

FEATHERSTONE ALL SAINTS C OF E ACADEMY



ADMISSIONS POLICY 2018/2019

Parents wishing to visit Featherstone All Saints, C of E Academy before or after application is made, should contact the Headteacher to make arrangements on 01977 780225. A planned group visit and meeting will also be arranged before your child begins school.

Featherstone All Saints C of E Academy is part of the Enhance Academy Trust and it is the Trust that is the admissions authority for the school, not the Local Authority. The school is still included in the Co-ordinated Scheme for Admissions which is administered by Wakefield Local Authority but the school's Governing Body oversees the admissions process.

Making an application

For children starting school in our Reception Class there is a standard form - the Wakefield Common Application Form (WCAF) which needs to be completed by all parents applying for a place in our school or any other Local Authority (LA) school. The Wakefield Common Application form (WCAF) can be obtained from the LA between September 2017 and the closing date of 16th January 2018. The Co-ordinated Scheme is a mechanism that will ensure that every parent resident in Wakefield, who has applied for a school place in Wakefield during the normal admission round, receives a single offer of a school place on the same day from the LA. Parents applying for a place in our school must complete a Wakefield Common Application Form expressing up to three preferences in rank order of preference. The Wakefield Common Application Form is available from the LA (tel. 01924 305616).

If you wish to apply under Christian Commitment Criteria, you must obtain a copy of the Supplementary Information Form (SIF) from the school and return the SIF to the school by the date stated on the bottom of the form. A copy of this form is attached as an Appendix.

All children are admitted to the Reception Class on the first day the school is open following 1st September 2018, at the beginning of the school year in which their fifth birthday falls.

Date of 5th Birthday

Between 1st September 2013 and 31st August 2014

Full-time Admission

September 2018

The closing date for applications for a place in Reception for September 2018 is 16th January 2018. The planned admission limit to Reception for the year commencing September 2018 will be **a maximum of 30**. Two exemptions apply: (a) Children of Multiple births and (b) Children of Service Personnel. This arrangement follows consultation between the Trust, the Governing Body, the Church of England Diocesan Board of Education, Local Authority, other admissions authorities in the area, parents and local groups. The Trust/Governing Body 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 Trust/Governing Body applies the following criteria in

strict order of priority, which is determined by the Trust/Governing Body. The admission priority sets out the order in which places will be offered.

The local authority will inform parents of the offer of a place on 16th April 2018. Parents who intend to make an appeal against the decision of the Trust/Governing Body to refuse admission must submit a notice of appeal to: The Clerk to Aided School Appeal Panel, Wakefield C of E Diocesan Board of Education, Church House, 1 South Parade, Wakefield WF1 1LP.

Deferred Entry to Primary Schools - Where the offers a place at Featherstone All Saints C of E Academy, a parent who accepts that school place can defer entry 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.

Children with a Statement of Special Educational Needs are dealt with under a different mechanism. Any child with a school named on their statement will automatically gain a place at the school named in the statement via the statementing process. For children with a statement of special educational needs, certain other conditions also have to be satisfied. Further information can be obtained from SEN Group or Parent Partnership at the Local Authority.

The Oversubscription Admission Criteria:

Where the number of applications for Featherstone All Saints C of E Academy received during the normal admissions round exceeds the admission number of the school the Trust/Governing Body will apply the following criteria in strict order of priority

- 1 Looked After Children and Previously Looked After Children (**see explanatory notes**).
- 2 A child who, or whose parents/guardians, resides within the parish of All Saints, 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 **over a period of no less than 2 years** prior to the closing date for applications. 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 **over a period of no less than 2 years** prior to the closing date for applications.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden.

Parents having moved to become resident in the parish(es) mentioned above, having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish.

(See Explanatory Notes)

- 3 A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admission.

(See Explanatory Notes)

4 A child whose parents/guardians reside within the parish of All Saints who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, who are:

(See Explanatory Notes)

(a) **'At the heart of the church'**

A regular worshipper. A person who worships at least twice per month **over a period of no less than 2 years** prior to the closing date for applications. The worshipper could be one or both parents.

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 **over a period of no less than 2 years** prior to the closing date for applications.

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

Parents 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.
(See Explanatory Notes)

5 A child of parents residing within the 'Admissions Priority Area'.

6 Other children

EXPLANATORY NOTES

Looked After Children - A child who is (a) in the care of the 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) at the time of making an application to a school.

Previously Looked After Children – Children who were looked after, but ceased to be so because they were adopted (definition below A) or became subject to a residence order (definition below B) or special guardianship order (definition below C). Further references to previously looked after children in this code means such children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

(A) Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

(B) Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

(C) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Admissions Priority– A map showing the 'Admissions Priority Area' is available at 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 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.

Brothers and Sisters - This category includes children with brothers or sisters (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at our school, on the date of admission. Parents who have older children already attending

the school are not guaranteed a place for their younger child/ren. Please note that where there are more applications than places available the Oversubscription Admission Criteria (above) will be followed.

Church Commitment – Supplementary Information Form (SIF) The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at Featherstone All Saints C of E Academy. **This form should be completed if you want your application to be considered using the Christian Commitment Oversubscription Criteria of the School’s admissions policy. Failure to complete this form may affect the oversubscription criteria in which your child is placed.** The SIF is available from school and needs to be returned to the Headteacher at the school.

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.

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	

The term “Live” means the **permanent** address of the child.

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 Trust/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.

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 Trust/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 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 arrangements¹.

Appeals

Where the Trust/Governing Body 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 Trust/Governing Body's decision to refuse admission must submit a notice of appeal, within twenty one days of receiving the refusal letter, to:

The Clerk to Aided School Appeal Panel
Wakefield Diocesan Board of Education
Church House
1 South Parade
Wakefield
WF1 1LP
Telephone : 01924 371802

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 Trust/Governing Body 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 Trust/Governing Bodys' decision does not prevent you from making an appeal in respect of any other school.

The Wakefield Common Application Form (WCAF) will be sent to you directly by the Local Authority (LA). Please supply your contact details to the school office so that we can pass these details to the LA to ensure a form is sent to you in good time. Your application needs to be returned to the School Admissions Team at the LA as soon as possible, and by 16th January 2018 for admission to Reception Class in September 2018.

Adopted by Governors on:

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO
FEATHERSTONE ALL SAINTS C OF E ACADEMY
SCHOOL YEAR 2018/2019**

INTRODUCTION

Featherstone All Saints C of E Academy is a Church sponsored academy, which means that members of the Parish of All Saints and the Diocese of Leeds have contributed towards the building of the school and continue to contribute towards the running of the school.

The School is designated as a school with a Religious Character and as such is permitted to give application preference to members of a particular faith or denomination.

The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at the school. **This form should be completed if you want your application to be considered using the Christian commitment oversubscription criteria of the Schools admission 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)	

Declare Christian Commitment, for at least the previous **two years** prior to the closing date for applications, described as:

'At the heart of the church' - A regular worshipper who is on the electoral roll of the church and worships at least twice per month. The worshipper could be one or both parents or the child.	Please tick
'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.	Please tick

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

Verified by	Vicar, Rector, Priest in Charge, Minister of Religion etc. (During an interregnum the form may be signed by a Churchwarden).
Signature	
Please print your name	
Status within the church	
Date	
Your contact address / telephone	

Please return this form to: Featherstone All Saints C of E Academy, North Close, North Featherstone,

Pontefract, WF7 6BQ BY THE FOLLOWING DATE - 16th January 2018