

# Policies & Procedures

# Admissions

# Arrangements

# 2021

<b>Date policy approved</b>	27 November 2019
<b>Approving body</b>	Abbey MAT Board and LGB
<b>Next review date</b>	October 2020
<b>Previous review date</b>	



Part of



# LIGHTCLIFFE CHURCH OF ENGLAND PRIMARY SCHOOL

## ADMISSIONS POLICY 2021



Lightcliffe is part of the Abbey Multi-Academy Trust and the Trust Board are the admissions authority.

### **Making an application**

Applications for admission to the school are made online at [www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions). A leaflet with instructions on how to apply will be available from the school or from the Local Authority. Families living outside Calderdale must use their home Local Authority application system.

If you wish to apply under Christian Commitment Criteria you should obtain a copy of the School's Supplementary Information Form (SIF) from the school and return the SIF to the school by the date the school states on the form. Failure to complete this form will result in the child being ranked based on the information on the CAF.

### **Special Educational Needs (SEND)**

The school will admit children with SEND Education Health Care Plans where Lightcliffe CE Primary School is named on the child's Education Health Care Plan.

### **OVERSUBSCRIPTION CRITERIA**

Where the number of applications for Lightcliffe CE Primary School received during the normal admissions round exceeds the admission number of the school the Governing Body will apply the following criteria in strict order of priority:

1. 'Looked After' Children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989). This also applies to children who have previously been 'Looked After'. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) immediately following having been looked after.
2. A child who has a brother or sister (including a half, step or adoptive brother or sister) on roll at the time of application and admission. (See note 4 – Siblings)
3. A child whose home address is in the parish of St. Matthew's Lightcliffe and can be confirmed by the Church leadership as attending St. Matthew's church Lightcliffe at least once a month for at least the previous two years prior to the closing date for applications.
4. A child who has moved to become resident in the parish of St. Matthew's Lightcliffe who has attended an Anglican Church at least once a month for at least the previous two years prior to the closing date for applications and who are now attending St. Matthew's Church Lightcliffe will qualify upon proof of membership being provided by the priest of that other parish.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar. During an interregnum the

form should be signed by a Churchwarden. If your child has been worshipping in another parish we require a letter verifying this from the Vicar of that church (or Church Warden during an interregnum).

**In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.**

5. Children of staff at the school
  - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Other children (see note 2).

## **NOTES**

### **1 Ecclesiastical Parish Boundary**

A map showing the ecclesiastical parish boundary is available at the school, on the school website and attached to this policy.

### **2 Tie-breaker**

If there are more applications in a category than the number of places available, the remaining places will be offered to the children whose home address is nearest to school. Distance will be calculated using a straight-line measurement from the pupil's home to the closest designated school gate.

To ensure consistency applies, all distance measurements will be carried out by the Local Authority's GIS system (Geographical Information System) and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from.

### **3 Home Address and Residing in**

Parents / carers must give their child's permanent home address on their application. The allocation of a school place will be made using the child's permanent home address as at the close date during the normal round of admissions.

Where parents share parental responsibility for the child but reside in separate properties the Authority will use the address at which any Child Benefit is registered, unless there is evidence to suggest that the child either does not reside at this address or does not spend most of the school week at this address.

### **4 Siblings**

The term "Sibling" is defined as:

- a full or half brother or sister
- a step brother or sister
- an adoptive brother or sister
- The children of parents living in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. Where at least one multiple birth sibling would be offered a place the remaining multiple birth siblings will also be offered a place.

## 5 Waiting List

During the normal round of admissions parents who are not happy with the school place they have been offered can request the name of their child to be added to a reallocation list for school places which may become available after national offer day. The reallocation process is part of the co-ordinated admissions scheme and is administered by the Local Authority. Requests should be submitted to the Authority using the reallocation form.

Reallocation lists will be kept by the Local Authority for one week into the academic year. Waiting lists will then be maintained by the school until at least the end of the Autumn term of the academic year.

For 'in year' admissions, parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

As soon as school places become vacant, the Governing Body must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's right of appeal against an unsuccessful application.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

It should be noted that children who are the subject of direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol (of The Admissions Code), **must** take precedence over those on a waiting list.

This information is published by the Governors of Lightcliffe CE Primary School in accordance with the relevant sections of the School Standards & Framework Act 1998, the School Admissions Code 2014 and accompanying Regulations.

## 6 Admission procedures

The Planned Admission Limit for admission to the Reception class in the school year commencing September 2020 will be a maximum of 60. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to

Reception class unless the number of children for whom admission is sought exceeds this number. By law, normally, no Foundation Stage and Key Stage One class may contain more than thirty children.

Governors rank all the applications according to the published oversubscription criteria, but the Local Authority allocates places based on the ranking and whether there is a place at a higher preferred school.

## **7 Deferred Entry to Primary School**

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 5<sup>th</sup> birthday in the summer term, parents or guardians may request that their child:

- a. Defer entry until the next academic year but remain within the same chronological year group, entering in Year 1.
- b. 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 (b) above to be considered. Parents of children born between 1 April and 31 August 2017 who wish to defer entry into reception until September 2022 should still apply in the normal admission round for 2021, 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.

## **8 Appeals**

Where the Governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the school Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to:

Admission Appeal Clerk  
PO Box 1694  
Huddersfield

HD1 9DL  
07949 707 868  
churchschoolappeals@gmail.com

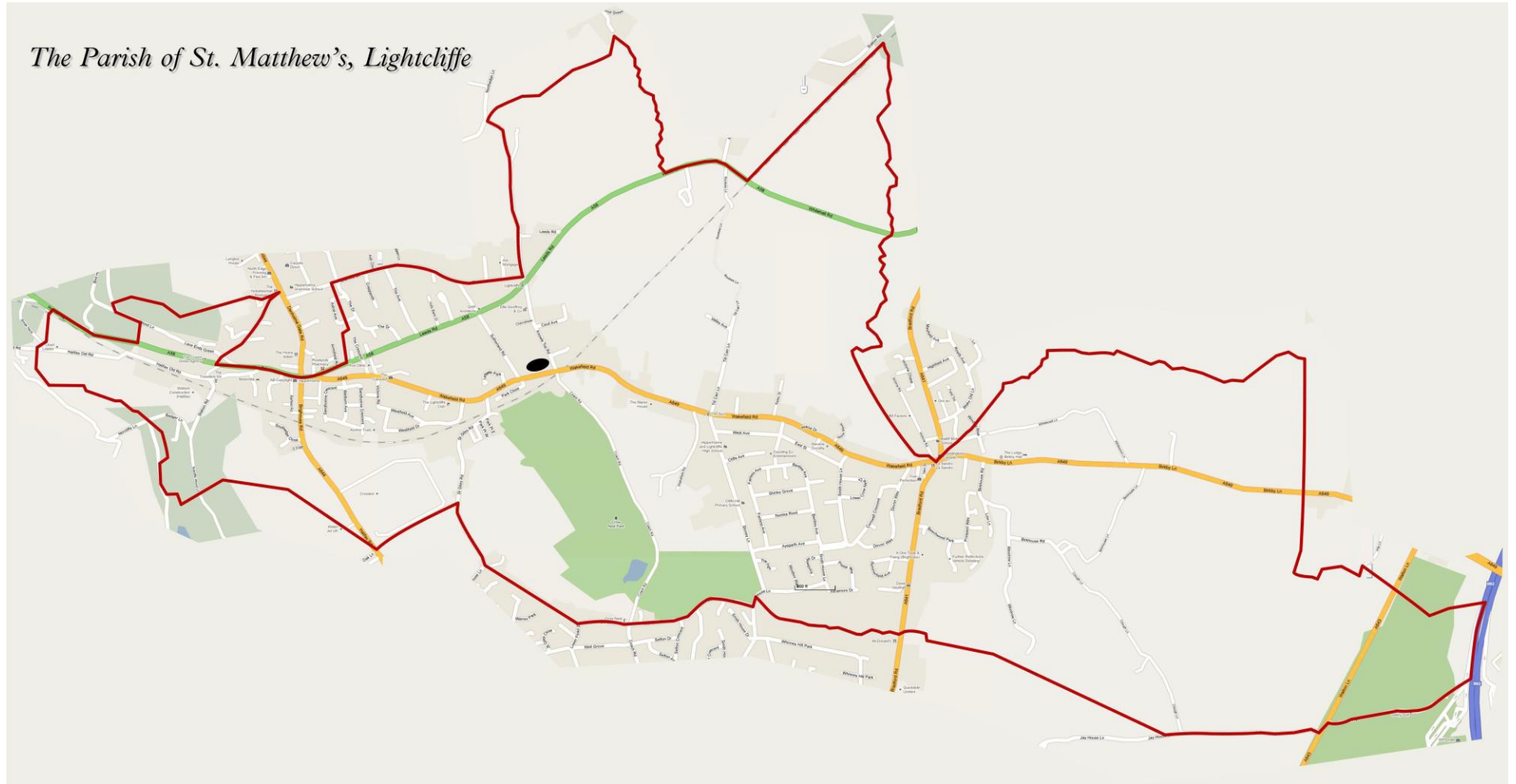
Within twenty one days of receiving the refusal letter.

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that your child would have been offered a place if the Governors' admissions arrangements had been properly implemented. Please note that this right of appeal against the Governors' decision does not prevent you from making an appeal in respect of any other school.

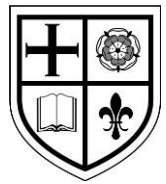
## Appendix 1

Map showing the Ecclesiastical Boundary of St. Matthew's Church, Lightcliffe.



**SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO**

**LIGHTCLIFFE CE PRIMARY SCHOOL**



**INTRODUCTION**

Lightcliffe CE Primary is a Church of England Academy, which means that members of the Parish of St. Matthew's and the Diocese of Leeds have contributed towards the building of the school and continue to pay towards its maintenance.

The School is designated as a school with a Religious Character and as such is permitted to give application preference to members of a particular faith or denomination.

The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at Lightcliffe Primary School. You **must complete this form** if you want your application to be considered using the Christian commitment Oversubscription Criteria of **The Schools** admissions policy. *In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship.*

I / We – Name(s)	
Of - Address	
Parent(s) of (Child's name)	

*Declare Christian Commitment for our child for at least the previous two years prior to the closing date, described as:*

<b>A)</b> A child whose home address is in the parish of St. Matthew's and can be confirmed by the Church leadership as attending St. Matthew's church at least once a month for at least the previous two years prior to the closing date for applications to school.	<b>Please tick</b>
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**Or**

<b>B)</b> A child of parents having moved to become resident in the parish of St. Matthew's who have been attending an Anglican Church at least once a month for at least the previous two years prior to the closing date for applications and who are now attending St. Matthew's Church will qualify upon proof of membership being provided by the priest of that other parish.	<b>Please tick</b>
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Parental Signature(s)	Please print your name(s)
(1)	(1)
(2)	(2)
Date	Date

**PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION**  
See the school's admissions policy to find out who these persons are

<b>Verified by</b>	Vicar of St. Matthew's (During an interregnum the form may be signed by a Churchwarden).
Signature	
Please print your name	
Status within the church	
Date	
Your contact address / telephone	
Verification letter received? (please ✓)	

Please return to Helen Bell at LIGHTCLIFFE CE PRIMARY SCHOOL by 15 January

<b>PRIVACY NOTICE:</b> For information on how we collect, store and use personal data you provide; please refer to our 'Privacy Notice' available on our website at <a href="http://www.lightcliffeprimary.co.uk">www.lightcliffeprimary.co.uk</a> under the 'About Us' section or on request from the school office.
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