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**Educate, Nurture & Empower**



St Chad's C of E Primary School

# **POLICIES & PROCEDURES**

## **Admissions Arrangements 2025**

Date Policy Approved: 07 February 2024

Approving Body: Abbey MAT Trust Board

Next Review Date: 28 February 2025

Previous Review Date: 08 February 2023

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

## **Admission Arrangements 2025**

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 must be made online 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 January 2025.

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 2025. 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 Education Health Care Plan (EHCP) 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.** '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. (See note A)

**2.** Children who have at least one **sibling** attending St. Chad's Church of England Primary School at expected time of admission. (See note C)

**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:

**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 B and D)

**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 B, D and E)

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.**

*\* Please note: 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.*

**4. Community Places** – Any other children, by straight line distance (see notes F, G, and H).

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 by straight line distance (see notes F, G, and H).

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.

### **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.

### **Applying after the national closing date (15 January)**

If you apply after the national closing date, we cannot consider your preferences at the same time as those received on time.

Any applications submitted or changed between 16 January and 28 February will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by us.

All applications submitted after 28 February are considered late and won't be allocated a school place until after national offer day (16 April).

### **Appeals process**

Where we refuse to offer a place, we will tell you in writing the reason why admission was refused and all parents have the right to appeal to an independent appeal panel.

Parents who intend to make an appeal against the decision to refuse admission for reception must submit a notice of appeal in writing by the deadline on our website to guarantee the appeal will be heard before the new school year starts. Further information on how to submit an appeal is available on our website at:

<https://www.st-chadsprimary.co.uk/parents/admissions>

This includes our full timetable for admission appeals for the 2025 academic year which will be published on our website by no later than 28 February 2025.

Please note the right of appeal against our decision does not prevent you from making an appeal in respect of any other school.

Appeals against a decision for an in-year application can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued).

## **Waiting list**

We hold a waiting list after national offer day. How to add your child to a waiting list will be explained in the offer or decision letter you are sent.

If your child is added to a waiting list after offer day and a place becomes available before the new school year starts, the Local Authority will automatically allocate the place at your higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if you have accepted that place.

We hold waiting lists for all the year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in the school's admission policy (the rules for prioritising places).
- each time a child is added or removed, the list is ranked again, and your child can move down if another child meets higher criteria.
- the waiting list will close at the end of the academic year (July). You must reapply for a new school place to be on the list the following year.
- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

## **Admission outside the normal admission round (in-year transfers)**

How to apply for a school transfer for the 2025/2026 admission year will be available on our website by no later than 31 August 2025.

Upon receipt of a completed in-year application, and the supplementary information form (where application is made under the faith oversubscription criteria), the governors will apply this policy. Parents/carers will be told in writing whether or not a place can be offered within 15 school days.

Applications can only be ranked as meeting faith priority once we have received a SIF and the verification from the place of worship.

## **Fair Access Protocol**

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)

## **Children below statutory school age**

All children can start Reception in the September after they turn 4 and most children thrive when starting school at age 4.

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).

Once you have a school place offer, you have the right to defer the date your child is admitted to the school until:

- later in the school year but not after the date at which your child becomes compulsory school age (see below); and
- not after the beginning of the final term (after Easter break) of the school year the offer was made

If your child has been offered a place at our school, but you do not think your child will be ready to start in September, please contact the school about starting part time, or after Christmas or Easter break.

## **Admission of children outside their normal age group (including deferment for summer born children)**

You can ask for your 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, if your child is summer born (born between 1 April and 31 August) you may request that your child be admitted out of their normal age group, to reception rather than year one.

You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by any deadline date and we recommend you send the request to each school you intend to apply for, as it is possible for one school to refuse a request that another school agrees.

To apply, you must send to us a written request that explains:

- why admission out of normal year group is being requested
- the year group you wish your child to be allocated a place

If you have it, you can also attach any available evidence that supports your request.

Our Governing Body will consider each application individually and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

This request is separate to any decision about offering a place at our school. There is no right of appeal against a decision relating to admission out of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application.

## Notes:

- A. 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.

- B. 'Parents' include all those people who have a parental responsibility for a child as set out in The Children Act 1989.
- C. Siblings include brothers and sisters, stepchildren, half-brothers and half-sisters, fostered and adopted children living at the same household.
- D. 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 weekday worship. The worshipper will be one or more parents.
- E. Christian Church includes only those churches affiliated to Churches Together in Britain and Ireland or one which can fully assent to the Trinitarian creed.
- F. 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.

- G. 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.
- H. 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 in a straight line, using Leeds City Council's Geographic Information System (GIS) mapping. The program measures the "straight-line" distance from a defined LLPG point on the main school building to the 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.

The Diocese of Leeds

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

Northolme Avenue, West Park, Leeds, LS16 5QR

Tel: 0113 274 7110

**Supplementary Information Form**

*for entry to the school in  
September 2025*

**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. 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 weekday worship. The worshipper will be one or more parents.*

*Please note: 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.*

For how long?

[    ] more than 1 years                      [    ] less than 1 years

2. 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 (i.e. Christian, etc.) : \_\_\_\_\_

3. 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:** Please only complete the reference on the back page of this form if your regular place of worship named above is a Christian church – the reference is not required if you worship regularly at another place of worship, for example, at a temple or mosque.

It is the responsibility of Parents/Guardians to ensure, where required, that the back page of this form is completed and authenticated by your Vicar/Minister of Religion before returning it to school.

**Thank you**

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### **4. FOR CLERGY USE ONLY:**

**NOTE:** Please only complete this form if the regular place of worship named overleaf is a Christian church – a reference is not required where the parents regularly attend another place of worship, for example, a temple or mosque.

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

**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

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 (original not a photocopy). 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 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 2025**