



## ADMISSIONS POLICY 2018

The Governing Board of St Andrew's CE (VA) Infant School is the admissions authority for the school, not the Local Authority.

### MAKING AN APPLICATION

Applications for a place at the school should be made on the Calderdale Common Application Form enclosed with the Calderdale Admission to Primary School Leaflet, and returned to St Andrew's Infant School or to the Local Authority by the date stated, together with the Supplementary Information Form (SIF) if appropriate (see the oversubscription criteria). Failure to complete this form may affect the oversubscription criteria in which your child is placed.

Applications can also be made online. The full Calderdale Admissions to Primary School booklet can be viewed online, or copies can be viewed at the school.

Residents outside of Calderdale will need to complete an application form from their home Local Authority and return it back to their home Local Authority. If parents have any questions the CMBC Admissions Team will be only too pleased to help.

### ADMISSION PROCEDURES

The Planned Admission Number (PAN) for admission to Reception in the school year commencing September 2018 will be a maximum of 60. This arrangement follows consultation between the Governing Board, the Diocesan Board of Education, Local Authorities and other admission authorities in the area. The Governing Board will not place any restrictions on admissions to Reception unless the number of children for whom admission is sought exceeds 60. By law, infant classes must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances only outside the normal admissions round (*as outlined on p23, DfE School Admissions Code, 2014*). These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class limit.

The Local Authority operates a coordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and The School's Governing Board allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Board will allocate places using the following criteria, which are listed in order of priority. The Local Authority will inform parents of the offer of a place on the date stipulated in their brochure.

### SPECIAL EDUCATIONAL NEEDS and DISABILITIES

St Andrew's CE (VA) Infant School will admit children with SEND Education Health Care Plans where St Andrew's CE (VA) Infant School is named on the child's EHCP.

### OVERSUBSCRIPTION CRITERIA FOR ADMISSIONS AND IN-YEAR APPLICATIONS

Where the number of applications for **St Andrew's CE (VA) Infant School** received during the normal admissions round exceeds the Published Admission Number of the school, the Governing Board 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) or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence of special guardianship order.
2. A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending this school or St Andrew's CE (VA) Junior School at the proposed date of admission (*See note 6*).
3. A child who, or whose parents/guardians worship at the Parish of St Martin's, Brighouse and who are:
  - a) 'At the heart of the church'- A regular worshipper. A person who worships at least twice per month for a period of two years prior to the closing date for applications. The worshipper could be one or both parents, or the child.

b) **‘Attached to the church’** - A regular but not frequent worshipper i.e. a person who usually attends a monthly family or church service or is regularly involved in a weekday church activity including an element of worship for a period of two years prior to the closing date for applications.

*A ‘Supplementary Information Form’ (SIF) to provide confirmation of Christian commitment is available from the school. The form should be completed and signed by the Vicar. During an interregnum the form should be signed by a Churchwarden. Failure to complete this form may affect the oversubscription criteria in which your child is placed.*

*Those recently moved to become a resident in the Parish of St Martin’s, Brighouse who are members of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish.*

4. A child whose parents/guardians reside within the Parish of St Martin’s, Brighouse who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish and who fulfill the criteria in **Notes 4 and 5.**
5. A child whose parents/guardians reside(s) outside the Parish of St Martin’s, Brighouse but for whom this is the nearest Voluntary Aided School who are members of another Christian Church recognised by Churches Together in England and Wales and who fulfill the criteria in **Notes 4 and 5.**
6. A child of parents residing within Parish of St Martin’s, Brighouse.
7. Other children

## NOTES

### 1. A map showing the ecclesiastical parish boundary is available at the school.

If there is over-subscription in any category, then pupils will be admitted in the order of proximity of the pupil’s home to the school. Distance will be calculated using a straight line measurement from the pupil’s home to the closest designated school gate. Distances will be calculated using the Local Authority’s GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the GIS system and no other method of measuring distance will be considered.

### 2. 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, and whose address will be used for admissions purposes.

### 3. Home Address and Residing in

The Home Address will be the address used for correspondence related to where “Child Benefit” is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority. Families who are due to move house should provide:

- i) Solicitor’s letter confirming exchange of Contracts has taken place on the purchase of a property, or
- ii) Copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property or
- iii) In the case of SERVING HM Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

### 4. Other Christian Churches (Churches Together in England)

The Baptist Union of Great Britain	Joint Council for Anglo-Caribbean Churches
Cherubim and Seraphim Council of Churches	Lutheran Council of Great Britain
Church of England	Methodist Church
Church of Scotland	Moravian Church
Congregational Federation	New Testament Assembly
Council of African and Afro-Caribbean Churches	Religious Society of Friends
Council of Oriental Orthodox Christian Churches	Roman Catholic Church
Free Churches’ Council	Russian Orthodox Church
Greek Orthodox Church	Salvation Army
Ichthus Christian Fellowship	United Reform Church
Independent Methodist Churches	Wesleyan Holiness Church
International Ministerial Council of Great Britain	

#### 5. 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 together 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. Twins, triplets or children from other multiple births as long as they comply with the infant class size regulations.

#### 6. Waiting List

Parents who wish their child to be included on the waiting list must inform the school in writing by completing a CAF and returning it to the school. 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 Board 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 (Section 3 of School Admissions Code), must take precedence over those on a waiting list. Where an admission authority holds a waiting list, they must make clear in their admission arrangements that these children will take precedence over any child already on that list. Legislation enables this to be done immediately without the need to apply to the Schools Adjudicator for a variation in determined admission arrangements<sup>1</sup>.

#### 7. Appeals Procedure

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 Board's decision to refuse admission must submit a notice of appeal to the following address within twenty one days of receiving the refusal letter:

##### ***The Clerk to Aided School Appeal Panel***

***Diocese of Leeds, 17-19 York Place, Leeds. West Yorkshire. LS1 2EX. Telephone number: 0113 2000 540.***

Usually 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 Board 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.

#### Review

This Admissions Policy was created in October 2015.

The Admissions Policy is reviewed annually, with the actual work of review and its implementation is delegated to the Admissions sub-committee, but taken to the full Governing Board for discussion and approval.

<b>Policy adopted by the Governing Board:</b> July 2007, reviewed April 2008, January 2009, November 2009	
<b>Reviewed and updated:</b> Amended and Reviewed September 2010 (Diocesan recommendation). September 2011 (amendments to Notes: 1. and the Team Parish changed to Parish of St Martin's, Brighouse). September 2012 (Updated following February 2012 DfE School Admissions Code update). <b>September 2013, December 2013, November 2014, October 2015, January 2016, September 2016, September 2017.</b>	
<b>Date of next review: July 2018</b>	Named responsibility: Headteacher – Mrs J Swallow and the Governing Board