



# Arrangements and Policy for Admission of Pupils to Manston St James Primary Academy

## Admission Arrangements 2021

The whole life and ethos of Manston St James Primary Academy 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.

### 1 PUBLISHED ADMISSION NUMBER

The Published Admission Number for the Reception year group and the admission limit for every other year group is **60**. It is the Governors' policy to admit no more than 60 children into the Reception year as part of the normal admission round and to hold to a maximum of 60 in each year group, irrespective of the number of children in the school overall. The one exception to this is the 'Bulge Year' intake of 2014. This Year Group contains a maximum of 90 children.

The Published Admission Number for Reception Class is 60

Infant class size legislation states that there can be only 30 children in an infant class with one qualified teacher unless a legally prescribed exception applies. The Governing Body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

### 2 ADMISSION PROCEDURE FOR ENTRY INTO RECEPTION

Application for admission of pupils into Reception class at Manston St James Primary Academy must be made on-line at [www.leeds.gov.uk](http://www.leeds.gov.uk) naming the Academy as a preference. The common preference form must be completed and returned to the local authority or handed to school by the deadline of 15 January 2021. Common preference forms received after 15th January will be considered as late and will be dealt with once all other preferences have been considered.

In addition, if you are applying under oversubscription priority 3 or 4, 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 2021.

If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order.

Children who have a **Statement of Special Educational Need or an Individual Education and Healthcare Plan** where Manston St James Primary Academy is named in the Statement/EHC 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 Manston St James Primary Academy. **(See note 1)**
2. Children who have at least one **sibling** attending Manston St James Primary Academy at the proposed date of admission. **(See note 2)**
3. A child who, or whose parent(s)/guardian(s), are regular worshippers at St James the Great Church, Manston.

*A regular worshipper is a person who worships at least once a month, for one year immediately preceding the application.*

A 'Supplementary Information Form' (SIF) to provide confirmation of attendance at worship is available from the school, school website or LA website and is **within appendix 2** of this policy. The form should be signed by the vicar of St James the Great Church, Manston, and returned to the school by the closing date for applications. The parent/guardian must also make sure the vicar 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 faith reference. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order. **It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned to the school.** **(See note 3)**

4. A child who, or whose parent(s)/guardian(s), are regular worshipper(s) at another Christian church recognised by Churches Together in England and Ireland or a church which fully subscribes to the Christian doctrine of the Trinity.

*A regular worshipper is a person who worships at least once a month, for one year immediately preceding the application.*

A 'Supplementary Information Form' (SIF) to provide confirmation of attendance at worship is available from the school, school website or LA website and is **within appendix 2** of this policy. The form should be signed by the Minister of that Church and returned to the school by the closing date for applications. The parent/guardian must also make sure the Minister of the Church 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 faith reference. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order. **It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned (See note 3)**

5. A child who, or whose parent(s)/guardian(s), are regular worshipper(s) of another world faith which is one of the other five major world faiths represented in Great Britain (that is Buddhism, Hinduism, Islam, Judaism, and Sikhism).

*A regular worshipper is a person who worships at least once a month, for one year immediately preceding the application.*

A 'Supplementary Information Form' (SIF) to provide confirmation of attendance at worship is available from the school, school website or LA website and is **within appendix 2** of this policy. The form should be signed by the faith leader and

returned to the school by the closing date for applications. The parent/guardian must also make sure the faith leader authenticates the form with a stamp from the place of worship, or that they attach a signed sheet of the letter-headed paper from the place of worship. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order. **It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned (See note 3)**

- 6 Any other children wishing to gain a place at Manston St James Academy, prioritised by distance **(See notes 4 & 5)**

## **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 and will be witnessed by an independent person.

## **3 ADMISSION DURING THE 2021 /22 ACADEMIC YEAR (IN-YEAR ADMISSION)**

All applications outside the normal admission round should be made using an in year application form (ICPF) which is available from Leeds City Council.

The application should be made to Leeds City Council Admissions team who will then notify all preferenced schools about the application. The school will contact you directly to confirm whether they can offer a place. The school will respond to your application, to either offer or refuse a place. If a place cannot be offered, you will be offered a right of appeal and will be added to the waiting list. Where a vacancy arises, places will be offered based on the published oversubscription criteria within this policy.

## **4 WAITING LISTS**

After offers have been made on offer day in April, parents can ask to go on the waiting list for any school.

Waiting lists will also be held for each year group for applications outside of the admissions round. All waiting lists will be held in criteria order of the admission policy and will close at the end of the academic year (July 2022). Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy.

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 2021, your child will automatically be allocated the place at your higher preference school. This will automatically withdraw the place at a lower preference school, and this may then be allocated to another child.

## **5 RIGHT OF APPEAL**

Parents have a statutory right of appeal against the refusal of a place at the academy for which they have applied. (see Section 5 – Right of Appeal). This right does not apply if they are offered a place at the academy but it is not in their preferred age group. Appeals against an unsuccessful application must be made by parents, in writing, to the Clerk of the Appeals Panel, through the Head of School, within 21 school days of the parent receiving the notice that a place has not been offered to the child.

To find further information on the appeals process visit the school website at:  
<http://www.manstonstjames.co.uk/admissions/appeals-information>

## **6 DEFERRED ENTRY**

Parents must ensure their child receives an appropriate full time education from the term following their fifth birthday (known as compulsory school age). Children are entitled to a full time primary school place in the September following their 4th birthday and most children start school at this time. Where a child has not yet reached compulsory school age, parents can request that the start date for their child is delayed until later in the school year, but not beyond the beginning of the term after the child's 5th birthday and not beyond the start of the final term (the term following the Easter break) of the school year in which the place was offered. Parents may also request that their child attends part time until they reach compulsory school age.

If parents wish to defer their child's start date or for their child to attend part time until later in the school year, they should still apply in the normal admission round for 2021 and contact the academy directly to discuss this.

If a child is summer born (a child born between 1 April and 31 August) and will not reach their 5th birthday until the summer term, they can start school in the following September (2022) – a full year after the point at which they could have first been admitted. This would mean that they would start school in Year 1. Should parents wish their child to be admitted to Reception rather than Year 1 at this point, they may make a request that they are admitted out of their normal chronological age group using the process outlined in Section 7 'Children educated outside of their chronological age group (including deferment for summer born children)' below.

## **7 CHILDREN EDUCATED OUTSIDE OF THEIR CHRONOLOGICAL AGE GROUP (INCLUDING 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 1 April and 31 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 2021, 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 should be returned to the academy, addressed to the Chair of Governors. The form should be sent to

the academy by **1 December 2020**, well ahead of the application deadline for School Admissions, to allow enough time for the Governing Body to make a decision and inform parents of the outcome before the closing date. When such a request is made, the Governing Body 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 Principal and any supporting evidence provided by the parent. There is no right of appeal against a decision relating to admission out of chronological age. Parents should be aware that agreement for deferment/admission out of chronological age group is not a guarantee of a school offer.

## **8 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)

## **9 COMPLAINTS**

- An individual wishing to make a complaint about any Admission matter should discuss this with the academy in the first instance.
- If the complaint can be dealt with by pursuing an Admission appeal, the academy will advise parent(s) / carer(s) of this.
- If the issue is not resolved and can't be dealt with by pursuing an Admission appeal, then a formal complaint may be made, following the complaints procedure as set out in the Complaints Policy.

## **10 EQUALITY IMPACT STATEMENT**

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; cultural beliefs and pregnancy/maternity.

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## NOTES

### 1 Looked After and Previously Looked After Children

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 a 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 Siblings

For these purposes, brothers and sisters must be living at the same address as your 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.

### 3 Parents

‘Parents’ include all those people who have a parental responsibility for a child as set out in The Children Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms.

### 4 The home address and residing in

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.

### 5 Distance

Distance to the school as measured in a straight line by the Local Authority’s electronic mapping system. Leeds Local Authority use a program that measures the ‘straight-line’ distance from the centre of the main school building to your home address. The point they measure to at your home address is determined by the Local Land and Property Gazetteer (LLPG). This information provides the Local Authority with coordinates for every dwelling. If they are not able to match your address with the LLPG then they will use the centre of your dwelling.

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, independently supervised.