



St. Mary's C of E Primary Academy

COLLABORATIVE LEARNING TRUST



# Admissions policy 2021 - 2022 entry

## Admissions arrangements

**The Governors of St. Mary's Church of England Primary Academy (a part of the Collaborative Learning Trust) are the admitting authority and the planned admission number for Reception in 2021 is 45.**

Parents wishing to apply to the school should do so on line or on the Common Preference form supplied by the local authority in the autumn term of the year preceding entry to reception year. Parents may also complete a supplementary information form (**SIF**) for the school where any faith details can be noted. For admission at other times, please see **In-year transfer requests** below.

Children with a statement of special educational need or an EHC plan which specifically names the school will be automatically allocated a place, (this is a statutory entitlement which overrides the oversubscription criteria).

If the number of applications does not exceed the number of places available, all applicants will be allocated a place.

### **Oversubscription criteria**

If the number of applications is greater than the Planned Admission Number (PAN) of 45, places are allocated in the following order of priority:

- 1a Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.
- 1b Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 2 To children who will have a brother or sister still on roll at the school when the child is expected to start. (\*see notes below)
- 3 To children of parents who satisfy the governors that they are practising, churchgoing Christians. Parents should complete the school **SIF**, which should be returned to school by parents after completion and before the closing date for applications. Referees will be asked to verify the level of the family's church commitment using the following scale:-  
The family is either:-
  1. at the heart of the church or;\*
  2. attached to the church.\*(\*see notes below)  
Failure to provide a **SIF** will mean that a child's application can only be ranked using the information on the common application.
- 4 Any other children

## **Tie breakers**

In the event of there being more applications than places available in any criterion, remaining places will be allocated according to those who live closest to school as measured by straight-line distance from the middle of the school to the middle of the family home. For admission purposes the home address is where the child lives with his or her parent(s) or carer(s). Distance will be measured using the local authority's electronic mapping service.

In the event that 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 by an independent party.

## **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 withdraw your offer of 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 home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

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 the school 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 the school have to change any offer made.

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.

## **Notes\***

**Statement of special education needs / Education and Health Care plan.** This is a legal document which names the school and where the governors have to admit the child.

**Brothers and sisters** must be living at the same address as the child already on the school roll and also includes half-brothers, half-sisters, adopted brothers, adopted sisters, step brothers, step sisters foster brothers and foster sisters. It does not include cousins or other family members sharing a house. **The sibling rule extends to siblings already in the school at the time of application by a younger sibling.**

**Looked-after children** are children in the care of the local authority, children being provided with accommodation by the local authority in the exercise of their social care function or children fostered under an arrangement made by the local authority. Children who have been adopted from local authority care, children with a child arrangement order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.

**The Christian commitment criteria are defined as follows:**

- 1. At the heart of the church** - someone who worships twice a month or more (to accommodate different patterns of work and family relationships weekday worship will be taken into account) - the worshipper will be the child or a parent.
- 2. Attached to the church** - will be a regular but not frequent worshipper - someone who attends worship **once** a month or more (to accommodate different patterns of work and family relationships weekday worship will be taken into account) - the worshipper will be the child or a parent.

The qualifying period for church attendance is one year with the opportunity for families who have recently moved to provide a referee from their previous church as well as the current one.

### **IMPORTANT NOTES**

- **Attendance at Hunslet Children's Centre does not guarantee a place at the school and all parents must apply for a place in the school using the Local Authority common preference form.** The arrangements in this policy are for admission to the main school and do not apply to those being admitted for nursery provision including nursery provision delivered by the children's centre.
- **The governors will investigate any queries about addresses and, depending on what they find, may withdraw any offer of a school place**

### **Making an application for Reception year**

Applications must either be through a completed Local Authority Common Application Form or by completing the application form online. Paper forms can be returned to the Local Authority or to the school by the national closing date of 15 January 2021.

The time scale for making applications, and notification to parents of the offer of places, will follow the timetable identified in the local authority (Leeds City Council) admissions handbook for that specific year of entry. The dates will also appear in the admission section of the school website and will correspond to the national closing and offer dates.

### **Late applications**

Late applications will be administered in accordance with the Local Authority Primary Co-ordinated scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children below Compulsory School Age and Deferred Entry**

A child is entitled to a full time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part time place as above.

### **Admission of Children outside their Normal 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. In addition, the parents of a summer born child, i.e a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Any such request should be made in writing to the school at the same time as the admission application is made to the Local Authority and no later than closing date of 15 January 2021. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, including the Headteachers statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and educational professional as appropriate. There is no right of appeal against a refusal to agree to offer a place in a preferred age group, the right of appeal only applies against a refusal of a place at the school.

### **In-year Applications**

Parents/carers should 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.

## **Appeals**

Parents unsuccessful in gaining a place after applying have a statutory right of appeal. The details of how to appeal are automatically sent to unsuccessful applicants in the annual application round. Parents applying in-year will be informed of their right to appeal. Parents have 20 school days to appeal and appeals should be made in writing to the admissions team at Leeds City Council who manage our appeals process.

An independent appeals panel will consider whether or not a place should be given to the child. Their decision is binding on the governors.

## **Waiting List**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in the order of the oversubscription criteria set out above, and not in the order in which applications are received or added to the list. Each time a new child is added the waiting lists are ranked again in line with the criteria identified above. Waiting lists for admission will operate throughout the school year. Names are removed from the waiting list at the end of each academic year. Inclusion on the waiting list does not mean that a place will eventually become available.

## **Fair Access Protocol**

The school is committed to taking its share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions). Children allocated places through Fair Access, along with looked after children and previously looked after children will take precedence over any waiting list.

**Voluntary Aided Primary Academy**  
**SUPPLEMENTARY INFORMATION FORM 2021-2022**

Child's Surname .....

First Name(s) .....

Date of Birth .....

Name of parent(s) / guardian .....

Address .....  
 .....  
 .....

Postcode .....

Telephone Number ..... Mobile Number .....

- Do you or your child attend a Christian Church? .....

**If 'yes' please name your minister and Church and provide contact details.  
 (address, email, telephone)**

.....  
 .....

**Please ✓ the box which best describes your / your child's attendance at worship over the 12 months prior to this application**

<p><b>1. At the heart of the church</b> - someone who worships twice a month or more (to accommodate different patterns of work and family relationships weekday worship will be taken into account) - the worshipper will be the child or a parent.</p>	
<p><b>2. Attached to the church</b> - will be a regular but not frequent worshipper - someone who attends worship once a month or more (to accommodate different patterns of work and family relationships weekday worship will be taken into account) - the worshipper will be the child or a parent.</p>	

*The information provided on this form is used solely for the purpose of considering applications under the school's Admissions Policy. The information is held by the School and/or the Local Education Authority and will not be disclosed to any third party (except the named faith leader to verify attendance at worship). Under the Data Protection Act, some of the information provided is defined as 'sensitive personal data', which means that your explicit consent is required for the data to be processed.*

*Please confirm your consent by signing and dating the form below.*

Signed: ..... Date: .....

## Religious Reference Pro-forma

Parent's name \_\_\_\_\_ Child's name \_\_\_\_\_

**The parent(s) named above have given your name to verify attendance at Christian worship. Please indicate below which criteria meets the parent's/child's level of church commitment.**

<b>Please ✓ the box which best describes the parent or child's attendance at worship over the 12 months prior to this application</b>	
1. <b>At the heart of the church</b> - someone who worships twice a month or more (to accommodate different patterns of work and family relationships weekday worship will be taken into account) - the worshipper will be the child or a parent.	
2. <b>Attached to the church</b> - will be a regular but not frequent worshipper - someone who attends worship once a month or more (to accommodate different patterns of work and family relationships weekday worship will be taken into account) - the worshipper will be the child or a parent.	
The parent / child meet neither of the above criteria	

Please sign and date below and return this form to the Governors at the school by 1<sup>st</sup> February 2020.

Name (print)

Position in the church

Signature

Date

Please use official church stamp, or affix the church official letterhead, on which you may wish to add any further detail you feel is relevant..

**Thank you for your assistance in this matter**

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