case parents must submit additional information to the school as requested by contacting the Assistant Headteacher – Learner Support.

In Year Admissions - applications outside the normal admission round

We have the responsibility for considering requests to join our school in-year, or for Year 7 places after the start of the school year.

To apply for a place, an in-year online application form should be completed and returned to Leeds City Council. This is available on www.leeds.gov.uk. The application will then be sent on to all the school(s) you have applied for and our school will decide whether we can offer a place.

If we refuse to offer a place, we will confirm this in writing to you, explaining the reasons, and that you have the right of appeal and we must tell you our decision within 15 school days. Your child will be added to our school's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy. [Find out more including any current vacancies in Leeds schools.](#)

Appeals

If you apply for a place at our school and an offer cannot be made, you have the right to appeal against the refusal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Our appeals are arranged by Leeds City Council.

Appeals submitted for a place in the normal admission 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 here: [School appeals \(leeds.gov.uk\)](http://www.leeds.gov.uk)

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 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

Sixth Form Admissions

There is a separate Admissions Policy for the sixth form. Please see the school website for details.