

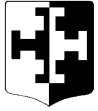
Policies & Procedures

Admissions Policy



Part of





St. Chad's Church of England Primary School

Arrangements and Policy for Admission of Pupils to St. Chad's Church of England Primary School

Admission arrangements 2018

The whole life and ethos of St. Chad's Church of England Primary School is underpinned by Christian principles. The Governors welcome applications from parents who wish their children to have a Church of England School education. Whilst the Governors seek to promote the traditions and teachings of the Church of England, they also welcome children from other faiths and cultures, and in no circumstances whatever will they allow colour, culture or origin to be used as a criteria for admission.

Planned Admissions Number for Reception Class: 30

Application for admission of pupils into Reception class can be made on-line or on the common preference form which can be obtained from the school or the local authority admissions team. The completed form can be returned to the local authority admissions team or handed to the school. In addition, the governors require a Supplementary Information Form, which can be obtained from the school or local authority website. The common preference form must be completed and returned to the local authority or handed to school by the deadline of 15 January 2018. The Supplementary Information Form must be returned to school by the deadline of 15 January 2018. **If both of these forms are not received by the due date, your application will be considered as late and will only be dealt with once all other preferences have been considered.**

Children who have a Statement of Special Educational Need or an Individual Education and Healthcare plan where St.Chad's Church of England Primary School is the school named in the plan will be allocated a place; this is a statutory entitlement which overrides the oversubscription criteria.

When considering application for places in the school, priority for a school place will be given to all applicants who have named the school in their application.

Where there are more applications than places, the governing body will make its decision for admission on the following criteria, in order of priority:

1. Any '**looked after**' child, whose parent/s or guardian/s preferences St.Chad's Church of England Primary School. (See note 1)
2. Children who have at least one **sibling** attending St.Chad's Church of England Primary School at expected time of admission.(See note 3)
3. **Faith Places** - 50% of the remaining available places will be allocated according to the following 'faith based' criteria. If within the faith proportion there are more applicants than places available, the remaining places will be allocated to those qualifying applicants in the following priority order. Parents submitting evidence of attendance at one of the 'faith based' criteria should ask the leader of the church to complete page 3 of the **Supplementary Information Form**. The parent must also make sure the referee either stamps the form with the church stamp, or that they attach a signed sheet of the church's letter-headed paper. This will help to authenticate the reference. If no reference is provided for the school, the application will be considered under community places. **It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned to the school.**

3.1 Children whose parent/s have worshipped regularly at the church of St.Chad's, Far Headingley or St Mary's Church, Hawksworth Wood for two years immediately preceding the application. (see note 2 and 4)

3.2 Children whose parent/s have worshipped regularly at another Christian church for two years immediately preceding the date of application.(see note 2, 4 and 5)

4. **Community Places** - The remaining places will be allocated based on distance to the school as measured in a straight line by the Local Authority's electronic mapping system. Leeds Local Authority use a straight-line distance system. The Local Authority use a national computer system to run their 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 measured to at your home address is determined by the Royal Mail Postcode Address File. This information provides coordinates for every dwelling. If the Local Authority are not able to match your address with the Postcode Address File then they will use the centre of your dwelling.

If an odd number of places are remaining following criteria's 1 and 2 being applied the additional place will be allocated within the 'faith based' criteria.

If an applicant who submits a faith reference is unsuccessful in gaining a place because there are more applicants than places available they will be considered under community places.

Tie Breakers:

Tie Breaker 1: Where there are candidates of equal priority, places will be given to those applicants who live closest to the school as measured in a straight line by the local authority's electronic mapping system.

Tie Breaker 2: In the unlikely event that two or more applicants reside equidistant from school, the remaining places will be allocated by the drawing of lots.

Notes:

1. '**Looked after**' children include those in local authority care, children fostered under an arrangement made by the local authority, children who have been adopted from local authority care, children with a residency order or child arrangement order and those with special guardianship immediately following being looked after.

2. Parent/s relates to any adult who is considered to be the legal guardian of the child looking for a school place.

3. Siblings include brothers and sisters, stepchildren, half-brothers and half- sisters, fostered and adopted children living at the same household.

4. An applicant would be considered a regular worshipper where they are 'at the heart of the church'. This will normally mean one who worships at least twice a month for two years immediately preceding the date of application. To accommodate difficult patterns of work and family relationships account will be taken of week day worship.

5. Christian Church includes only those churches affiliated to Churches Together in Britain and Ireland or one which can fully assent to the Trinitarian creed.

Nursery

Attendance at the St.Chad's Nursery does not guarantee a place in the main school and parents must apply for a place in the Reception class using the local authority online system or the common preference form.

Deferred entry to primary schools

Parents of children who are offered a place at the school before they are of compulsory school age can defer their child's entry until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday. Please see section below for 'summer born' children.

Parents can also request that their child attends part-time until the child reaches compulsory school age.

Summer born children

If a child reaches their 5th birthday in the summer term, parents or guardians may request that their child:

- I. Defer entry until the next academic year but remain within the same chronological year group, entering in Year 1.
- II. In exceptional circumstances, defer entry until the next academic year, out of their normal age group, to Reception rather than Year 1. (Parents should still apply in the normal admissions round and indicate this on the preference form).

Such requests should be addressed to the headteacher. Evidence will be requested from appropriate professionals for (ii) above to be considered.

Parents of children born between 1 April and 31 August 2014 who wish to defer entry into reception until September 2019 should still apply in the normal admission round for 2018, and indicate this on their preference form, and attach any evidence of the need for deferment from any associated professionals. The parent will be invited to a panel including early years' education experts and head teachers where their individual case will be considered. This will ensure the opportunity to reflect on the long term impact of that decision, and balance this against the child's current needs.

Offer of places

National offer day is the 16th April when the Local Authority will make the formal offer of a place to parents/ carers or guardians on behalf of the governing body of the school before the September they are due to start school. Parents offered a place must indicate acceptance or otherwise of the offer within 21 days of notification direct to the school. If no response is received by that time the Governors reserve the right to withdraw the offer and offer the place to an applicant on the waiting list.

Appeals

Appeals against an unsuccessful application must be made by parents, in writing, to the Clerk of the Appeals Panel, through the Head teacher at the school, within 20 school days of the parent receiving the notice that a place has not been offered to the child.

Waiting List

Where Governors are unable to offer places because of oversubscription remaining applicants will automatically be placed on a waiting list and offered any vacant places as they occur. Allocation of such places will be subject to the same criteria as applied to the initial admissions above. The waiting list will remain open until the end of the school year for which application was made to facilitate in year applications under the co-ordinated scheme.

Applications other than at normal admission time

Parents are able to apply directly to the school at any time for an in-year transfer. An application form is available from the school or from the Local Authority and you will be notified by the school of the outcome of the application.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available.

Where parents simply wish for their child to change schools, the application may be considered for the start of the following term.