# St Andrew's CE (VA) Infant School

# Admissions Policy

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| Title | **Admissions Policy (admissions year 2023-2024)** |
| Version | 3 |
| Date | October 2021 |
| Author | St Andrew's CE (VA) Infant School |
| Approved by headteacher | |
| Approved by governing body | |
| Next review date | September 2022 |

| Modification history | | | |
|---|---|---|---|
| Version | Date | Description | Revision author |
| 1.0 | October 2019 | Information added from Policy Review Feb 2019 | SH (Administrator) |
| 1.3 | September 2020 | Updated admissions over subscription criteria. | AJ JS |
| 2.0 | November 2020 | New policy written taken from diocesan model policy | AJ |
| 2.1 | February 2021 | Further advice taken from diocese. Over subscription details changed and 'further comments' box taken from supplementary form. | AJ |
| 3.0 | October 2021 | Ensuring the policy is compliant with the School Admissions Code. | SC (Administrator) |

# Admissions Criteria Policy 2023

The Governing Board is the admissions authority for this school.
Our Vision

**Promoting excellence within a caring, Christian community**

Confident – We embrace challenge and persevere
Aspire – We aim high
Respectful – We are friends and cherish God's world
Inclusive – We welcome everyone and are all of equal worth
Nurturing – We look after each other so we can all flourish
Generous – We give to each other and our community

"Love each other as I have loved you."
John 15:12

We welcome equally, applications from parents of the Christian faith, of other faiths and of no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.
The planned admissions number (PAN) for admission to Reception in the school year commencing September 2023 will be a maximum of 60.

## 1 Making an application

Applications for admission to Reception at the school should be made using the Local Authority Common Application Form by the national closing date of 15th January 2023. This can be found here, www.calderdale.gov.uk/admissions.

The Governing board will consider first all those applications received by the published deadline (above). Applications made after midnight on that date will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

## 2 Admission procedures

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and the Governing Board allocates the available places in accordance with its published admissions arrangements. In the event that there are more applications than places available, the Governing Board will allocate places using the criteria (below), which are listed in order of priority.

The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date 16th April 2023.

## 3 Children with an Education, Health and Care Plan (EHCP)

All governing boards are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan (EHCP), formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If this school is oversubscribed after the admission of children with an EHCP then the oversubscription criteria will be applied to other applicants.

## 4 Oversubscription criteria

Where the number of applications received exceeds the planned admission number of the school the Governing Board will apply the following criteria in strict order of priority:

1. **Pupils who are either currently or have previously been 'looked after'**
2. **A child who has a sibling who will be attending St. Andrew's CE Infant or St. Andrew's CE Junior School at the proposed date of admission.**
3. **A child who is a regular worshipper at a Christian church, or who has a parent who is a regular worshipper at a Christian church.** (See notes)
4. **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.

   This will apply to all groups of staff.
5. **Other children**

For definitions and additional explanations, please see Notes section below.

Where a request has been made for a place at the school after the child has started in September of Reception, the application for a school place must be done via the school directly and not via Calderdale School Admissions (for example, part way through Reception or in Years 1 or 2). Applications made outside of the usual entry to Reception should be done in writing using the request for a school place form attached (Appendix 1). This should be returned to the school office.

## 5 Tie Breaker

Where there are more applications than available within any one of the above criteria applications will be allocated to those living closest to the school. This distance will be measured using the same method as the Local Authority:

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

Each property has a coordinate taken from Ordnance Survey Address-Point data. This is the point from which distance measurements will be taken.'
In the event of two or more children living equidistant from the school, as measured by the procedure above, then the decision on which child will be allocated will be made using random allocation.

## 6 Waiting Lists

Where an application has been unsuccessful in entry to Reception for September, parents/guardians may request that the child's name is added to the waiting list. The waiting list will be maintained until December 31st. Any places that become available will be allocated according to the published oversubscription criteria of the admission arrangements with no account being taken of the length of time on the waiting list.
In accordance with the School Admissions Code 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/guardian's right of appeal against an unsuccessful application.
It should be noted that children, who are subject of direction by a Local Authority to admit or who are allocated in accordance with an In-Year Fair Access Protocol (The School Admission Code), must take precedence over those on a waiting list.

## 7 Appeals

Where governors are unable to offer a place because the school is oversubscribed, 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 in writing within 20 days of receiving the offer letter to
**The Admission Appeal Clerk, PO BOX 1694, Huddersfield, HD1 9DL**
**Tel: 07949 707868**
**Email: churchschoolappeals@gmail.com**

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

## 8 In-year admissions

The governing board manage in year applications.
Parents/carers seeking to transfer a child to the school/academy during the school year should make an application by completing the In-Year Admissions Form which is available from St. Andrew's CE Infant School office **(Appendix 1)**. Forms should be returned directly to the school office. Following receipt Governors will inform parents/carers whether a place has been offered within 10 working days.
Where more applications are received than places available the over-subscription criteria will be used to support the decision. This form does not need to be completed for pupils wishing to enter Reception in September 2021 as these applications are done via www.calderdale.gov.uk/admissions.

## 9 Fair Access Placements

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the governing board or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol.

## 10 Fraudulent Applications

The Governing Board reserve the right to withdraw the offer of a place if fraudulent of intentionally misleading information has been used on an application, e.g. a false home address. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated.

## 11 Notes and definitions

**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.

**Siblings**

Sibling refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother of step sister living as one family unit at the same address. It will also be applied to situation where a full, half or adopted brother or sister are living at separate addresses.

**The home address and residing in**

The address must be where the child lives permanently. If the residency is split between two parents the address must be where the child lives for the majority of the time. If the residency is split equally between two parents they can nominate the address they wish to use for the allocation of a school place.

Families who are due to move house should provide

a) a solicitor's letter confirming that exchange of contracts has taken place on the purchase of a property; or

b) a copy of the current Rental Agreement, signed by both the tenants and the landlords, showing the address of the property; or

c) in the case of Serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

**Looked After**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) 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). *An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Priority for Church Attendance**

- A 'regular worshipper' is defined as attendance of a parent or the child at an act of public worship in church, for at least once a month for a period of 12 months prior to application for admission to the school. This will need to be verified by

a member of the clergy or other designated church officer/faith leader. ***e.g Sunday worship, Messy Church, Sunday School, Youth groups etc.***

- The governors do not give a higher preference to families where more than one member of the family worships.

A church is defined as a Christian Church which is a member of 'Churches Together in Britain and Ireland' or a member of the 'Evangelical Alliance' or a local 'Churches Together Organisation'. A list of membership of that local Churches Together Organisation can be viewed below:

| | |
|---|---|
| **The Baptist Union of Great Britain** | **Methodist Church** |
| **Cherubim and Seraphim Council of Churches** | **Moravian Church** |
| **Church of England** | **New Testament Assembly** |
| **Church of Scotland** | **Religious Society of Friends** |
| **Congregational Federation** | **Roman 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** | |

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

- Parents applying under this criterion are required to complete a **Supplementary Information Form (SIF)** which asks for a declaration and verification of being a regular worshipper. The SIF is available from the school and must be completed and returned to the school by midnight on the **15th January.** In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more applicable to those who have moved into the area but attended church at their previous address. If a SIF is not received within the allotted timescales the application will be considered but not under church attendance priority criteria.

If a disability or other 'special needs' circumstance prevents regular attendance at a specific place of worship but the person concerned is recognised by the church leaders as a 'regular worshipper' then this can be taken into consideration in your declaration and the verification of your "regular worship at a Christian Church".

**The SIF should be returned to the school office by no later than midnight on 15th January**

## 12 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**

**ST ANDREW'S CE (VA) INFANT SCHOOL**
**REQUEST FOR A SCHOOL PLACE**
**Part A: Parent/Carer to complete**

| **Child's details** | | | |
|---|---|---|---|
| **Surname** | | **First name** | |
| **Date of birth** | | **Gender** | **Male/Female** |
| **Home address** | **Postcode:** | | |
| **Telephone number** | | **Mobile number** | |

| | | | |
|---|---|---|---|
| **First language** | | **Nationality** | |
| **When did your child arrive in this country?** | | | |

| **Current school details** | | | |
|---|---|---|---|
| **Current /most recent school attended** | | **Current year group** | |
| **Tel no of school** | | | |
| **Is your child currently registered at a school?** | **Y/N** | **Is your child attending school regularly?** | **Y/N** |
| **If your child is not attending regularly please explain why** | | | |

| **Please give details about your child's needs** | |
|---|---|
| **Learning needs** | |
| **Medical/physical** | |
| **Behaviour/social & emotional** | |
| **Other** | |

| Are there any safeguarding issues regarding the child? | Y/N | Are there any outside agencies involved with the child? | Y/N |
|---|---|---|---|
| **If yes please provide details:** | | | |

| Reason for requesting new school |
|---|
| **Please provide reasons for requesting a place at our school for your child** |

| | |
|---|---|
| **Signed: (Parent/carer)** | |
| **Print name** | |
| **Date** | |

**Appendix 2**

**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 Leeds 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 **12 months**, described as:

| | |
|---|---|
| **A regular worshipper**<br>A 'regular worshipper' is defined as attendance of a parent or the child at an act of public worship in church, for at least once a month for a period of 12 months prior to application for admission to the school. | 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) | | |
| 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**