

St Andrew's CE (VA) Junior School

Admissions Policy



Title	Admissions Policy (admissions year 2021-2022)
Version	1.2
Date	16.9.19
Author	St. Andrew's CE (VA) Junior School
Approved by headteacher	October 2019
Approved by governing body	10.10.19
Next review date	September 2020 Next date to consult with all stakeholders; September 2021

Modification history			
Version	Date	Description	Revision author
1.0	September 2017	Updated and new plan	AJ
1.1	September 2018	Updated for admissions in 2020	AJ
1.2	September 2019	Updated for admissions in 2021	AJ
1.3	October 2021	Updated to be compliant with Schools Admissions Code	AJ

Admissions Criteria Policy 2020

1 Introduction

Admissions to our school is controlled by the Governors, not the Local Authority. We believe that it is part of our ministry of service to the parish to work with parents / guardians and the Calderdale Local Authority to educate the children of the parish. It may not always be possible to admit as many children as we would like because of the limits of space we have. The number of children that we can admit in each year group is 60. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

2 Making an application

Applications for admission to the year 3 should be made online by visiting www.calderdale.gov.uk/admissions between November 2020 and January 2021 (exact dates will be available on the school admissions website).

If you wish to apply under Christian Commitment Criteria you must obtain a copy of the school's **Supplementary Information Form (SIF)** from **The School** and return the SIF to **The School** by the date **The School** states on the form.

3 Admissions 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 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 following criteria, which are listed in order of priority. The Local Authority will inform parents/guardians of the offer of a place on the date stipulated in their brochure.

4 Special Educational Needs

The School will admit children with Education and Health Care Plans in which **The School** is named on the plan.

5 Oversubscription Criteria

Where the number of applications for St. Andrew's C.E. (VA) Junior 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:

- 5.1 Children in care (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989), adopted children, looked after children and children who have been previously looked after. **See notes below.**
- 5.2 Children transferring from St. Andrew's CE (VA) Infant's School, Brighouse.
- 5.3 A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school or attending St. Andrew's CE (VA) Infant's School,

Brighouse at the proposed date of admission.

5.4 A child whose home address is in the Parish of St Martin's, Brighouse and can be confirmed by the Church leadership as at the heart of the church or attached to the church, or who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, who are:

a) 'At the heart of the church'

A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents/guardians.

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.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school (see forms below). The form should be signed by the Minister of Religion.

Parents/guardians having moved to become resident in the parish(es) mentioned above, having been Members of another Christian Church recognised by Churches Together in England and Wales, will qualify upon proof of membership being provided by the Minister of that other Church.

5.5 A child of parent/guardians residing within the ecclesiastical Parish of St Martin's, Brighouse.

5.6 Other children

6 Notes

6.1 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).

6.2 A map showing the ecclesiastical parish boundary(ies) 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 direct distance.

Direct Distance

Distance will be calculated using a straight line measurement from the pupil's home to the closest **designated** school gate.

Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the Local Authority's GIS system 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 which distance measurements will be taken from.

A map showing the admissions priority area for admissions is available at the school.

6.3 Parent/Guardians

'Parent/Guardians' 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.

6.4 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

- 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.
- iii) In case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ

6.5 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

Greek Orthodox Church

Independent Methodist Churches

Joint Council for Anglo-Caribbean Churches

Lutheran Council of Great Britain

United Reformed Church

Wesleyan Holiness Church

Ichthus Christian Fellowship

International Ministerial Council of Great Britain

6.6 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/guardians 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.

6.7 Waiting List

Parents/guardians 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:

- 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 parent/guardians 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 arrangements¹.

6.8 Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents/guardians 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/guardians who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to:

The Admission Appeal Clerk, PO BOX 1694, Huddersfield, HD1 9DL

Tel: 07949 707868

Email: churchschoolappeals@gmail.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.

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.

6.9 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) Junior 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.

7 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 Junior 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 Year 3 in September 2021 as these applications are done via www.calderdale.gov.uk/admissions.

8 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.

9 Fraudulent Applications

The Governing Board reserve the right to withdraw the offer of a place if fraudulent or 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.

**ST ANDREW'S CE (VA) JUNIOR 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 JUNIOR SCHOOL

St Andrew's Junior 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:

<p>A regular worshipper 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.</p>	<p>Please tick</p>
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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	

Please return to:

***St Andrew's CE (VA) Junior School, Waterloo Road, Brighouse, West
Yorkshire HD6 2AN***

BY THE CLOSING DATE OF THE ONLINE APPLICATION