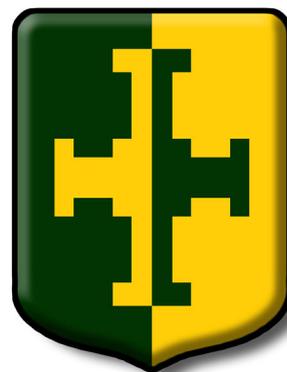


# Policies & Procedures

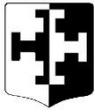
# Admissions Arrangements 2020

<b>Date policy approved</b>	13 February 2019
<b>Approving body</b>	Abbey MAT Board and LGB
<b>Next review date</b>	October 2019
<b>Previous review date</b>	



Part of





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

## Admission Arrangements 2020

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 criterion for admission.

Published 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, if you are applying under oversubscription priority 3 (faith places), the governors require a Supplementary Information Form, which can be obtained from the school, school website or local authority website. The Supplementary Information Form must be returned to school by the closing date for applications which is 15 January 2020. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order. If the application and SIF is not received by the due date, the application will be considered as late and will only be dealt with once all other preferences have been considered.

Children who have an EHC 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.

### Oversubscription Criteria

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. Children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority, 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 at least one year immediately preceding the closing date for application. (see note 2 and 4) 3.2 Children whose parent/s have worshipped regularly at another Christian church for at least one year 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 (see note 7). Leeds Local Authority uses 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 (see note 6). The point measured to at your home address is determined by the Local Land and Property Gazetteer (LLPG). This information provides coordinates for every dwelling. If the Local Authority are not able to match your address with the LLPG then they will use the centre of your dwelling.

If an odd number of places are remaining following criteria 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 allocated 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. This will be witnessed by an independent person.

### **Notes:**

1. A "looked after child" is defined as a child who, at the time of making the application is:
  - in the care of a local authority, or
  - being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)A "previously looked after child" is defined as a child:
  - who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order, or
  - who has been in state care outside of England and ceased to be so as a result of being adopted

If you are making an application under the priority for a **previously looked after child**, you will need to complete the **Local Authority Priority 1a Supplementary Information Form** available at *appendix 1* and send this, to School Admissions Leeds City Council, with a copy of the court order so the LA can verify this priority.

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 worship at least twice a month for at least one year immediately preceding the date of application. To accommodate difficult patterns of work and family relationships account will be taken of week day worship. The worshipper will be one or more parents.
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.
6. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used.
7. You must not use any other address than the child's permanent 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 the school place offer. 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.

## **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.

## **Children educated outside of their chronological age group (including Deferment for summer born children)**

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 (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.

Parents should still apply in the normal admission round for 2020, and indicate their request on the preference form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. Applicants should also complete the **application form** at appendix 3 and attach any available evidence of the need for deferment/admission out of chronological age.

The application will be considered by a panel of early years education experts and headteachers where the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. This will ensure the opportunity to reflect on the long term impact of that decision, and balance this against the child's current needs.

There is no right of appeal against a decision relating to admission out of chronological age.

### **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 either by telephone 0113 2747110 or email [office@stchadsprimary.net](mailto:office@stchadsprimary.net). 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 25 school days of the parent receiving the notice that a place has not been offered to the child. Information about how to appeal can be found at <http://www.st-chadsprimary.co.uk>

### **Waiting List**

Where Governors are unable to offer places because of oversubscription remaining applicants can request a place on the waiting list and will be offered any vacant places as they occur. The waiting list will be determined solely in accordance with the oversubscription criteria and each time a child is added the list will be ranked again in line with the oversubscription criteria. The waiting list will remain open until the end of the school year (July) for which application was made. If parents wish their child to be on the waiting list for the following school year, they will need to make a fresh application for a school transfer.

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.

### **Fair Access Protocols**

*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/admissions](http://www.leeds.gov.uk/admissions)*

### **Applications other than at normal admission time**

Parents will be 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.

**Approved at Local Governing Body Meeting on 21<sup>st</sup> January 2019**

# School Admissions Priority 1a Supplementary Information Form



To be completed when requesting priority admission for a *previously* looked after child.

Please do not complete this form if the child is currently looked after by the Local Authority – the social worker should complete the online application

**Year group applied for:**

(eg Reception, Yr 7, Yr 4)

## CHILD DETAILS

**Surname:** ..... **Forename(s):** .....

**Date of Birth:** .....

**Address:** .....

**Postcode:** ..... **Telephone:** .....

## FAMILY/CARER'S DETAILS

**Parent / Carer's Names:** .....

**Address (if different from above)** .....

**Other person/s with parental responsibility** .....

**Address (if different)** .....

The School Admission Code (2014) gives priority admission to children who were previously looked after by a Local Authority but have left care through an Adoption Order, Special Guardianship Order or Child Arrangements Order. To claim this priority, please answer the following questions:

**Which Local Authority cared for the child immediately before the order was made:**

.....

**Which court order do you hold for the child:**

Adoption Order  Special Guardianship Order  Child Arrangements Order

**Please attach a copy of this order to the form** - you can delete sensitive information (for example the name of the birth parents) if you wish to do so. The fact you have applied for admission under this priority will be known to the school. The court order will not be stored against your child's records.



## PRIVACY NOTICE

Leeds City Council takes its obligations under the Data Protection legislation very seriously. The Admissions team collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against the Council's and school's policies for admissions. Our service also needs to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child's 25<sup>th</sup> birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council's assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact: [dpfoi@leeds.gov.uk](mailto:dpfoi@leeds.gov.uk); or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council's privacy notice including contact information for the Council's Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

**\*PARENTS/CARERS SIGNATURE REQUIRED\***

Signed.....Date.....

**Please return this form by email to:**

[Education.annual.cycle@leeds.gov.uk](mailto:Education.annual.cycle@leeds.gov.uk)

**Or by post:**

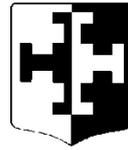
**Leeds City Council  
PO Box 837  
School Admissions  
Leeds  
LS1 9PZ**

### **Checklist**

- Have you answered all the questions?
- Attached a copy of the court order?
- Signed and dated the form



The Diocese of Leeds



# **St Chad's Church of England Primary School**

Northolme Avenue, West Park, Leeds, LS16 5QR

Executive Headteacher: Mrs H L Pratten

Headteacher Mrs A A Dunn

Tel: 0113 274 7110

## **Supplementary Information Form**

*for entry to the school in  
September 2020*

**Child's Full Name:** \_\_\_\_\_

**Sex:** Male / Female      **Date of Birth:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_  
**Postcode:** \_\_\_\_\_

**Contact Details:**

**Home Tel:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

This form is needed to allow the Governors to rank all applications against the admissions criteria and should be read in conjunction with the criteria for admission contained in our Admissions Policy.

**All applicants should fill in sections 1, 2, 3 and 4 as fully as possible. They should then ensure their vicar / minister of religion completes section 5, before returning the form to school.**

**1.** Please list here any brother or sister who will be at St Chad's in Years 1 to 6 in **September 2020** (full name and year please);

.....  
.....

2. Attendance of parent/s at worship: please tick the box which you think best describes your situation;

[    ]      *Worships regularly at the Place of Worship: An applicant would be considered a regular worshipper where they worship at least twice a month for at least one year immediately preceding the date of application. To accommodate difficult patterns of work and family relationships account will be taken of week day worship. The worshipper will be one or more parents.*

For how long?

[    ] more than 1 years

[    ] less than 1 years

3. Please indicate which church or place of worship you usually attend:

Your church or place of worship's name:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone Number: \_\_\_\_\_

Your Religious Denomination (ie, Christian, Muslim etc) : \_\_\_\_\_

4. Please give the name and address of your vicar/minister or other appropriate person to whom reference can be made to verify the information, if required, given in section 2.

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Guardian      Date: \_\_\_\_\_

**IMPORTANT PLEASE NOTE: It is YOUR responsibility to ensure that the back page of this form is completed and authenticated by your faith group leader before returning it to school. *Thank you***

**CONFIDENTIAL**

**5. FOR CLERGY USE ONLY:**

The parents have nominated you to verify the information on this supplementary information form. Would you please complete the sections below;

***a) Can you confirm to the best of your knowledge that the answers given in section 2 are correct?***

Yes / No

If no, please indicate below any information which may assist the Governors;

---

---

---

***b) Can you confirm that the church or place of worship given in Section 3 is the applicant/child's normal place of worship?***

Yes / No

If no, please indicate below any information which may assist the Governors;

---

---

---

Signed: \_\_\_\_\_ *Vicar/Minister of Religion*

***IMPORTANT:*** *Please also make sure you either stamp the form with the church or faith community's official stamp, or you attach a signed sheet of the church's or faith community's official letter-headed paper. This will help to authenticate the reference. Please return to the applicant. Many thanks*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

***For Parents/Guardians:*** please return this form to **Katy Dixon**, School Administrator, St Chad's C of E Primary School, Northolme Avenue, West Park, Leeds, LS16 5QR. **Closing date for receipt is 15<sup>th</sup> January 2020.**

# Request to join a school out of chronological year group Application form

To be completed by parents/carers requesting their child starts school in a year group different to their chronological age peers.

*Note: If you wish your child to attend school part-time until they reach compulsory school age or start school later in the academic year, you should discuss your request with the school. You do not need to complete this form.*

Please note that the decision whether to accept a deferral is made by the Governing Body of the academy. This form should be read in conjunction with the following section of our Admission Policy: 'Children Educated outside of their chronological age group (including deferment for summer born children)'.

## **CHILD DETAILS**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male/Female

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone number: \_\_\_\_\_

## **FAMILY/CARER DETAILS**

Parents/Carer's Names: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Please describe why you feel a deferment out of chronological year group would support the needs of your child:

Please attach any supporting evidence from relevant professionals e.g. an early years professional, health care professional, educational psychologist or educational professional that you wish the Governing Body to consider.

Outline the additional evidence provided by the relevant professional/s to support the application :

## PRIVACY NOTICE

Abbey Multi Academy Trust and our academies take our obligations under the Data Protection legislation very seriously. We collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against our policy for admissions. We also need to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Abbey Multi Academy Trust is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs.

In processing your application we will share information with services within the local council and also with other relevant organisations such as the NHS, the Police etc. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Should your child be admitted to the academy, we will retain information provided on this form until your child's 25<sup>th</sup> birthday after which it will be confidentially destroyed. If your application for a place at the academy is unsuccessful it will be held for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to us using your information in this way, would restrict our assessment in giving proper consideration to your application. Further information is available at <http://www.abbeymat.co.uk/privacy-notice>. To exercise any of your rights, please contact: [dpo@abbeytrust.org](mailto:dpo@abbeytrust.org) and we will advise you of the procedure.

Further information about how we process your information can be found in our privacy notice including contact information for our Data Protection Officer: <http://www.abbeymat.co.uk/privacy-notice>. A paper copy of this information is available on request.

**\*PARENTS/CARERS SIGNATURE REQUIRED\***

Signed.....Date.....

Please return this form to:  
**School Administrator**  
**St Chad's C of E Primary School**  
**Northholme Avenue**  
**West Park, Leeds**  
**LS16 5QR**

Please ensure this form is returned to the school by the 1<sup>st</sup> December before the admissions deadline in January