



# **Benton Park School**

## **Admissions Policy**

### **2026-27**



## Admissions Policy

### Rationale

As an Academy, although Benton Park School has the ability to set its own admissions policy, we choose to follow the criteria set out by Leeds City Council who manage this process and subsequent appeals.

The admission arrangements are compliant with the School Admissions Code 2021, the School Admissions Appeals Code and relevant human rights and equalities legislation.

The Benton Park School published admission number (PAN) is 300.

Any complaints about admission arrangements are dealt with by the School's Adjudicator.

### Objectives

1. To ensure the criteria for allocation of school places are fair, clear and objective.
2. To review admission arrangements annually

### Benton Park School Admission Arrangements

The School will admit up to 300 students in Year 7 if sufficient applications are received. All applicants will be admitted if 300 or fewer apply.

### Students with an Education, Health and Care Plan

The admission of students with an Education, Health and Care Plan is dealt with by a separate procedure. Such children will be admitted to the named school without reference to the oversubscription criteria below.

### Multiple Births

Where a family of multiple births (twins, triplets etc.) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

### Tie Break

When demand exceeds places in any of the following criteria, the distance between the child's home and school, measured by a straight-line distance from the Ordnance Survey address point of the home to the main entrance of the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

### Where the number of preferences exceeds the number of places available, priority will be given to:

- I. Priority I – 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.

**2. Priority 2 – Children with exceptional social or medical needs that can only be met at a specific 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 one specific school. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, the specific school and how that school can meet your child's needs in a way that no other school can. It must be supported by professional evidence. A panel of council officers will review your request for this priority.

A request would not be granted where a parent wishes for their child to attend a school 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 one 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 this 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 one school can meet that need. Without this evidence, your child's needs cannot be considered.

Cases will be considered individually and where necessary in consultation with the school that you've requested.

**3. Priority 3 – Children who have a brother or sister attending the school**

To get this priority, the sibling must:

- live at the same address as the child applying
- be attending the school and still be expected to attend the school when the child starts



- be a full, half, step or foster sibling (this priority does not include cousins or other family members sharing a house)
- if an older sibling is attending a schools sixth form, they must have been going to the school in Year 11 to be considered as a sibling in this priority.

4. Priority 4 – Children who live in the catchment priority area for the school  
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.

5. Priority 5 – 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.

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, we will draw lots. This will be witnessed by a person independent of the school.

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.

## Notes

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. In line with the 2021 Admissions Code, all references to previously looked after children mean such children who were adopted or became subject to child arrangements orders or special guardianship orders) immediately following having been looked after **and** those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. The terms 'sisters' and 'brothers' refer to children who reside with the same family at the same address. Children living with the same family e.g. foster children and stepsisters and brothers are also included.
3. 'Home address' refers to the child's permanent home at the date of admission. Where the child lives with parents with shared responsibility, it is for the parents to determine which address to use when applying for a secondary school. Proof of residency may be required at any time during or after the allocation process.



## Admission Policy for Entry into Post-16 at Benton Park School

The minimum entry requirement for admission to Post-16 is a minimum of 5 grade 4s or equivalent and above at GCSE, including English Language and mathematics, at grade 4 as well as meeting any subject specific entry requirements outlined in the prospectus. Details of the application process can be found in the post-16 prospectus and on the school website.

## ADMISSION GUIDELINES

### I. How admissions work (from the School Admissions Code)

- a) All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.
- b) Admission authorities must set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least every 7 years. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31st January of the year before those arrangements are to apply. For example: for arrangements which are to apply to applications in 2026 (entry in September 2027), consultation must be completed by 31st January 2026. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.
- c) Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator by 15 May. Any decision of the Adjudicator must be acted on by the admission authority and admission arrangements amended accordingly. The local authority will collate and publish all the admission arrangements in the area in a single composite prospectus.
- d) In the normal admissions round parents apply to Benton Park School via the local authority in which they live for places at their preferred schools. Benton Park School admissions are administered by Leeds. Parents are able to express a preference for schools. The application can include schools outside the local authority where the child lives: a parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies must be offered a place. When oversubscribed, a school's admission authority must rank applications in order against its published oversubscription criteria and send that list back to the local authority. Published admission arrangements must make clear to parents that a separate application must be made for any transfer from nursery to primary school, and from infant to junior school.
- e) All preferences are collated and parents then receive an offer from the local authority at the highest preference school at which a place is available. For secondary schools, the offer is made on or about 1 March (known as National Offer Day) in the year in which the child will be admitted. For primary schools, the offer is made on or about 16 April, in the year in which the child will be admitted.



f) Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority must set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority must establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

2. Applications are made on a common application form (CAF) that enables parents to express their preference for a place at any state funded school, with a minimum of 3 preferences in rank order, allowing them to give reasons for their preferences. While parents may express a preference for any state funded school – regardless of whether it is in the local authority area in which they live - admission authorities must not give any guarantees that a preference will be met.

3. A Waiting List is maintained for the first term of the academic year of admissions with each added child ranked in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received, or their name was added to the list. 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.

4. Children of UK service personnel (UK Armed Forces)  
For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children

5. Children from overseas - Admission authorities must treat applications for children coming from overseas in accordance with Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this is available on the website of the Department for Education.

6. Right to Appeal - When the local authority on behalf of Benton Park School informs a parent of a decision to refuse their child a place at the school, it will include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

7. Fair Access Protocol  
The Academy Trust participates in the Fair Access Protocol operated by Leeds, in order to ensure unplaced children, especially the most vulnerable, are allocated a school place quickly. It cannot refuse to admit a child thought to be potentially disruptive or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

8. Secretary of State's power of direction (Academies) - Where a local authority considers that an Academy will best meet the needs of any child, it can ask the Academy to admit that child but has no



power to direct it to do so. The local authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the local authority can ask the Secretary of State to intervene.

## 9. Equality Act 2010

- a) This Act consolidates the law prohibiting discrimination, harassment and victimisation and expands the list of protected characteristics. All schools must have due regard to their obligations under the Act and review their policies and practices to make sure these meet the requirements of the Act, even if they believe that they are already operating in a non-discriminatory way.
- b) An admission authority must not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a student.
- c) An admission authority must not harass a person who has applied for admission as a student, in relation to their disability; race; or sex.
- d) An admission authority must not victimise a person in relation to a protected act either done, or believed to have been done by that person (e.g. bringing proceedings under the Equality Act 2010) in the arrangements and decisions it makes as to who is offered admission as a student.
- e) Admission authorities are also subject to the Public Sector Equality Duty and therefore must have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations in relation to persons who share a relevant protected characteristic and persons who do not share it.
- f) The protected characteristics for these purposes are: disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.
- g) Further guidance on the Public Sector Equality Duty is available on the website of the Government Equalities Office and from the Equality and Human Rights Commission.

## In-Year Admissions

If you are moving into Leeds or want to change schools in Leeds, you need to make a school transfer – often called an in-year application.

This includes:

- applications for a place in year 7 after the start of term in September
- applications for a place in all other year groups (year 8-11)

Moving schools can be a difficult experience for a child. You should always speak to your child's current school before trying to move to see what support they can offer you.

### How to apply for an in-year place

We are part of the Leeds coordinated in-year application scheme.

You can apply for a place online using the Leeds in-year application form at [Before you move schools \(leeds.gov.uk\)](http://Before you move schools (leeds.gov.uk)). You can apply for places at our school and other Leeds schools.

If you have moved house, you'll need to submit evidence of the house move at the same time you make your online application. You can find out what you need to provide on the above website. If you have moved house, you'll need to submit evidence of the house move at the same time you make your online application. You can find out what you need to provide on the above website.

We have to offer places by applying our admission policy criteria to your child's application. Leeds City Council will contact you with our decision no later than 15 school days from when you apply.



If they cannot offer your child a place at our school, they will:

- add your child to our waiting list in case a place becomes available during the
- send you a letter to explain the reasons we cannot offer a place (usually that we are full) and tell you how you can appeal

Our waiting lists are kept until the end of each school year. You will need to make a new application if you want to be on the waiting list for the following school year.

## Appeals

If we cannot offer you a place, you will have the right of appeal. The appeal panel is independent of the school and council and their decision is legally binding. Before you appeal you:

- should accept any place that you have been offered in case your appeal is not successful
- should think about why you are appealing and [check if it is likely to be successful](#)
- could read the [advice for appealing school places on GOV.UK](#)
- could get independent advice on making an appeal from a charity

Leeds City Council arranges our appeals, and you can find the appeal form at [School appeals \(leeds.gov.uk\)](#)

If you are appealing for a year 7 place for September 2025, you need to submit your appeal form by any deadline set out on the above page to ensure the appeal will be heard before the summer holidays.

You can appeal because you want your child to attend a particular school. These are successful if the panel agree that the reasons for your appeal outweigh the school's decision not to admit any more children.

Wanting your child to go to a school because you think it is the best one in the area is not likely to convince the panel that your child should get a place there.