# Admissions Policy

2027 -2028

**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.*

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| Ratified by Governors: | 25th February 2026 |
| Review Date | February 2027 |
| Link Policies | Early Years Admissions |

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**Admissions Authority**

St Helen's CE Primary School is part of Enhance Academy Trust. The Trust is the Admissions Authority for the school. The Local Authority does not determine admissions; however, the school's Local Academy Board administers the admissions process on behalf of the Trust.

## Introduction

St Helen's CE Primary School serves its community by providing a happy, secure and caring Christian environment in which all are valued and respected.
Working in partnership with families, the Church and the wider community, we provide a firm foundation for learning and personal development. Rooted in Christian values, we aim to nurture and respect the uniqueness of every individual, enabling each child to flourish and to experience "life in all its fullness" (John 10:10).
As a Church of England school, we seek to balance our role in serving our worshipping community with our commitment to serve all families within the parish and the wider community.

## 1. Making an application

Applications for admission to the school for September 2027 must be made on the home Local Authority's Common Application Form (CAF) between **1st September 2026** and **15th January 2027**. The order of school preferences **cannot usually be changed after the closing date**, but parents should contact their home Local Authority for advice if they believe a change may be necessary.

Parents must complete their home Local Authority application form, stating three preferences. Residents can apply online at: **https://www.wakefield.gov.uk/schools-and-education/schools/school-admissions**

For families who are unable to apply online, paper application forms can be requested from, and returned to, the school or the appropriate area office (addresses are available from the school). All parents returning paper forms to school will receive written confirmation of receipt.

**Supplementary Information Form (SIF): Faith Criteria**

Parents who wish their application to this Church school to be considered under the faith-based oversubscription criteria must also complete the **Supplementary Information Form (SIF)**.
If the school is oversubscribed and no SIF is supplied, the Governing Board will be unable to assess worship attendance; therefore, the application will be ranked according to **lower priority criteria**.

**Completion of the SIF is *not* an application for a school place.**
Parents must complete **both** the Local Authority CAF **and** (if applying under faith criteria) the SIF.

The SIF is available:

- Directly from the school office, or
- Online at the school's website: St Helen's CE Primary School - Admissions

The completed SIF must be returned **directly to the school** by **15th January 2027** for the application to be considered under faith criteria.

Offer of Places
Parents will be informed by the Local Authority whether their child has been allocated a place on **16th April 2027**.

- Families applying online will receive notification by email.
- Families applying by hard copy will be notified by letter.

Parents of children who are not offered a place will be informed of the reason and will receive an alternative offer from the Local Authority.

## 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 5th Birthday : **1st September 2026 to 31st August 2027** - start school on the first day school is open following **1st September 2027**

For late applications received between the closing date for the normal admissions round and the end of the summer term the following dates will apply:

- Applications received up to and including **14 February 2027** will be accepted as if they had been received by the closing date.
- Applications received after these dates will be regarded as late applications and will be considered after all applications received on time

## 3. Admission procedures

**The Planned Admission Limit** for admission to the reception class in the school year commencing **September 2027** will be a maximum of **30** pupils. This arrangement follows consultation between the Governing Board, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Trust/Local Academy Board 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 Governing Board applies the following criteria in strict order of priority, which is determined by the Trust.

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences as part of the coordinated scheme 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 Local Academy Board will allocate places using the criteria on page 5, 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 2027**

## 4. Deferred Entry to Primary Schools

Where the Local Academy Board 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. Parents cannot defer entry to a school to the next academic year or beyond the beginning of the term following the child's fifth birthday, these types of requests are dealt with under section 5 below.

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 will be considered on a case-by-case basis, taking into consideration the child's development and readiness, medical or SEND factors and parent and professional views.

## 5. Admission of Children outside their normal age group (including Summer-born children)

Parents may request that their child is admitted outside their normal age group. Parents must make an application for a place in the child's normal age group at the usual time and submit a separate written request for admission outside the normal age group to the Admissions Authority (Enhance Academy Trust) at the same time.

The Admissions Authority will make the decision based on the circumstances of each case and in the best interests of the child. When considering such a request, the Admissions Authority will take into account:

- the views of the parents;
- information about the child's academic, social and emotional development;
- the child's medical history and the views of any relevant professionals;
- whether the child has previously been educated outside their normal age group;
- whether the child would naturally have fallen into a lower age group if not born prematurely;
- the views of the Headteacher of the school.

Parents of summer-born children (born between 1 April and 31 August) may request that their child is admitted to Reception in the September following their fifth birthday rather than to Year 1. Such requests will be considered in line with the process above.

Where the request is agreed, parents must still apply for a school place in the normal admissions round for the following year. Applications will be considered in accordance with the school's oversubscription criteria.

Where the request is refused, the child will be offered a place in their normal age group. There is no statutory right of appeal against a decision on the year group a child should be admitted to. Parents retain the statutory right of appeal only where they are refused a place at the school.

If parents believe that the process for considering their request was not followed correctly, they may make a complaint under the Trust's Complaints Policy.

## 6. 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**.**

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

Children with identified Special Educational Needs have a significantly greater difficulty learning than their peers and/or cannot access learning without significant adaptations to the school facilities. This typically means that additional support will be required for them in order to access learning. Further information can be obtained from the SEND Code of Practice (January 2015), Special Educational Needs Assessment and Review Team (SENART) or the Special Educational Needs and Disability Information and Support Services (SENDIASS).

Children with an Education, Health and Care Plan (EHCP) are dealt with under a different mechanism. Any child with a school named on their EHC Plan will automatically gain a place at the school named via the EHCP process. Any child with an EHC Plan who is admitted to a mainstream community/voluntary controlled school will be counted against the school's admission number.

## 8. Oversubscription Criteria

Where the number of applications for School received during the normal admissions round exceeds the admission number of the school the Local Academy Board working with the Admissions Authority (Enhance Academy Trust) will apply the following criteria in strict order of priority

**1. Looked-after and previously looked-after children**
A looked-after child is a child who is in the care of a local authority or who is being provided with accommodation by a local authority.
A previously looked-after child is a child who was looked after but ceased to be so because they were adopted, became subject to a child arrangements order, or a special guardianship order; **this includes children who appear to the Admissions Authority to have been in state care outside England and ceased to be so as a result of being adopted.**

**2. Children who have a sibling attending the Academy at the proposed date of admission**
A sibling includes a full, half, step, foster or adopted brother or sister, or a child living permanently in the same household.

**3. Children of families who are regular worshippers at St Helen's Church or another Anglican parish church within the ecclesiastical parish of Hemsworth** A **regular worshipper** is defined as:
**A parent or child who has attended public worship at least once per month for the 12 months immediately preceding the closing date for applications.**
Attendance may be at a Sunday service or a weekday service that includes Christian worship.
Evidence must be confirmed on the **Supplementary Information Form (SIF)** and verified by the priest, minister or churchwarden.

Where attendance has been disrupted by circumstances beyond the family's control (such as illness, church closure or relocation), the Admissions Authority may consider alternative evidence of Christian commitment.

**4. Children of families who are regular worshippers at other qualifying Christian churches**

A regular worshipper (as defined above) attending a Christian church that is:

- a member of Churches Together in England

Website: https://cte.org.uk
(National body listing recognised Christian denominations.)

- a member of the Evangelical Alliance
  Website: https://www.eauk.org
  (Membership indicates adherence to evangelical Christian belief and practice.)
- a partner church of Affinity
  Website: https://www.affinity.org.uk
  (A partnership network of conservative evangelical churches.)
- or designated under the Church of England's Ecumenical Relations Measure (2018)
  (Formally recognised by the Church of England as being in an ecumenical relationship.)

Verification via the SIF is required.

**5. Children living within the Academy's catchment area (Priority Admission Area)**
Children whose permanent home address is within the Priority Admission Area. Details of this area can be found on the school website. St Helen's CE Primary School - Admissions

**6. Any other children**
Applicants not meeting the above criteria.

If you wish to be considered under the faith-based oversubscription criteria (Criteria 4 or 5), you must complete the Supplementary Information Form (SIF). Completion of the SIF is optional and is not required for consideration under any other criterion.

## 9. 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.

## 10. Additional Notes to Admissions Procedures

A map showing the ecclesiastical parish boundary(ies) 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 or on the school website. St Helen's CE Primary School - Admissions

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:

1. 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;

2. Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989; and

3. 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.

4. A child is regarded as having been in state care outside of English if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of core whose sole or main purpose is to benefit society (see section 23ZZA (8) of the Children Act 1989 (inserted by section 4 of the Children and Social Work Act 2017).

**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**

In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or carer and the LA will use the parent or carer's address for admission purposes. Where an address is given which is either not the address of the child's parent or carer or is not the child's true home address, that address will not be treated as the home address for the purposes of the application. Where the LA becomes aware that a child is living temporarily with someone other than his/her parent or carer and has moved there for the sole purpose of gaining a place at a particular school, and the address of that person has been given as the home address in the application, the application will be treated as intentionally misleading or fraudulent and the school place offered may be withdrawn.

Only one address can be used on the application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the local authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

By submitting an application for a school place, the parent is confirming that they have parental responsibility for the child named on the form, or if parental responsibility is shared, that both parents are in agreement regarding the preferences stated on the application for a school place. In the case of parents disagreeing on the schools preferred, there is an expectation that parents will resolve these disputes themselves and make a single application which both parents are in agreement with.

In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, measured as the crow flies, have priority.

Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation.

The LA investigates all queries about addresses and an offer may be withdrawn where the LA concludes that the parent/carer has made a fraudulent or deliberately misleading application.

When an offer is made, it is assumed the parental address will be the same in the following September as is held on the LA's records. If a parent plans to move or has moved house, the parent must let us know immediately as the date of the move could affect the address which is considered to be the home address for the purposes of the application.

For primary places, any change of address received after 01 March 2026 will be used for correspondence purposes only and will not be administered until after the primary National Offer Day. Until then the application will continue to be processed from the last known address.

Where a parent fails to notify the LA of a change of address, this may lead to the application being treated as a fraudulent or misleading application. This in turn may lead to the place, or offer of a place, being withdrawn. Where the place is withdrawn, the LA will offer a place at the next nearest school to the new home address which has a place available.

**e. Parental Disputes**

Parental Responsibility gives both parents important legal rights as well as responsibilities to be involved in decisions such as the choice of school. The LA can only process one application per child which has been made by a person who has parental responsibility for that child.

Where the LA receives two conflicting applications both made by persons who have parental responsibility, the LA cannot process either application and the parents must decide between them which application will be withdrawn. Evidence of parental responsibility must be provided.

If an agreement is reached after the respective National Offer Day the agreed preferences will be processed as a late application.

Where an application has been made by a parent who has parental responsibility, and the other parent advises the LA that he/she disagrees with the school preference, the LA will continue to process the original application unless the parent who disagrees with the school preference provides evidence that the applicant does not have parental responsibility for the child, or is otherwise prevented from determining which school the child should attend. Such evidence would be a copy of an existing Court Order or a Specific Issues Order.

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

For the purpose of applying the faith-based oversubscription criteria, a *Christian Church* is defined as any church that is:

- **a member of Churches Together in England** Website: https://cte.org.uk • **a member of the Evangelical Alliance** Website: https://www.eauk.org • **a partner church of Affinity** Website: https://www.affinity.org.uk
- **or designated under the Church of England's Ecumenical Relations Measure (2018)** These bodies hold the recognised lists of Christian churches used for admissions purposes.

**The previous reference to Churches Together in Britain and Ireland (CTBI) is removed** because CTBI is *not* an admissions-recognised body for defining Christian commitment under the School Admissions Code.

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

- a full or half brother or sister
- a step brother or sister
- a foster sibling
- 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.

**h. Waiting List**

If school is full when a parent makes an application, then they will be placed on the waiting list for that year group. This information is held by the LA. 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. 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.

**i. In-Year Admissions**

All applications made outside the normal admissions round (i.e. in-year applications) should be made on Wakefield's Common Application Form, which is available from the School Admissions Team. Applications will be processed in accordance with the "In-Year Co-ordination Scheme". Parents can express up to 5 school preferences.

Where there are sufficient places, an application will normally be agreed. The admission number for a school is set for the school's in-take year. As a general rule, this admission number then remains with that year group as it moves through the school. There may be exceptions, for example, if accommodation in a school is removed, then the admission number may change for subsequent year groups.

If a place is not available, a refusal letter is sent outlining the right of appeal. If the application is from a Wakefield resident, then a place will be allocated at the next nearest community and voluntary controlled

school with places. If the child is already attending a Wakefield school and/or there is no change of address since the previous application, an alternative school will not be offered. The child's name will be added to the waiting list for the school in order against the over-subscription criteria in section 4.3 above. All waiting lists are re-ranked when new applicants have been added. Should a vacancy arise at the school, the place will be offered to the child at the top of the waiting list.

If a place cannot be offered at a preferred school, and the address is not in Wakefield, the home authority will be responsible for allocating an alternative school.

### j. Fair Access Protocol

Schools also receive applications for places, throughout the school year, through the Local Authority Fair Access Protocol which aims to ensure that unplaced and vulnerable children, or those having difficulty in securing a school place mid-year, are allocated a school place as quickly as possible. Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by 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. All schools have an obligation to participate in this. Placement at a school through this process can result in classes being over the Planned Admission Number even in Infant Classes.

### k. Appeals

Where the Trust/Local Academy Board is 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 Trust/Local Academy Board's decision to refuse admission must submit a notice of appeal, **within 21 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

This policy was determined by the governing board on 25th February 2026

**<u>Appendix A – Supplementary Information Form</u>**

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO ST HELEN'S CE PRIMARY SCHOOL**

**SUPPLEMENTARY INFORMATION FORM (SIF)**
(for applicants seeking priority under Christian faith-based oversubscription criteria)

Completion of this form is **optional** and required **only** if you wish your application to be considered under **Criteria 4 or 5** (Christian commitment criteria) and verified by your priest/minister/faith leader. Your faith leader will be contacted to provide the information

If you do not complete the SIF, your application will be assessed under the other non-faith criteria of the Admissions Policy.

| SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO ST HELEN'S CE PRIMARY SCHOOL | |
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| **Section A – Applicant Details** | |
| **Child's Full Name** | |
| **Date of Birth** | |
| **Parent/Carer Name (s)** | |
| **Home Address** | |
| **Post Code** | |
| **Contact Number:** | |
| **Section B - Place of Worship Information** | |
| **Name of Church Attended:** | |
| **Denomination (if known)** | |
| **Name of Vicar/Priest/Minister/Faith Leader** | |
| **Address of Church** | |
| **Church Contact Email/Phone** | |
| **Section C -Attendance Verification** | |
| *To be completed by the priest/minister/faith leader.*<br><br>I confirm that the parent/child named above has attended public worship at this church:<br><br>• **at least once per month**,<br>• for the **12 months immediately prior** to the application closing date,<br>• except where attendance has been disrupted due to circumstances beyond the family's control (e.g., illness, church closure). | |
| **Signature of Faith Leader** | |
| **Please tick one**<br><br>*This church is a member of **Churches Together in England** (https://cte.org.uk).*<br>*This church is a member of the **Evangelical Alliance** (https://www.eauk.org).*<br>*This church is a partner church of **Affinity** (https://www.affinity.org.uk).*<br>*This church is designated under the **Church of England Ecumenical Relations Measure (2018)**.*<br><br>(These are the only qualifying bodies used for defining a "Christian Church" in the school's admission arrangements.) | |
| **Name of Faith Leader:** | |
| **Role/Title:** | |
| **Signature:** | |
| **Date:** | |
| **Section D - Parent/Carer Declaration** | |

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| I confirm that the information given on this form is accurate and truthful and understand that a place may be withdrawn if false or misleading information is provided. |
| **Signature of Parent/Carer:** |
| **Date:** |
| **Return Details:**<br><br>Please return this form to:<br><br>**St Helen's CE Primary School**<br>Moorshutt Road<br>Hemsworth<br>Pontefract<br>WF9 4EG |
| **Deadline: 15 January 2027** |