

Hand in hand we learn



Christ Church Upper Armley CE Primary School

# **POLICIES & PROCEDURES**

## Admissions Arrangements 2024

Date Policy Approved: 8<sup>th</sup> February 2023  
Approving Body: Abbey MAT Trust Board  
Next Review Date: September 2023  
Previous Review Date: 9<sup>th</sup> February 2022

# Christ Church Upper Armley CE Primary Admission Arrangements 2024

The whole life and ethos of Christ Church Upper Armley CE Primary is underpinned by Christian principles. Christ Church Upper Armley CE Primary is part of Abbey Multi Academy Trust and as such the school aims to serve its community and live out the mission of Abbey Multi Academy Trust by providing an environment where all work together 'In partnership to educate, nurture and empower' within the context of Christian belief and practice.

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 **30**. It is the Governors' policy to admit no more than 30 children into the Reception year as part of the normal admission round and to hold to a maximum of 30 in each year group, irrespective of the number of children in the school overall.

The Published Admission Number for Reception Class is 30.

By law, normally, no infant class may contain more than thirty pupils with a single school 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 Christ Church Upper Armley CE Primary 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 by the deadline of 15<sup>th</sup> January 2024. Common preference forms received after 15<sup>th</sup> 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, the governors require a Supplementary Information Form (SIF), which can be obtained from the academy, academy website or local authority website. The Supplementary Information Form (SIF) must be returned to school by the closing date for applications which is 15<sup>th</sup> January 2024.

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 Christ Church Upper Armley CE Primary 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. 'Looked after' children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority or who were previously in state care outside of England, whose parent/s or guardian/s preferences Christ Church Upper Armley CE Primary. **(See note 1)**
2. Children who have at least one **sibling** attending Christ Church Upper Armley CE Primary at the proposed date of admission. **(See note 2)**
3. Faith Places – Following the allocation of places to criteria 1 and 2, 50% of the remaining available places will be allocated according to the following 'faith based' criteria (criteria 3.1 to 3.3).

If within the faith proportion there are more applicants than places available, the places will be allocated to those qualifying applicants in the following priority order:

- 3.1. A child who, or whose parent(s)/guardian(s), are regular worshippers at Christ Church Upper Armley.

*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 academy, academy website or LA website and is within appendix 1 of this policy. The form should be signed by the vicar of Christ Church, Upper Armley, and returned to the academy 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 no SIF is provided to the academy, the application will be considered under the other subscription criteria.

**It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned to the academy by any applicable due date (see note 3).**

- 3.2. 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 academy, academy website or LA website and is within appendix 1 of this policy. The form should be signed by the Minister of that Church and returned to the academy 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 no SIF is provided to the academy, the application will be considered under the other subscription criteria.

**It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned by any applicable due date (see note 3).**

- 3.3. 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 academy, academy website or LA website and is within appendix 1 of this policy. The form should be signed by the faith leader and returned to the academy 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 no SIF is provided to the academy, the application will be considered under the other oversubscription criteria.

**It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned by any applicable due date (see note 3).**

*\*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.*

**4. Community Places** – Following the allocation of places under criteria 1, 2 and 3, the remaining places will be allocated in the following priority order:

**4.1.**Children who live in the defined catchment priority area for the academy shown in Section 10 'Catchment Area for Christ Church Upper Armley CE Primary'. (Maps showing the defined catchment area for each school are shown on the Leeds City Council Admissions website). **(See note 5).**

**4.2.**Any other children wishing to gain a place at Christ Church Upper Armley CE Primary, prioritised by distance **(See notes 4 & 6)**

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. Any unfilled places under criteria 3 will be automatically transferred to the next priority.

If an applicant who submits a faith reference in support of an application is unsuccessful in gaining a place under criteria 3 because there are more applicants than places available, they will be considered under community places criteria.

## Tie Breakers:

Tie Breaker 1: Where there are candidates of equal priority, places will be given to those applicants who live closest to the academy 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 the academy, the remaining places will be allocated by the drawing of lots; this process will be independently supervised.

### 3 ADMISSION DURING THE 2024/25 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 national offer day in April, parents can ask to go on the waiting list for our 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 2025). 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 academy 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 2024, 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 to 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.

Further information about how to appeal and the timetable for the appeals process can be obtained from our website [www.ccuaprimary.co.uk](http://www.ccuaprimary.co.uk).

## 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 4<sup>th</sup> 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 5<sup>th</sup> 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 2024 and contact the academy directly to discuss this.

If a child is summer born (a child born between 1<sup>st</sup> April and 31<sup>st</sup> August) and will not reach their 5<sup>th</sup> birthday until the summer term, they can start school in the

following September (2025) – 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 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 1<sup>st</sup> April and 31<sup>st</sup> 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 2024, 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 2**, 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<sup>st</sup> December 2023**, 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 Headteacher 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.

## 11 CATCHMENT AREA MAP FOR CHRIST CHURCH UPPER ARMLEY CE PRIMARY

The defined catchment priority area for Christ Church Upper Armley CE Academy is the area within the black outline surrounding the academy depicted overleaf.



Diagram 1: Catchment priority area for Christ Church Upper Armley CE Primary

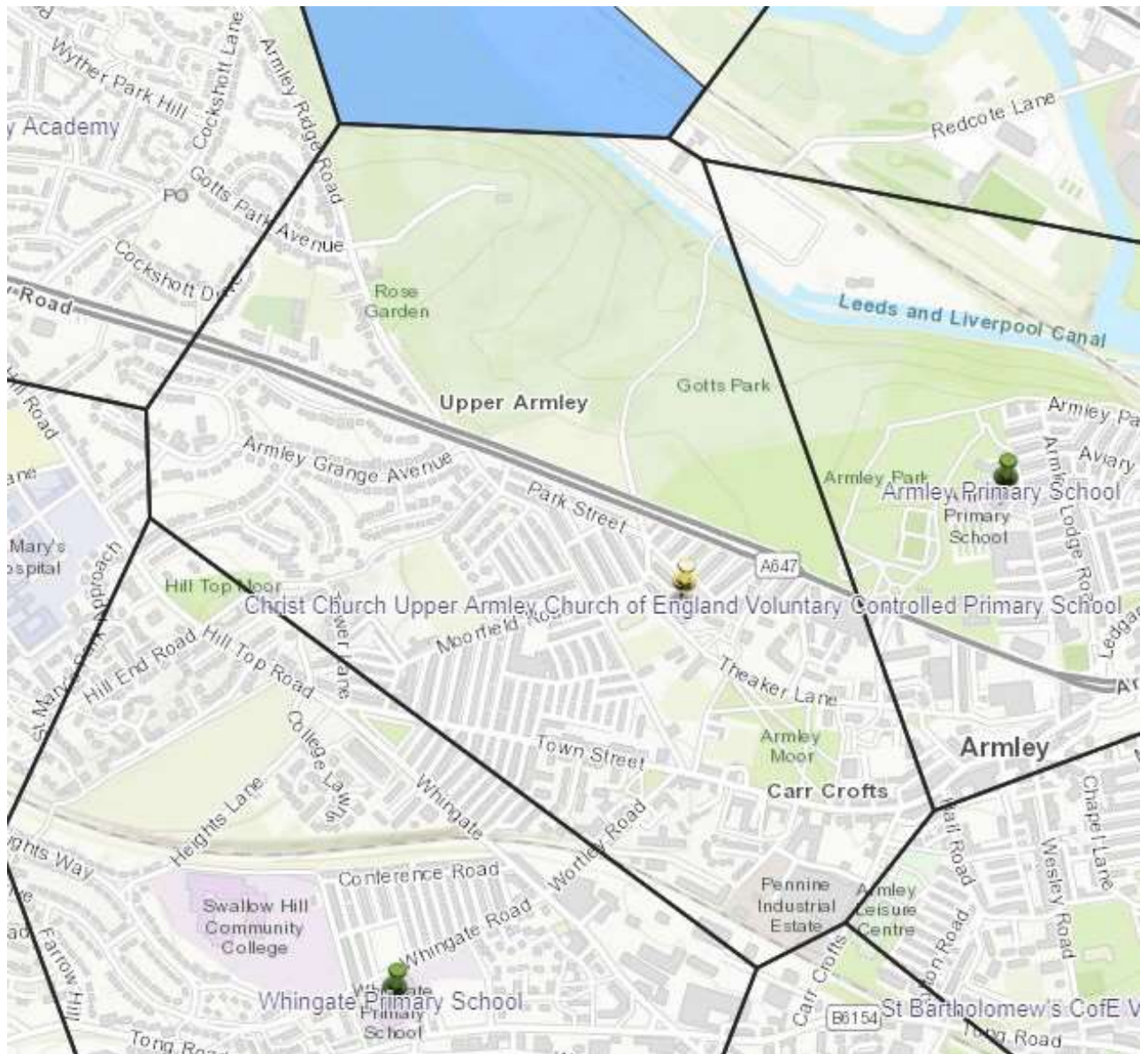


Diagram 2: Catchment priority area for Christ Church Upper Armley CE Primary with surrounding areas

## NOTES

### 1 Looked After Children 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 looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but 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 provide evidence of this with your application (e.g. 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 for the purpose of admission to school by making a joint declaration at the time of application. Where parents cannot agree or 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.

You must not use any other address on your application, including using the address of a childminder or relative, or rent a property for a short period of time as this could be considered as using a fraudulent address. You can only use an address on your application if you have already moved into the property (with the exception of Children of UK service personnel (UK Armed Forces) under paragraph 2.18 of the School Admissions Code). If you plan to move house, you must still use your current address on your application. 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.

## 5 Catchment Areas

Catchment areas can be viewed on the maps available at: [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions)

You can apply for any school but if you live in the catchment area your application will receive a higher priority at that school than applicants who live outside of the catchment area. Living in the catchment area does not guarantee a place at the school.

## 6 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 overseen by an independent person.





## SUPPLEMENTARY INFORMATION FORM (SIF)

Christ Church Upper Armley CE Primary  
Theaker Lane, Leeds  
LS12 3NU

This form is needed to allow the Governors to rank all applications made under the faith criteria and should be read in conjunction with the criteria for admission contained in our Admissions Policy. If this form is not returned, the application will be considered against the other oversubscription criteria. All applicants should fill in sections 1, 2, 3, 4 and 5 as fully as possible. They should then ensure their vicar / minister of religion completes section 6. Parents must then return the completed form to school by the application deadline of 15 January 2024.

*Note: 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*

<b>1. CHILD'S INFORMATION</b>	
Surname: _____	Forename(s): _____
Date of Birth: _____	Male / Female * (Please delete)
Address: _____	
Post Code: _____	
<b>2. PARENT/CARER INFORMATION</b>	
Title: Mr / Mrs / Miss / Ms / Other * (Please delete) _____ Address (if different from above): _____	
_____ Telephone: _____ Mobile: _____	
E-Mail Address: _____	
<b>3. SIBLING DETAILS</b>	
Does the child have an older sibling(s) currently attending the academy? Yes / No * (Please delete)	
If yes, please give the full name and Year Group of the sibling(s)? _____	
<b>4. FAITH DETAILS</b>	
Are you or your child <u>regular</u> ** worshippers at Christ Church, Upper Armley? Yes / No * (Please delete)	
Are you or your child <u>regular</u> ** worshippers at another Christian Church? Yes / No * (Please delete)	
Name of Church: _____	
Are you or your child <u>regular</u> ** worshippers of another world faith which is one of the other five major world faiths represented in Great Britain? Yes / No * (Please delete)	
Name of Place of Worship _____	
<p><i>**Regularly means that the child (or whose parent(s)/carer(s)) has attended worship at least once per month, for one year immediately preceding the application.</i></p> <p><i>If you have answered YES to any of these questions, please complete the box below and ensure your vicar / minister of religion completes section 6, before returning the form to school.</i></p>	

## 5. FAITH CONTACT DETAILS

Please provide the details below for the vicar, minister or faith leader who can provide a reference in support of the information provided above.

Church / Place of Worship: \_\_\_\_\_

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

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

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

E-Mail: \_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



SUPPLEMENTARY  
INFORMATION  
FORM (SIF)

Christ Church Upper Armley CE Primary  
Theaker Lane, Leeds  
LS12 3NU

CONFIDENTIAL

6. FOR CLERGY USE ONLY:

The parent(s) / carer(s), detailed in section 2, have nominated you to verify the information on this supplementary information form.

Please confirm the following to the best of your knowledge:

The above child and/or one or more parent(s)/guardian(s) worship at this church/place of worship at least once per month and have done so for one year preceding the application.

Yes / No

*Please note: 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*

Minister / Faith Leader's supporting comments:

Signed:

Vicar / Faith Leader

Print name:

Date:

Tel No:

Email address:

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

For Parents/Carers: please return the completed supplementary information form to:  
School Administrator, Christ Church Upper Armley CE Primary School, Theaker Lane, Leeds,  
LS12 3NU. Closing date for receipt is 15 January 2024.



## 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-notices>. 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-notices>. A paper copy of this information is available on request.

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

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

Please return this form to:  
School Administrator  
Christ Church Upper Armley CE Primary  
Theaker Lane  
Leeds  
LS12 3NU

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