

Rooted and Grounded in Love



Manston St James CE Primary Academy

POLICIES & PROCEDURES

Admissions Arrangements 2022/2023

Date Policy Approved: 10 February 2021

Approving Body: Abbey MAT Board of Trustees

Next Review Date: October 2021

Previous Review Date: October 2019

Varied on 01 September 2021 to give effect to a mandatory requirement of the School Admissions Code 2021

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

Admissions Arrangements 2022

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 criterion for admission.

1 PUBLISHED ADMISSIONS NUMBER

The Published Admission Number for the Reception 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.

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 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 15th January 2022. 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 5, 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 2022.

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 Looked after and previously looked after children
A looked after child is defined as a child who is (one of the following):
 - in the care of a local authority
 - being provided with accommodation by a local authority's social services (see the definition in Section 22(1) of the Children Act 1989)A previously looked after child is 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.

You must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority care) with your application. (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 Children who live within the Church of England Parish of Manston (See notes 4 and 5)
- 7 Any other children wishing to gain a place at Manston St James Academy, prioritised by distance (See notes 4 and 6)

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.

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 2022/23 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 2023). 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

2022, 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

Appeals against an unsuccessful application must be made by parents, in writing, to the Clerk of the Appeals Panel, through the Headteacher, within 30 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 & CHILDREN EDUCATED OUTSIDE OF THEIR CHRONOLOGICAL AGE GROUP

All children can start Reception in the September after they turn four and most children thrive when starting school at age four. If you do not think your child will be ready by then, you can speak to us about starting part time, or after Christmas or Easter break.

You must ensure your child has a full time education from when they reach compulsory school age. Your child reaches this on 31 December, 31 March or 31 August after their fifth birthday (whichever comes first).

If you have been offered a reception school place, the latest your child can start school is when they become compulsory school age, or after the Easter break.

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 2022, 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 submit a letter setting out the reasons for the request, addressed to the Chair of Governors and attach any available evidence of the need for deferment/admission out of chronological age.

The application should be returned to the school, addressed to the Chair of Governors. 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.

6 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

8 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.

9 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.

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 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 your child was previously looked after in England, you must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority care) with your application to the local authority.

If your child was adopted from state care abroad, the evidence you must submit is of your child's adoption (an adoption order or adoption birth certificate) and that they were in state care outside England (a letter from the state).

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.

If parents disagree on an application:

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting

applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until we have received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

4 The home address and residing in

The home address is the place where the child is permanently resident with his or her parents. Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

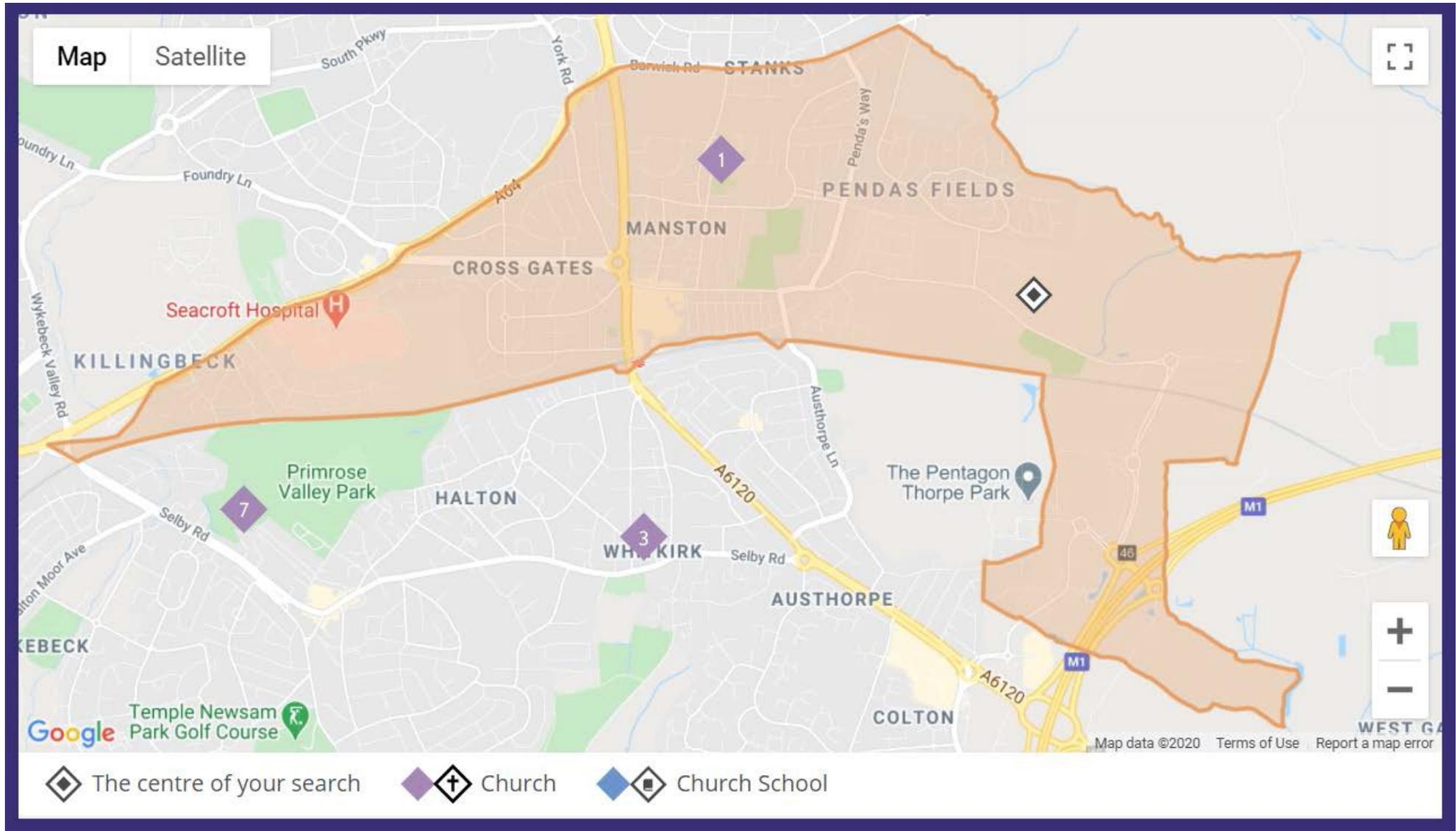
5 The Church of England Parish of Manston

A map of the parish boundary can be found on page 9 of these arrangements, on the school website (LINK) and also in the school office. You can check which parish you live in using the website <https://www.achurchnearyou.com>. You can apply for any school but if you live within the Church of England parish of Manston your application will receive a higher priority than applicants who live outside of the parish. Living within the Church of England parish of Manston 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 a defined point 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.

Appendix 1: The Church of England Parish of Manston, Leeds



A Tool to Look Up your Parish

Follow the link <https://www.achurchnearyou.com/>. Enter your postcode. The website tells you which parish you live in, and also shows you the parish boundary.



SUPPLEMENTARY INFORMATION FORM

Manston St James CE Primary Academy
Sandbed Lane, Leeds, LS15 8JH

The Governors have a difficult task in deciding which child should be offered a place at the school. This form is designed to help us make that decision and should be read in conjunction with the criteria for admission published in the Admissions Arrangements and also available from the school. 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, before returning the form to school.

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.

1. CHILD'S INFORMATION

Surname: _____ Forename: _____
Date of Birth: _____ Male / Female * (please delete)
Address: _____
Postcode: _____

2. PARENT / CARER INFORMATION

Title: Mr / Mrs / Miss / Ms / Other * (please delete): _____
Address (if different from above): _____
Telephone: _____ Mobile: _____
Email address: _____

3. SIBLING DETAILS

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): _____

4. FAITH DETAILS

Are you or your child *regular*** worshippers at St James the Great Church Manston? Yes / No * (Please delete)
Are you or your child *regular*** worshippers at another Christian Church? Yes / No * (Please delete)
Are you or your child *regular*** worshippers of another world faith which is one of the other five major world faiths represented in Great Britain? Yes / No * (Please delete)

***Regularly means that the child (or whose parent(s)/carer(s) worships at least one a month, for one year immediately preceding the application*

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.

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.

Name: _____
Address: _____
Telephone: _____ Email: _____

Parent / Carer signature: _____ Date: _____

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.

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.

Please complete the sections below to verify the information:

- a) Can you confirm, to the best of your knowledge, that the answers given in section 4 are correct?

Yes / No

- b) Can you confirm that the church or place of worship given in Section 5 is the child's, or the parent/carer of the child's, normal place of worship?

Yes / No

Signed: _____ Vicar / Minister of Religion

Print Name: _____ Date: _____

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, Manston St James Primary Academy, Sandbed Lane, Leeds, LS15 8JH. Closing date for receipt is 15th January.