

St. Andrew's CE (VA) Infant School

Admissions Policy 2022 - 2023



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1.1	01/10/19	Information added from Policy Review Feb 2019	Stephanie Hardaker (Administrator)

ADMISSIONS POLICY 2022 - 2023

1 INTRODUCTION

The Governors, not the Local Authority, control admissions to our school.

We believe that it is part of our ministry of service to the parish to work with parents / guardians and the Calderdale Local Authority to educate the children of the parish. It may not always be possible to admit as many children as we would like because of the limits of space we have. The number of children that we can admit in each year group is 60. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

2 MAKING AN APPLICATION

Applications for a place at the school should be made on the Calderdale Online Application Form as detailed in the Calderdale Admission to Primary School Leaflet, altogether 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.

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.

3 ADMISSION PROCEDURES

The Planned Admission Number (PAN) for admission to Reception in the school year commencing September 2020 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.

4 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.

5 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:

- 5.1 "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.
- 5.2 "Looked After" Children (A child who was looked after previously in the care outside **England** DfE Guidance Dec 2017) but ceased to be so because they became adopted or became subject to a residence of special guardianship order.
- 5.3 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*).
- 5.4 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, having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish.

- 5.5 Children of staff at a school in our Federation
 - 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.

5.6 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**

5.7 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**.

5.8 A child of parents residing within Parish of St Martin's, Brighouse.

5.9 Other children

6 NOTES

6.1 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.

6.2 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.

6.3 Home Address and Residing i

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.

6.4 Other Christian Churches (Churches Together in England)

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

6.5 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. The Governing Board will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the infant class size regulations.

6.6 Waiting List

Parents/guardians 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.

In accordance with paragraph 3.27 of The Admissions Code. - 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 parent/guardians 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 (paragraph 3.28 of The 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 arrangements¹.

6.7 Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents/guardians 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/guardians who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to:

The Admission Appeal Clerk, PO BOX 1694, Huddersfield, HD1 9DL

Tel: 07949 707868

Email: 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.

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.

6.8 Record Keeping

Any details provided prior to admission to the school will be held securely and will only be retained if the child receives a place in the school. For any child who goes on to be admitted to St. Andrew's CE (VA) Infant School, the personal information received will be transferred on to the child's school file and further information will be sought via the admissions form.

If a parent requests for the child to be added to the waiting list then they will be contacted once per year (minimum) to establish whether they wish to remain on the waiting list. The waiting list and any personal details contained within it are held securely in school. If a parent asks to be removed from the waiting list then the personal information for that parent and child will be confidentially destroyed.

Appendix 1

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO ST ANDREW'S CHURCH OF ENGLAND VOLUNTARY AIDED INFANT SCHOOL

St Andrew's Infant School is a Voluntary Aided Church of England school, meaning that members of its local Parish and the Diocese of West Yorkshire and The Dales 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 priority to applicants who are of the faith of the school.

The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at a voluntary aided Church of England school. **This form should be completed if you want your application to be considered using the Christian commitment oversubscription criteria of the school admissions policy. Failure to complete this form may affect the oversubscription criteria in which your child is placed.**

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

Declare Christian Commitment, for at least the previous **24 months**, described as:

'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.	Please tick
'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.	Please tick

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
(Please contact the school if you are unsure who can verify your declaration)**

Verified by	Vicar, Priest in Charge, Minister of Religion, and so on. (During an interregnum the form may be signed by a Churchwarden)
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Signature			
Please print your name		Date	
Name and Address of Church			
Status within the church			
Your contact address/telephone			
Comments			

Please return to:

St Andrew's CE (VA) Infant School, Lightcliffe Road, Brighouse, West Yorkshire HD6 2HH

BY THE CLOSING DATE OF THE ONLINE APPLICATION