



# Admissions Policy

2026-2027

## **Our Vision**

*Our school, together with family, church and community, offers a stable rock for learning, resilience and aspiration as we travel through life.*

*We commit to create a dynamic environment, with Christian values at the heart, where the unique nature of each individual is respected and nurtured to enable life in all its fullness.*

Ratified by Governors:	March 2025	
Review Date:	March 2026	
Link Policies	Early Years Admissions	

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. All admission decisions are made by Enhance Academy Trust, as the Admissions Authority. The Local Academy Board administers admissions on behalf of the Trust.*

## **1. 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 2025 and the closing date of 15<sup>th</sup> January 2026.

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.

## **2. 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 2021 to 31<sup>st</sup> August 2022 - start school on the  
first day school is open following 1<sup>st</sup> September 2026

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## **3. Admission procedures**

**The Planned Admission Limit** for admission to the reception class in the school year commencing **September 2026** will be a maximum of **30** pupils. This arrangement follows consultation between the Admissions Authority (Enhance Academy Trust), the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Admissions Authority (Enhance Academy Trust) will not place any restrictions on admissions to Reception unless the number of children for whom admission is sought exceeds the number of places available. By law, no infant class may contain more than thirty children. If there are more applications received than places available during the normal admissions round, the Admissions Authority (Enhance Academy Trust), applies the following criteria in strict order of priority.

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 Local Academy Board administers admissions on behalf of the Trust. In the event that there are more applications than places available, the Admissions Authority (Enhance Academy Trust) will allocate places using the criteria on page 4, 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 - 16<sup>th</sup> April 2026

#### **4. Deferred Entry to Primary Schools**

Where the Admissions Authority (Enhance Academy Trust) offers a place at a primary or infant school, a parent who accepts that school place can defer entry to that 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 a 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. Schools must accommodate such requests where it appears to be in the best interest of the child.

Requests for admission outside the normal age group will be considered by Enhance Academy Trust in the child's best interests. Any applications for this should be made to the school office ([office@sthelens.enhanceacad.org.uk](mailto:office@sthelens.enhanceacad.org.uk)). There is no statutory right of appeal if such a request is refused; however, parents may make a complaint under the Trust's Complaints Policy if they believe the process was not properly followed.

#### **5. 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.

#### **6. Special Educational Needs/Education, Health and Care Plan**

St Helen's will admit children with an Education, Health and Care Plan (EHCP) in which the school is named.

#### **7. Oversubscription Criteria**

Where the number of applications for School received during the normal admissions round exceeds the admission number of the school the Admissions Authority (Enhance Academy Trust) 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. at the time of admission.

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 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. The 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 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.

## **8. Tie Breaker**

Where there are more applications than places 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.

## **9. Additional Notes to Admissions Procedures**

a. **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/church/10856/find-us/>

**A map showing the catchment area boundary(ies) for St Helen’s CE Primary School 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.

b. **Looked after Children and previously Looked after Children**

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 previously 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. Looked after also includes those children previously in state care outside of England and ceased to be in state care as a result of being adopted.

c. **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.

**d. 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) a Solicitor’s letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a 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 H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

**e. Other Christian Churches (Churches Together in England)**

- 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 Reform 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

f. **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 Admissions Authority (Enhance Academy Trust) 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.

g. **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 Admissions Authority (Enhance Academy Trust) 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 (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>. Children admitted under the Fair Access Protocol may be admitted above PAN.

#### **h. Appeals**

Where the Admissions Authority (Enhance Academy Trust) is 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 Admissions Authority (Enhance Academy Trust)'s decision to refuse admission must submit a notice of appeal, within twenty one days of receiving the refusal letter, to:

Admission Appeal Clerk

Church of England Voluntary Aided Schools and Academies

PO Box 1694

Huddersfield

HD1 9DL

Telephone: 07949707868

Email: churchschoolappeals@gmail.com

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 Admissions Authority (Enhance Academy Trust) 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 Admissions Authority (Enhance Academy Trust)'s 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**

This Supplementary Information Form should be completed by the parent/guardian of the child who is seeking admission to the school. This form need only be completed to confirm and verify that you meet the requirements of the oversubscription criteria related to church attendance. No additional information will be considered unless a family has attended more than one place of worship for that period, in which case more than one form may be submitted to cover the two years. It is the responsibility of the parent to get both sections complete and returned to school.

**This form should be returned to the school office by no later than midnight on 15th January 2026**

<b>Section A: Application for admission to St Helen's CE Primary School</b>			
Please consider the following information as part of the admissions process for the following child:			
Child's Surname		First Name	
Name of parent/Guardian			
Address			
Postcode		Contact no:	

I confirm that		
Is a regular worshipper at the church below, defined as attending public worship at that place, for at least once a month, for 12 months prior to the date of this application.		

Place of worship:			
Name of vicar/priest/faith leader			
Address			
Postcode		Contact no:	

<b>Section B: Verification</b>			
This section to be completed by the above mentioned church leader.			
I confirm that the child/parent/guardian named above has attended public worship at church at least once a month for the past 12 months.			
Name			
Signed		Date	

**Please return this form to: St Helen's CE Primary School, Moorshutt Road, Hemsworth, Pontefract,**

**WF9 4EG**

**BY THE FOLLOWING DATE - 15<sup>th</sup> January 2026**