



## **Roundhay St. John's Church of England (Voluntary Aided) Primary School**

North Lane, Leeds LS8 2QJ  
Phone: 0113 2658451

*"Keep in Shape" – mentally, physically and spiritually."*

### **ADMISSION POLICY**

*for*

### **Roundhay St John's Church of England (VA) Primary School *for admission from September 2018***

Roundhay St John's Primary School is a Church of England Voluntary Aided School and is run in accordance with the trust deeds of such an establishment. We are an inclusive school that aims to provide education of the highest quality within a Christian context. Christian values will guide our decision making and permeate every area of school life.

#### **Applications for admission to reception**

Admissions to Roundhay St John's are part of the co-ordinated admission arrangements of the Local Authority, however the governing body are the "admissions authority" that is, the legal body responsible for admissions.

All parents wishing to apply to Roundhay St John's for a place in the Reception class must apply on line or complete a common preference form and return it to the school or to the Local Authority by **15<sup>th</sup> January 2018**. **A Supplementary information form must be returned to the school by the same date the common preference form is returned.** The Local Authority will notify parents on behalf of the governors, of the school they have been allocated. The national notification date is 16<sup>th</sup> April 2018.

Children who have a statement of educational needs naming this school will be offered a place under statutory entitlement.

Children who are "looked after" by the local authority will be offered a place at Stage 1. (See 'Definitions and Interpretation' Note 1)

All children will be admitted unless the published admission number of 30 is exceeded. If there are more than 30 applications, places will be allocated using the criteria below.

The arrangements in this policy are for admission to the main school and do not apply to those being admitted for nursery provision. Attendance at the nursery does not guarantee a place in the main school and parents must apply for a place in the reception class using the Local Authority on line system or the common preference form.

In the event of twin/multiple birth siblings being placed 30 and 31 governors will admit the remaining twin / other multiple birth siblings as 'excepted children' under the school admissions code 2014.

**Places will be offered using the following staged criteria:**

**Stage 1**

Children who are in the care of the Local Authority including adopted children who were in public care and those with a child arrangement / residency or special guardianship order.

**Stage 2**

Children who have a sibling who will be in fulltime education at Roundhay St John's at the same time as the application is made (see definitions and interpretation)

Tie breaker – Worshippers who are "at the heart of" Oakwood Church or any of the 'Churches Together in Roundhay' or 'Churches Together in Gipton and Oakwood'. (see definitions and interpretation)

Second tie breaker – distance from school (see definitions and interpretation)

**Stage 3**

Worshippers who are "at the heart of" Oakwood Church or any of the 'Churches Together in Roundhay' or 'Churches Together in Gipton and Oakwood' (see definitions and interpretation)

Tie breaker – distance from school (see definitions and interpretation)

**Stage 4**

Worshippers who are "attached" to Oakwood Church or any of the 'Churches Together in Roundhay' or 'Churches Together in Gipton and Oakwood' (see definitions and interpretation)

OR worshippers who are "at the heart of" another Christian Church

OR children who live within a radius of 0.5 miles from the school. (see definitions and interpretation)

Tie breaker – distance from school (see definitions and interpretation)

**Stage 5**

Worshippers who are "known" to Oakwood Church or any of the 'Churches Together in Roundhay' or 'Churches Together in Gipton and Oakwood' (see definitions and interpretation)

OR worshippers who are "attached" to another Christian Church

OR worshippers who are "at the heart of" to a place of worship of another faith tradition which is one of the major five religions in Britain (see definitions and interpretation)

OR children live within a radius of 0.75 miles from school

Tie breaker – distance from school (see definitions and interpretation)

**Stage 6**

Worshippers who are "known" to another Christian Church

OR worshippers who are "attached" to a place of worship of another faith tradition which is one of the major five religions in Britain (see definitions and interpretation)

OR children live within 1.0 radius of the school

Tie breaker – distance from school (see definitions and interpretation)

**Stage 7**

Worshippers who are "known" to a place of worship of another faith tradition which is one of the major five religions in Britain (see definitions and interpretation)

Tie breaker – distance from school (see definitions and interpretation)

## **Stage 8**

Any other children

Tie breaker – distance from school (see definitions and interpretation)

For stages 2 - 8 there is an identified tie breaker which will be used if the application of a stage takes the total number of places allocated to more than 30.

## **Waiting List**

If parents are unsuccessful in obtaining a place at Roundhay St John's, they can request to be put on a waiting list. Unsuccessful applicants will be asked whether they would like their child to remain on the waiting list even after their child has begun their education at another school. Our waiting list will be maintained to the end of the academic year for which application was made.

The order of priority on the waiting list will be determined in the same way as for reception intake. The order of priority on the list may change, depending on changing family circumstances, such as moving closer to or further away from the school. Length of time on the list will not be a factor.

## **Appeals**

If an application is refused you can appeal against the governors' decision by writing to the Chair of Governors, care of the school. This must be done within 20 days of receiving the letter refusing a place. Your appeal will be heard by an independent panel and their decision will be sent to you in writing. Parents can only appeal once in any given academic year. A repeat appeal will only be considered if there has been a major change in circumstances, for example a change of address.

## **Late applications**

Applications for places in the reception class beginning in September which are received after the publicised deadline will be considered by the governors; but unless there are exceptional reasons supported by evidence (e.g. proof of postage) for the application being late, preference will be given to applicants who met the application deadline.

## **Applications for admission to school at any other time**

Parents may apply directly to any school at any time. They will be asked to complete an application form, which has been compiled by the Local Authority and invited to complete the school's Supplementary Information Form. Both forms must be returned to the school. The governors will make the decision as to whether a place can be offered or not and inform the parents of the outcome. School/governors will inform the Local Authority of the application and the outcome. Where the child has not been granted a place, parents will be given the option of placing the child on the waiting list.

## **Admission of children below compulsory school age**

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.

- Compulsory school age is the beginning of the term following the child's fifth birthday.

### **Summer Born Children**

Parents may request that their child:

- (i) Defer entry until the next academic year but remain with the same chronological year group, entering Year 1.
- (ii) Defer entry until the next academic year, out of their normal age group, to Reception rather than Year 1. (Parents should still apply in the normal admissions round and indicate this on the preference form). Such requests should be addressed to the headteacher. Evidence will be requested from appropriate professionals for (ii) above to be considered.



**ADMISSION POLICY**  
*for*  
**Roundhay St John's Church of England (Voluntary Aided)**  
**Primary School**  
*for admission from September 2018*

**DEFINITIONS AND INTERPRETATION**

1. Children who are "looked after" will be given first priority in line with the guidance in the School Admissions Code 2014. Appropriate documentation should be provided once a place has been offered.
2. 'Sibling' refers to a brother or sister, including stepbrothers and stepsisters and half-brothers and half-sisters provided they live in the same household. Birth certificates of the applicant child and the child already in school will need to be provided once a place has been offered.
3. Definitions of church or faith connections: worshipper can be the child, or, one or both parents
  - **"at the heart of"** a church or place of worship – frequent and regular worshipper, usually twice a month or more.
  - **"attached to"** a church or place of worship – regular worshipper, attending at least once a month (e.g. monthly family service)
  - **"known to"** a church or place of worship – occasional, less than once a month, but not regular worshipper.

Over a minimum period of 2 years.

***N.B.*** *Where a family has attended a Church within the 'Churches Together in Roundhay' or 'Churches Together in Gipton and Oakwood' group for at least 6 months and can demonstrate evidence from the previous Church (which will be recognised by Churches Together in England) for the remaining part of the two year period, this will be accepted as if they had been at the heart of 'Churches Together in Roundhay' for two years. It will be the responsibility of the parent to provide this evidence and ensure it is received by the school.*

4. 'Churches Together in Roundhay' comprises:
  - St Edmund's Parish Church (C of E)
  - Lidgett Park Methodist Church
  - St Andrew's United Reformed Church

- The Immaculate Heart of Mary (RC)
- The Religious Society of Friends (Quakers)

'Churches Together in Gipton and Oakwood' comprises:

- Oakwood Church (comprising the Church of England Parish of Roundhay St John and Roundhay Methodist Church)
- The Church of the Epiphany, Church of England Parish of Gipton
- St Nicholas' Church, Blessed Edmund Sykes Catholic Parish
- Gipton Methodist Church

5. **'Another Christian Church'** is defined as being *Churches that are affiliated to Churches Together in Britain and Ireland or one which is in full sympathy with its Trinitarian stance.*
6. A place of worship of another faith tradition is defined as those of the five major religions in Britain other than Christianity: Buddhism, Hinduism, Islam, Judaism, Sikhism.
7. Distance from school will be the straight line distances provided by The Local Authority's Admissions Team
8. When the school is notified of applications, applicants will be asked to supply evidence to validate their address, (e.g. public utility bills) once the place is offered. Parents are made aware that should an application be found to be fraudulent the offer of a place can be revoked.
9. Evidence of church or faith membership must be supported by a written reference. Parents should ensure that if they wish church or faith connections to be taken into account that they include details of a vicar or minister or faith leader in the appropriate section of the Supplementary Information Form. The school will send a Form of Reference for completion by the faith leader asking for information about the applicant's association with the church or faith community. It is the responsibility of parents to personally make sure the reference has been received, completed and returned to school.
10. If no reference has been received by the day governors meet to apply the criteria, the application will be treated in the same way as an application that did not indicate a church or faith connection.
11. Reference to 'family' in the Form of Reference includes either or both parents or a sole parent, and where only one of two parents satisfies the criterion, the application will be treated equally with applications where the criterion is satisfied by both parents.
12. The onus is on the applicant to provide all the relevant information by the closing date, to enable the Governors to consider fairly all applications. Applicants should obtain a dated receipt for any documents submitted to school including the common preference form or gain a proof of posting if sending by Royal Mail.
13. There are 30 places available in the reception class.
14. The governors expect that any parent who accepts a place at the school for their child accepts the ethos and Christian principles under which the school is run.

## **APPLICATION TIMETABLE**

Dates will be in accordance with the Local Authority co-ordinated admissions procedures. For admission in 2018 applications must be received by 15<sup>th</sup> January 2018. Supplementary information forms must be returned to school within the same timeframe and faith references must reach the school by the start of February half term at the very latest. Information received after this date will not be taken into account.

***The school strongly recommends that parents personally make sure the reference has been received by the faith leader, completed and returned to school as we are unable to follow up any forms that are not returned, for whatever reason.***



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 North Lane, Leeds, LS8 2QJ  
 Telephone: 0113 2658451

**SUPPLEMENTARY INFORMATION FORM**

(Before making an application please read carefully the School's Admission Policy.)

**IMPORTANT** – the Supplementary Information Form (SIF) must be completed in addition to the local authority common preference form. The SIF should be returned to school.

**A. FAMILY DETAILS**

Surname of child \_\_\_\_\_ Forename \_\_\_\_\_  
 Other Names \_\_\_\_\_ Male or female \_\_\_\_\_  
 Address \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 \_\_\_\_\_ Post Code \_\_\_\_\_  
 Contact telephone number \_\_\_\_\_

(Evidence to validate the stated address will be required (see 'Definitions and Interpretation' Note 5)  
 Please **supply evidence to validate your address** e.g. public utility bills, bank statement etc.

**A copy of your child's short birth certificate will also be required if a place is offered.**

Names of Parent(s) or Guardian(s): \_\_\_\_\_  
 \_\_\_\_\_

Names of other siblings already attending Roundhay St John's Primary School (*i.e. brothers or sisters*):

Name	Date of Birth	Year Group
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Continued.....

**B. CHURCH OR OTHER FAITH COMMUNITY MEMBERSHIP**

Does your family attend a place of worship YES / NO

If YES please give details so we can obtain a reference

The Name of your Vicar, Minister, or Faith Leader and their title.

Name, address and post code of your place of worship. (These are the details to whom the faith reference will be sent for completion)

Telephone No: \_\_\_\_\_

**Please note that a reference form will be sent to the faith leader at the address given above. A copy of this reference is included below; please read this to ensure you understand what is being asked of your faith leader.** Supplementary information forms must be returned directly to school by 15<sup>th</sup> January 2018 and faith references must reach the school by the start of February half term at the very latest. Information received after this date will not be taken into account.

***The school strongly recommends that parents personally make sure the reference has been received by the faith leader, completed and returned to school as we are unable to follow up any forms that are not returned, for whatever reason.***

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Signature of parent(s) or guardian(s)

Date \_\_\_\_\_

**\*\*\*\*REMINDERS\*\*\*\***

**This form is not an application form for admission to school. It should be returned to Roundhay St. John’s Primary School.**

**You will need to provide evidence to validate your address and a copy of your child’s short birth certificate when you have been allocated a place. This is to enable the school to make the necessary checks on your home address. The school has the right to withdraw the offer of a place if there is evidence that the application was fraudulent.**

**The Governing Body reserve the right to remove the offer of a place where there is evidence of a fraudulent application.**

**A blank Common Preference Form (application form for admission to school) can be collected from school or the Local Authority and can be returned to either on completion.**

**Contents of Faith Reference request for Faith Leaders:**

*(This information is included here purely for your information so that you can see what we will be asking your faith leader. The school will write to your faith leader to request the Faith Reference)*

**ADMISSIONS TO ROUNDHAY ST JOHN'S SCHOOL: REFERENCE FORM FOR COMPLETION BY FAITH LEADERS**

**CHILD'S NAME:**

**Date of Birth:**

**PARENT'S NAME:**

**Tel:**

**ADDRESS:**

**PLEASE RETURN BY:**

The parent(s) of this child have applied for his/her admission to the School.

In making their decision about admission the Governors are in part dependent on information you are able to provide on the family's level of involvement in your church or place of worship. I should be grateful therefore if you could provide me with the following information:

Which of the following best describes the family's connection with the church **over a minimum period of 2 years.** (please tick one box only)

**Definitions of church or faith connections: *worshipper can be the child or one or both parents.***

**"At the heart of" a church or place of worship** – frequent and regular worshipper, usually twice a month or more. [  ]

**"Attached to" a church or place of worship** – regular worshipper, attending at least once a month (e.g.monthly family service) [  ]

**"Known to" a church or place of worship** – occasional, less than once a month, but not regular worshipper. [  ]

Signature: \_\_\_\_\_ Position held at Church: \_\_\_\_\_

Name and address of Church:

\_\_\_\_\_  
\_\_\_\_\_

Church Stamp: