

**ALL HALLOWS' CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL**  
**POLICY FOR ADMISSION TO THE SCHOOL IN THE ACADEMIC YEAR 2019 - 20**

**ADMISSIONS POLICY AND OVERSUBSCRIPTION CRITERIA FOR ALL HALLOWS' CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL FOR ACADEMIC YEAR 2019 - 20 ADMISSIONS**

The Governing Body of All Hallows' Church of England (VA) Primary School is the admissions authority for the school.

The Planned Admission Number for admission into the Reception Class in the academic year 2019 - 20 is 30. The Planned Admission Number 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, normally no infant class may contain more than thirty children.**

**Point of Entry:**

For infant/primary schools, those pupils whose fifth birthday falls between 1 September 2014 and 31 August 2015 are entitled to start school on the first day the school is open following 1 September 2019.

**Attendance at nursery or a co-located children's centre does not guarantee admission to school.**

**Making an application on the Common Application Form**

Kirklees parents wishing to apply for a place must make an application online between 1<sup>st</sup> September 2018 and 15<sup>th</sup> January 2019 at [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions). If the parent's home address is in another local authority they MUST apply by contacting their own home local authority and follow their admissions process. The closing date for an application is the 15<sup>th</sup> January prior to starting school in September.

*If you wish to apply under the Christian Commitment Criteria which shows a Church commitment, you should also fill in an additional form (SIF) which is attached to this policy and can be obtained from the school office or the school website. This form should be returned directly to the school by 15<sup>th</sup> January 2019. It is a parental responsibility to return this completed form to the school. If you do not do so the school will not be able to rank the application against any of the Christian Commitment Criteria.*

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 School's Governing Body 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 detailed on pages 2 and 3, which are listed in order of priority. The Local Authority will inform parents of the offer of a place.

**Admission of children outside their chronological year group**

It is the general view of Kirklees Council, and the School's Governing Body are in agreement, that all children and young people will complete their primary and secondary education in school year groups according to their chronological age. It is also the general view of the Local Authority, and the School's Governing Body are in agreement, that moving pupils into older or younger year groups is usually not in their best educational, social or emotional interests. This includes either early or late admission to primary school or early or late transfer to secondary school.

The National Curriculum sets out a clear, full and statutory entitlement to learning for all pupils. In addition, schools in Kirklees deliver an offer which supports access to high quality differentiated education. This should

ensure that a pupil's curricular needs are met without either early or delayed transfer to the next phase of schooling being necessary other than in exceptional circumstances.

It is for individual admission authorities to consider requests for placement out of the chronological age group. For All Hallows' Church of England (Voluntary Aided) Primary School, the Governing Body is the admissions authority.

Kirklees Council is the admission authority for community and voluntary controlled schools. The governing body is the admission authority for foundation and voluntary aided schools and the academy trust is the admission authority for academies and free schools.

All requests for such transfers will be explored with the parent/carer on an individual basis.

### **Special Educational Needs**

All Hallows' Church of England (VA) Primary School will admit children with a Statement of Special Educational Needs or Education Health Care Plan in which All Hallows' Church of England (VA) Primary School is named on the Statement or Education Health Care Plan.

### **Oversubscription Criteria**

Where the number of applications for All Hallows' Church of England (VA) Primary 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. Looked After Children (a child who is looked after by the local authority or being provided with accommodation by the Local Authority in accordance with Section 22 of the Children Act 1989). This includes children who were previously looked after but ceased to be so because they were adopted or became subject of a residence or child arrangement order or a special guardianship order.
2. A child whose parent(s)/guardian(s) reside inside the Priority Admission Area (PAA) who will have a brother or sister (including a half-, step- or adoptive brother or sister) attending All Hallows' Church of England (VA) Primary School at the proposed date of admission. **(See notes 1, 2, 3 & 5)**
3. A child whose parents / guardians reside within the Priority Admission Area. **(See notes 1,2 & 3)**
4. A child who, or whose parent(s) / guardian(s), reside within the Almondbury and Farnley Tyas Team Parish who are:

#### **'At the heart of the church'**

Which means a regular worshipper. A person who worships at the churches within the Team Parish of Almondbury and Farnley Tyas at least twice per month, for a period of 12 months prior to the closing date for applications. The worshipper could be one or more parents or the child.

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is attached with this policy and available from the school. The form should be signed by the Team Rector and returned to school by the closing date for applications.*

Parents having moved to become resident in the Team Parish mentioned above, having been on the electoral roll of and 'At the heart of the church' of another Anglican parish, will qualify upon proof of being provided by the priest of that other parish. **(See notes 1, 2 & 3).**

5 A child who, or whose parent/guardians reside within the Almondbury and Farnley Tyas Team Parish who are members of another Christian church recognised by Churches Together in Britain and Ireland who are:

**‘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 applications. The worshipper could be one or more parents or the child

***A ‘Supplementary Information Form’ (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the minister of that Church and returned to the school. (See note 4)***

Parents having moved to become resident in the Priority Admission Area (PAA) having been on the electoral roll of and ‘At the heart of the church’ of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish. **(See notes 1,2 and 3)**

6 Other children who do not meet any of the criteria described in criteria 1 – 5 above.

**Tie - breaker**

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.

Distance is measured in a straight line from a child’s home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates taken from the National Land and Property Gazetteer. This grid reference refers to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey’s MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties, like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre using the Kirklees Local Authority mapping system.

**NOTES**

**1. Maps**

A map showing the Priority Admission Area is available at the school and on the school’s website.

A map showing the boundary for Almondbury and Farnley Tyas Team Parish is available at the school and on the school’s website.

**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 regarded as being the parent responsible for completing application forms, and whose address will be used for admissions purposes.

**3. Home address and residing in**

The home address is the child’s permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places. A child is normally regarded as living with a parent or carer and we will use the parent or carer’s address for admissions purposes. You cannot lodge a child with a friend or relation to gain a place at a school. Only one address can be used as a child’s

permanent address. Where a child's parents live at different addresses and the child spends time at each address the following will be considered when making a decision about the address to be used for admissions purposes:

- how much time is spent at each address
- which parent has parental responsibility for the child
- who receives Child Benefit for the child
- where the child is registered for medical and dental care
- any residency or custody orders made by the courts.

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.

**4. Other Christian churches** (Churches Together in Britain and Ireland) - details may be obtained from the school or by visiting the Churches Together in Britain and Ireland website: <https://ctbi.org.uk>

**5. The term 'sibling' is defined as:**

- a full or half - brother or sister
- a stepbrother or sister
- an adoptive brother or sister
- the children of parents living together in the same family household.

Stepbrother, stepsister, half - brother and half - sister are defined as children who belong to only one parent living in the same family household.

Where the admission of siblings from a multiple birth (eg twins, triplets) would cause the school to rise above its Planned Admission Number (PAN), all of the children from the multiple birth will be admitted.

**In-year admissions**

Parents seeking to transfer a child to the school during the school year should make an application by completing the In - Year Application Form which is available from the School / Local Authority. The form should be returned to the school. Should there be more applications than places available then the oversubscription criteria will be used to categorise each application. The Governing Body will inform the parents whether or not a place has been offered.

If you wish to apply under the Christian Commitment Criteria which shows a Church commitment, you should also fill in an additional form (Supplementary Information Form or SIF) which is attached to this policy or can be obtained from the school office. This form should be returned directly to the school with the In - Year Application Form.

**Waiting list**

Your child's name will automatically be placed on the waiting list where they have been refused a place or offered a lower preference. The list will be held open until the end of the last school day of the 2019 - 20 academic year for admissions into the Reception year group.

Children are placed on waiting lists in strict priority order according to the school's published admission criteria and not according to when their application was received. School will write to you if a place becomes available for your child and you will be asked to confirm if you wish to accept the place.

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 **must** take precedence over those on a waiting list.

## **Appeals**

Where the governors are 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 Governing Body's decision to refuse admission must submit a notice of appeal in writing within twenty days of receiving the refusal letter to:

Chair of Governors  
c/o All Hallows' CE (VA) Primary School  
Longcroft  
Almondbury  
Huddersfield  
HD5 8XW

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.

All parents/carers are strongly advised to read the **Primary School Guide for Parents** booklet produced by Kirklees School Admissions Department. If your child is not offered one of your preferred schools and you decide to appeal, this booklet may be referred to at the appeal hearing. It is advised that you keep the document until your child begins their new school. This document is available on line at [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions).

## **Fraudulent applications**

Where the authority has made an offer of a place at a school based on fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of admission, the authority will withdraw the offer of a place. If the authority withdraws an offer of a place you will be offered an alternative school place and notified of your right to appeal to an independent appeal panel.

## **Summer born children (children born between 1st April and 31st August)**

The majority of parents apply and take up a reception place in the school year in which their child will reach the age of five (rising fives). All children are entitled to a full time place in the September following their fourth birthday. However, the legal starting age for full time education is the start of the term following the child's fifth birthday and parents may request that their child's entry is deferred until later in the same school year or until the term in which the child reaches compulsory school age.

The Governing Body receives a small number of enquiries from parents (whose children are 'summer born') to defer their entry to school until the September following their fifth birthday.

In many of these cases in line with parental/carer wishes, and, in the general view of the Governing Body, where a request is made for a deferred entry of a 'summer born' child, a place would be offered in Year 1 as this enables the child to remain within their chronological age group. However, in such circumstances, parents are able to request that their application is considered as part of the normal round for a place in Reception. The non-statutory Department for Education (DfE) Guidance states:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group. All requests for such transfers will be explored with the parent/carer on an individual basis.

'Advice on the Admission of Summer Born Children' (DfE, July 2013)

## All Hallows' Church of England (VA) Primary School



Longcroft, Almondbury, Huddersfield, W. Yorkshire HD5 8XW

Tel: 01484 431700

Email: [office.almondburyinf@kirkleeseducation.uk](mailto:office.almondburyinf@kirkleeseducation.uk)

### SUPPLEMENTARY INFORMATION FORM (SIF)

Please note that it is the parent(s)/ guardian(s') responsibility to return both sections of this form to the school (please ask the Priest / Vicar/ Minister to complete section B). If you do not do so the school will not be able to rank the application against any of the faith commitment criteria.

#### **Part A** (to be completed by parent/guardian)

The school to which you are applying is a Voluntary Aided Church of England School. The school is designated as a school with a religious character and as such the Governing Body is permitted to give priority to applicants who are of the faith of the school.

The Supplementary Information Form is to verify the Christian commitment of the parent(s)/guardian(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.

**Please read the school's Admissions Policy before completing this form.**

Child's Full Name

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Date of Birth \_\_\_\_\_

Address

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Postcode \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Declaration of Christian Commitment for at least the previous 12 months prior to the closing date for applications:

Do you regularly worship in an Anglican Church or any other Christian Church? **Yes / No**

If 'Yes' do you consider yourself to be:

At the heart of the church (please see Admission Policy notes) **Yes / No**

Name and address of church:

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**Please see part B over the page**

**Part B** (to be completed by Priest / Vicar/ Minister)

Please ask the Minister of your church to complete the section below:

The parent(s)/guardian(s) have given your name as a referee to support the Admissions Application for their child to be admitted to All Hallows' Church of England (VA) Primary School.

Please confirm the following:

To the best of my knowledge the above child and /or parent(s)/guardian(s) worship at this church at least twice per month hand have done so for the last 12 months **Yes/No**

Name \_\_\_\_\_(signed)

\_\_\_\_\_ (printed)

Date \_\_\_\_\_

Church/Parish \_\_\_\_\_

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

THE COMPLETED SUPPLEMENTARY INFORMATION FORM SHOULD BE RETURNED TO THE SCHOOL NO LATER THAN 15<sup>TH</sup> JANUARY 2019