



Elland C of E (VA) Primary ADMISSIONS POLICY 2019-20

Mission Statement

'Elland Church of England School's vision of Education is underpinned by Christian values. We are an inclusive school. We celebrate our children's achievements and allow them to reach their true potential.'

"Forward with children in our Hearts"

The Church established the School in 1846 when the Thornhill Charity School, opened in 1718 was incorporated. The School continues to be maintained by the members of St Mary's Church, Elland and All Saints Church, Elland.

The School was established to provide Education according to the teachings and principles of the Church of England for children from the ecclesiastical district or parish of Elland and immediate district.

Planned Admission Number

The planned admission number for the 2019-2020 academic year is 30 pupils.

The Governing Body of Elland CE (VA) Primary School is the admissions authority for the school, not the Local Authority. 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 oversubscription criteria, which are listed in order of priority. The Local Authority, on behalf of the Governing Body, will inform parents of the offer of a place in April annually.

Making an application

Applications for admission to primary schools in September 2019 should be made online using the link below. Applications usually open in November and the closing date for applications is January 2019.

Further information can be obtained from: <http://www.calderdale.gov.uk/v2/residents/education-and-learning/schools/admissions>

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

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 2014 to 31st August 2015 – start school on the first day school is open following 1st September 2019

Admission procedures

The Planned Admission Limit for admission to the reception class in the school year commencing **September 2019** will be a maximum of 30 pupils. The Planned Admission Limit 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, no infant class may contain more than thirty children.**

Deferred Entry to Primary Schools

Where the Governing Body 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. 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.

(i) 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 or a co-located children's centre does not guarantee admission to school.

SPECIAL EDUCATIONAL NEEDS

The School will admit children with statements of Special Educational Needs/Education Healthcare Plans in which the school is named on the document.

TRANSFER REQUESTS

In general, the Authority does not encourage transfers between primary schools for reasons other than a house move. If a parent, having considered carefully the effects that a transfer would have, still wishes to request a transfer to a school outside the authority or to a school in West Central Halifax, North Halifax or Elland areas, they should complete an 'In Year Application Form', available at www.calderdale.gov.uk/admissions or by phoning 01422 392617.

If the application is for a school within West Central Halifax, North Halifax or Elland areas the completed 'In Year Application Form' will be considered by the Head Teachers of these primary schools at a fortnightly BACS meeting, held during term time only. Parents are informed of the outcome of the request in writing by the Local Authority.

Priority will be given to children who are Out of Education over children who are on the waiting list.

For applications to schools outside the West Central Halifax, North Halifax or Elland areas, parents/guardians may contact the schools directly.

Parents should contact the Calderdale Admissions Team on 01422 392617 for further advice.

OVERSUBSCRIPTION CRITERIA

Where the number of applications for 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 in accordance with Section 22 of the Children Act 1989).
- 2 A child who, or whose parents/guardians, resides within the parishes of Elland* whose parents/guardians are on the electoral roll of St. Mary's or All Saints Churches, Elland and 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 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.

*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. **Failure to complete this form may affect the oversubscription criteria in which your child is placed.***

Parents having moved to become resident in the parishes 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 notes 1, 2 & 3)

- 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 note 5)
- 4 Children whose parents seek admission for them on medical or social grounds this includes any children with disabilities. Such applications must be supported by a letter from the Area Medical Officer, or the Group Director, Schools and Children's Services Directorate or the Group Director of Health and Social Care; **
- 5 A child whose parents/guardians reside within the parishes of Elland who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, who are:

(See note 4)

 - 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.
 - 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. The form should be signed by the Minister of Religion. **Failure to complete this form may affect the oversubscription criteria in which your child is placed.***

Parents having moved to become resident in the parishes 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 notes 1, 2 & 3)

6 A child of parents residing within the parishes of Elland.

7 Other children.

NOTES

1 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 distance being calculated (in a straight line) from the school's front door to the front door of the child's permanent address (Local authority map system).

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 deemed to be 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 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.

4 Other Christian Churches (Churches Together in England)

The Baptist Union of Great Britain
Cherubim and Seraphim Council of Churches
Church of England
Church of Scotland
Congregational Federation
Council of African and Afro-Caribbean Churches
Council of Oriental Orthodox Christian Churches
Free Churches' Council
Greek Orthodox Church
Independent Methodist Churches
Joint Council for Anglo-Caribbean Churches
Lutheran Council of Great Britain

Methodist Church
Moravian Church
New Testament Assembly
Religious Society of Friends
Roman Catholic Church
Russian Orthodox Church
Salvation Army
United Reform Church
Wesleyan Holiness Church
Ichthus Christian Fellowship
International Ministerial Council of Great Britain

5 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 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 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 Governing Body** have delegated our powers to Calderdale council to manage our waiting list. 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.

7 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 to:

The Clerk to the Aided School Appeal Panel
Church House
1 South Parade
Wakefield
WF1 1LP

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.

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 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 governors' decision does not prevent you from making an appeal in respect of any other school.

Policy agreed by Governors on 14/12/2017

Policy to be reviewed in December 2018.

