



## Admissions Policy 2017-2018

*"Working together  
with parents, church and community  
to create a distinctive environment  
where the unique nature of each child  
is respected and fostered"*

Consultation	Staff	Date:	Governors	Date:
Ratified by Governors:	January 2016			
Review Date:	January 2017			
Link Policies	Early Years Admission			

Copies of this policy can be found:

- On the school's VLE in the Staffroom course
- In the Policy File in the PPA room
- In the School Office
- On the school website

The following appendices are attached

Appendix A - Supplementary Information Form (SIF)

St Helen's CE Primary School is part of Enhance Academy Trust and it is the Trust that is the admissions authority for the school, not the Local Authority. However, the schools Governing Body oversees the admissions process.

### **Making an application**

Applications for admission to the school should be made by the parent/guardian to the Local Authority on the common application form enclosed with the Local Authority's brochure between September 2016 and the closing date of 15<sup>th</sup> January 2017

If you wish to apply under Christian Commitment Criteria you must obtain a copy of the School's Information Form (SIF) from the school and return the SIF to the school by the date stated on the form. A copy of this form is attached at Appendix A.

### **Admission to School**

Children are admitted to the reception class at the beginning of the school year (i.e. September) in which their fifth birthday falls.

Date of 5<sup>th</sup> Birthday : 1st September 2012 to 31<sup>st</sup> August 2013- start school on the first day school is open following 1<sup>st</sup> September 2017

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### **Admission procedures**

**The Planned Admission Limit** for admission to the reception class in the school year commencing **September 2017** will be a maximum of 35 pupils. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. 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. **By law, no infant class may contain more than thirty children.**

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 Body of St Helen's** allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Body will allocate places using the criteria on page 4 which is 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 - 17<sup>th</sup> April 2017.

### **Deferred Entry to Primary Schools**

Where the Governing Body offers a place at St Helen's, a parent who accepts that place may request a deferred entry to the school until the term after the child's fifth birthday. There may be spring and summer term admissions as a result of parents who have deferred their child's entry. Any deferred place at the school will be held for that child and will not be available to be offered to another child and the deferred place must be taken up during the same school year for which the offer of the school place was made and accepted. Entry to school cannot be deferred to the next academic year or beyond the beginning of the term following the child's fifth birthday.

Parents can also request that their child attends school part time instead of full time until the child reaches statutory school age. The Governing Body must accommodate such requests where it appears to be in the best interest of the child.

### **Point of Entry:**

Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to reception class.

Attendance at nursery does not guarantee admission to school.

### **SPECIAL EDUCATIONAL NEEDS/Education, Health and Care Plan**

St Helen's school will admit children with statements of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHC) in which the school is named.

### **OVERSUBSCRIPTION CRITERIA**

Where the number of applications for School received during the normal admissions round exceeds the admission number of the school the Governing Body will apply the following criteria in strict order of priority

- 1 Children who are 'looked after' by the Local Authority in accordance with Section 22 of the Children Act 1989 (i.e. a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were 'looked after' but have been adopted or have become subject to residency or child arrangement order or special guardianship order.
- 2 A child who, or whose parents/guardians, resides within the parish of Hemsworth, or whose parents/guardians are on the electoral roll of that church, 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 12 months prior to the closing date for application.** The worshipper could be one or both parents or the child.
  - b. **'Attached to the church'**  
A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
- 3 A child whose parents have moved to become resident in the parish of Hemsworth having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that parish.
- 4 A child whose parents/guardians reside within the parish of Hemsworth who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, who are (i) "at the heart of the church" or (ii) "attached to the Church". See definitions above

*Where the child or parents/guardians have recently moved into the parish evidence of attendance/involvement in the previous church will be required and taken into consideration. A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is attached to this policy. This form should be completed and signed by the parent/guardian and Minister of the Church or, during a vacancy, by the Church Warden and returned to the school by the date stated on the form. Failure to complete this form may affect the oversubscription criteria in which your child is placed.*

- 5 Children who live in the Academy's catchment area, who have siblings (including a half-, step- or adoptive brother or sister) attending the Academy at the time of admission.
- 6 Other children residing in the Academy's catchment area.
- 7 Children who live outside the Academy's catchment area, who have siblings (including a half-, step- or adoptive brother or sister) attending the Academy at the time of admission.
- 8 Other children, with priority being given to those who have attended the Academy's Lower Foundation Stage at the time of application.
- 9 Children residing outside the parish of Hemsworth and the Academy's catchment area.

### **TIE BREAKER**

Where there are more applications than available within one of the above criteria applications will be allocated to those living closest to the school.

Where two or more applicants live equidistant from the school, as measured by the Local Authority, the remaining places will be allocated by random allocation; this process will be independently supervised.

### **ADDITIONAL NOTES TO ADMISSIONS PROCEDURES**

1. A map showing the ecclesiastical parish boundary(ies) is attached as Appendix B, is available at the school, and can be found using the following link

<https://www.achurchnearyou.com/map.php?type=parish&id=460212>

A map showing the catchment area boundary(ies) for St Helen's CE Primary School is attached as Appendix C and is available at the school.

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house and mapping software.

#### **2. Children in Care**

This refers to children who are:

- a. Subject to a care order made by the courts under section 31 of the Children Act 1989 - for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one;

- b. Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989; and
- c. Children who have been adopted from local authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.

### 3. 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.

### 4. 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

- 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.

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

<b>The Baptist Union of Great Britain</b>	<b>Methodist Church</b>
<b>Cherubim and Seraphim Council of Churches</b>	<b>Moravian Church</b>
<b>Church of England</b>	<b>New Testament Assembly</b>
<b>Church of Scotland</b>	<b>Religious Society of Friends</b>
<b>Congregational Federation</b>	<b>Roman Catholic Church</b>
<b>Council of African and Afro-Caribbean Churches</b>	<b>Russian Orthodox Church</b>
<b>Council of Oriental Orthodox Christian Churches</b>	<b>Salvation Army</b>

Free Churches' Council  
Greek Orthodox Church  
Independent Methodist Churches  
Joint Council for Anglo-Caribbean Churches  
Lutheran Council of Great Britain

United Reform Church  
Wesleyan Holiness Church  
Ichthus Christian Fellowship  
International Ministerial Council of Great Britain

6. **The term "Sibling"** is defined as:

- a. a full or half brother or sister
- b. a step brother or sister
- c. an adoptive brother or sister
- d. 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 Body** 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.

7. **Waiting List**

Parents 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:

- a. each time a child is added to, or removed from, the waiting list
- b. when a child's changed circumstances will affect their priority
- c. 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 (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 arrangements<sup>1</sup>.

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<sup>1</sup> The School Admissions (Alteration and Variation of, and Objections to, Arrangements) (England) Regulations 2007 (SI 2007/xxxx)

## 8. Appeals

Where the 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 Body's decision to refuse admission must submit a notice of appeal to:

The Independent Appeal Clerk  
Church of England Voluntary Aided Schools and Academies  
c/o Church House  
1 South Parade  
Wakefield  
WF1 1LP  
Telephone : 07814 605108

Email: [vaappeals@googlemail.com](mailto:vaappeals@googlemail.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.

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 Body 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.

## SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO

## St Helen's CE Primary School

## INTRODUCTION

St Helen's is a Church Sponsored Academy, which means that members of the Parish of Hemsworth and the Church of England Diocese of Leeds have contributed, and still contribute, towards the running of the school.

The School is designated as a school with a Religious Character and as such is permitted to give application preference to members of a particular faith or denomination.

The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at St Helen's School. **This form should be completed if you want your application to be considered using the Christian commitment Oversubscription Criteria of the Schools 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)	

**Declare** Christian Commitment, for at least the previous **two years**, described as:

'At the heart of the church' - A regular worshipper who is on the electoral roll of the church and worships at least twice per month. The worshipper could be one or both parents or the child.	Please tick
'Attached to the church' - A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.	Please tick

Parental Signature(s)	Please print your name(s)
(1)	(1)
(2)	(2)
Date	Date

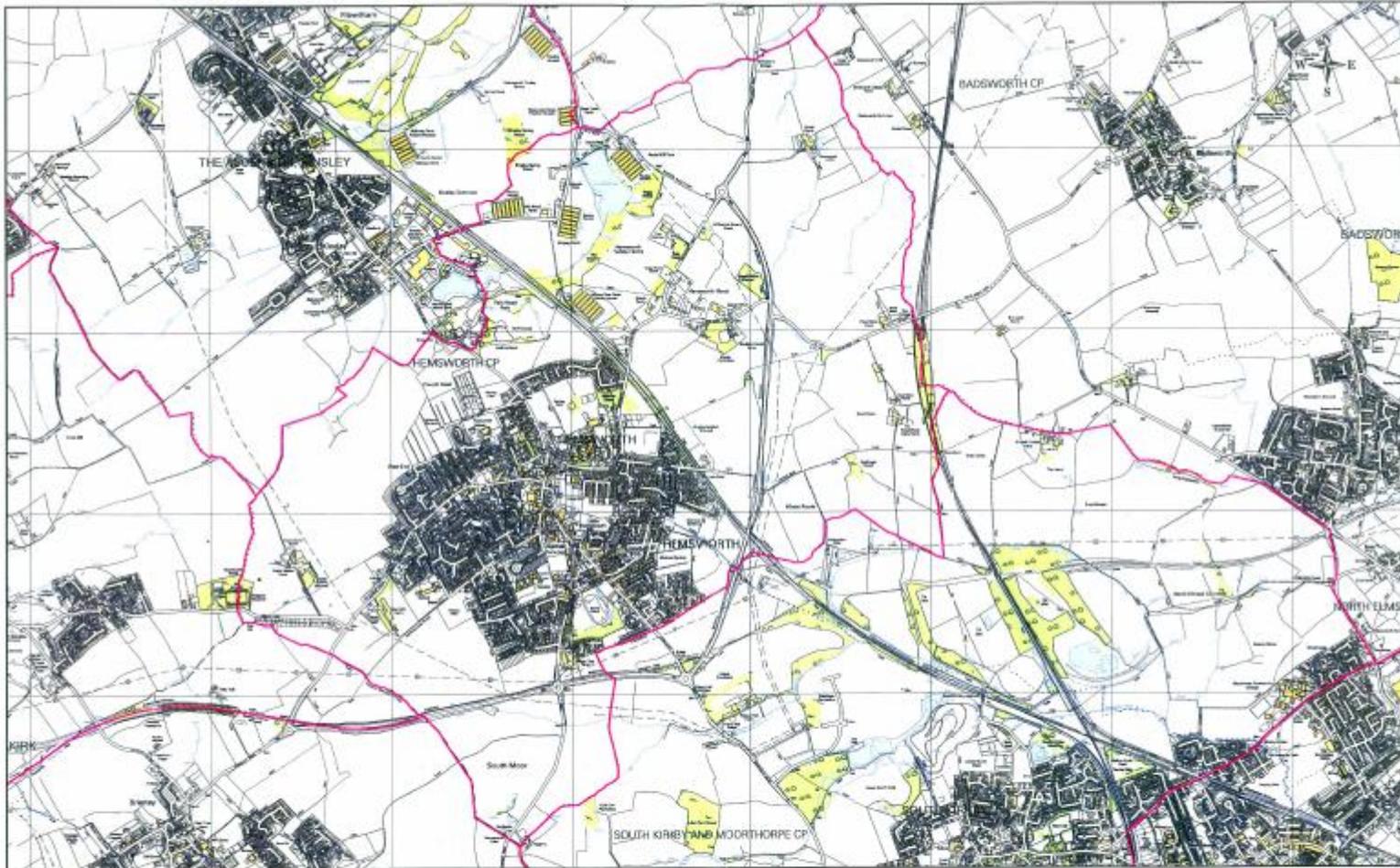
**PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION**  
See the schools admissions policy to find out who these persons are

<b>Verified by</b>	Vicar, Rector, Priest in Charge, Minister of Religion etc. (During an interregnum the form may be signed by a Churchwarden).
Signature	
Please print your name	
Status within the church	
Date	
Your contact address / telephone	

**Please return to: St Helen's CE Primary School**  
**Address: Highfield Road, Hemsworth, Pontefract WF9 4EG**

**BY THE FOLLOWING DATE: 15<sup>th</sup> January prior to the September expected start date.**

# ECCLESIASTICAL BOUNDARY FOR THE PARISH OF ST HELEN'S



Title: Hemsworth Parish Boundary  
Date: 15/02/2007  
Scale: 1:28000

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### St Helen's CE Primary School - Catchment Boundary Overview



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