



Lady Elizabeth Hastings' CE VA Primary School, Thorp Arch

Living and learning in the light of God.

Lady Elizabeth Hastings' is a welcoming, safe, fun and outward-looking school community in which Christian values are lived out. Inspired by a culture of creativity, coupled with high expectations, our confident, happy and caring children are active learners who achieve their best.

ADMISSIONS POLICY AND ARRANGEMENTS FOR 2020/21

Introduction

Lady Elizabeth Hastings' is a Church of England, voluntary-aided, primary school in the Diocese of York which is maintained by Leeds local authority. As well as being a Church school, the school is also a village school serving the parishes of Thorp Arch and Walton.

The school provides a distinctively Christian education. Historically, Anglican schools have provided education for the community in accordance with the principles of the Church of England. Lady Elizabeth Hastings CE VA School was established to provide education for the children of the parish within a Christian context. This two-fold aim of being 'distinctively Christian' and 'serving the local community' is reflected in our admission criteria. The school is committed to serving children of all faiths and none.

The governing body of Lady Elizabeth Hastings' CE VA Primary School is the admissions authority. It is guided in that responsibility by the requirements of law; the school trust deed; advice from the Diocesan Board of Education; and its duty to the community. This policy is written with regard to the DFE School Admissions Code (December 2014) and York Diocesan Board of Education guidance.

The school publishes a prospectus giving information to parents about the school; this is available both in school and on the school website. An open morning is held for prospective parents and will take place during the autumn term of 2019. Parents are also welcome to visit the school at other times if they cannot attend the open morning. This should be arranged with the Headteacher through the school office.

Published Admission Number

The published admission number of places available for admission to the Reception cohort in September 2020 is 20.

This figure has been calculated according to the net capacity of the school, which the law defines and has been agreed with local authority. 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 20. By law, no infant class may contain more than 30 children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the local authority notifies parents of the result.

The school will admit all children with a statement of special educational needs or Education, Health and Care Plan (EHCP) where this school is named as the most appropriate educational setting. *Note: This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs or EHCP has been issued.*

In the event that there are more applicants than places available, after admitting all children with a statement of special educational needs or an EHCP naming the school, the governing body will allocate the remaining places using the oversubscription criteria below, which are listed in order of priority.

Admissions Oversubscription Criteria

If there are more applications than the published admission number, the governing body will apply the following criteria in strict order of priority:

1. (a) Looked after children and previously looked after children.

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 at the time of making an application to a school. "Previously looked after children" are children who were looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order.

If you are making an application under the priority for a previously looked after child, you will need to complete a **1a Supplementary Information Form** available on the school website and send this, with a copy of the court order, so the local authority can verify this priority.

1. (b) Pupils without an EHC plan but who have Special Educational Needs, or exceptional medical, social or mobility needs, where the local authority is satisfied that the school is the most suitable to meet their needs.

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions as all Leeds schools are expected to be able to meet these needs.

The priority will be given to children based on their exceptional medical or social needs. Each application must include a **1b Supplementary Information Form** available on the school website along with supporting evidence, from a medical specialist or social worker of the child's need and why the child must attend one particular school rather than any other, based on those needs.

If the evidence is not submitted with the application, a child's medical or social needs cannot be considered. Cases will be considered individually by a local authority professional panel and where necessary in consultation with the school.

2. Children who have a sibling attending the school on the date of admission.

Siblings, for the purpose of this criterion, means full, step, half, foster, and adopted brothers and sisters, provided that in each case they are living at the same address.

3. Children living within the ecclesiastical parishes of Thorp Arch and Walton.

(Maps showing the boundaries are on the school website and available to view in school.)

4. Children living outside the ecclesiastical parishes of Thorp Arch and Walton who regularly worship, or whose parent(s)/carer(s) regularly worship, at a Christian place of worship.

(Maps showing the boundaries are on the school website and available to view in school.)

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of once per month for the 12 months immediately prior to the date of application.

The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a Church which is in full membership of Churches Together in Britain and Ireland¹ and/or the Evangelical Alliance².

In order to be eligible for consideration under this criterion, you will need to complete a Supplementary Information Form for Faith-Based Admission (as outlined below) which includes verification of attendance at worship from your minister of religion.

5. Children living outside the ecclesiastical parishes of Thorp Arch and Walton who regularly worship, or whose parent(s)/carer(s) regularly worship, at a recognised place of worship for other faiths.

(Maps showing the boundaries are on the school website and available to view in school.)

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of once per month for the 12 months immediately prior to the date of application.

The worship must be at a regular public service at a recognised place of worship for a faith which is in membership of the UK Interfaith Network.³

In order to be eligible for consideration under this criterion, you will need to complete a Supplementary Information Form for Faith-Based Admission (as outlined below) which includes verification of attendance at worship from your minister of religion.

6. Other children

Any other children.

Tie-breaker: Distance from Home to School

If there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school. The school uses the **straight-line distance** system employed by the local authority to measure distance from school. The local authority provides the school with this information.

A Geographic Information System (GIS) is used and the program measures the 'straight-line' distance from a defined point on the main school building to your home address. The point measured at your home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If it is not possible to match your address with the LLPG then a manually identified point at the centre of your dwelling will be used.

¹ For up to date information on Churches Together in Britain and Ireland, please visit their website at www.ctvi.org.uk.

² For up to date information on membership of the Evangelical Alliance, please see www.eauk.org

³ For up to date information on membership of the Interfaith Network, please see www.interfaith.org.uk.

Final tie-breaker

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots. This will be supervised by someone independent of the school.

Twins and Multiple Births

Where there are twins/siblings from multiple births wanting admission and there is only a single place left within the admission number, then the governors may admit over the published admission number if it is possible to do so, as such children are excepted pupils for the purposes of the infant class size limit.

Application Procedures and Timetable

Under co-ordinated admissions arrangements a standard application form, known As the **Common Preference Form** (CPF) must be completed by all applicants and returned to the Local Authority Admissions Team, 10th Floor West, Merrion House, Leeds LS2 8DT by **15 January 2020**. Or, parents may **register their preferences on-line**.

The **Supplementary Information Form for Faith-Based Admission** (SIF) is available from school and on the school's website. **This should be completed by all applicants seeking a place under one of the faith-based admission criteria only (criteria 5 and 6)** and sent to the Headteacher at the school, to be received by the closing date of **15 January 2020**.

Applications **must** be made on a Common Preference Form (CPF) in order to be valid. If applicable, by also completing the Supplementary Form (SIF), you ensure that your application is placed in the highest possible category according to your circumstances.

Parents will be advised by the local authority of the outcome of their applications. These offer letters and emails will be sent on **16 April 2020**.

Parents should write to Lady Elizabeth Hastings' School to notify the school of their acceptance of a place for their child. This letter must be received by school by **30 April 2020**.

Late Applications

If the preference form is returned after the deadline there is no guarantee that the application will be considered at the same time as those received on time. Any applications returned after **12 February 2020** will only be dealt with once all other applications have been considered, unless there are significant and exceptional reasons.

Address

You should consult your "home" local authority's guidance on what is the child's address for the purposes of your application. The correct address to be used for the purposes of the local authority's application process will be used for the purpose of applying the oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary. If a house move takes place after the application is submitted, parents must inform the local authority and the school.

Date of admission to Lady Elizabeth Hastings' CE VA Primary School for 2020/21

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the governing body, being the admission authority for this school, admits children into school full time in the September before their fifth birthday.

Deferred Entry to Primary School

Parents of children who are offered a place at the school before they are of compulsory school age can defer their child's entry until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends part-time until the child reaches compulsory school age.

Please refer to the separate note below regarding requests for admission outside a child's normal age group.

Admissions outside the Normal Admissions Round

Any parent can apply for a place for their child at any time to any school outside the normal admissions round for Reception each September. In these circumstances, an in-year common preference form, available from school or Leeds local authority, must be completed and returned directly to the school. If the school has no place available, parents will be offered the right of appeal.

School Admission Appeals

Unsuccessful applicants will be given the reason why admission was refused and advised of their right of appeal to an independent appeal panel.

If a child is refused a place, parents can appeal against the decision. Appeals against the Governors' decision not to offer places to applicants must be made by the parents, in writing, to the Clerk to the Appeals Panel, through the Headteacher of the school, within 14 school days of the parents receiving notice that a place has not been offered to their child.

An independent panel will be appointed to hear appeals. The panel will be chaired by an independent person. Parents will receive notification of the date and time of their appeal hearing, to which they can go and make their case. If they wish, parents may be accompanied by an advisor or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision. Full details of the appeals procedure can be obtained from the school.

Waiting Lists

If a child has been refused admission to Reception in the normal admission's round, parents can ask for their child's name to be placed on the waiting list for this school. The waiting list will be opened on the offer day and will be ranked according to the governing body's oversubscription criteria. The waiting list will be held until the end of the summer term of that academic year. At the end of the academic year, parents will be asked whether they wish their child to be removed from the waiting list or be carried forward to the following year.

In-year waiting lists will be held for all year groups from 1 to 6, during 2020/21. Those who apply to the school but are refused a place, because a place is not available, will be asked if they wish their child to be placed on the school's waiting list, for that cohort. The waiting list will be ranked according to the

school's oversubscription criteria. The waiting list will be held until the end of the summer term of the academic year in which the application was made.

Admission outside the child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group, the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.