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Note

The information given in this booklet, which relates to the 2019/20 academic year, is correct at the present time. It should not be assumed that there are no changes affecting these arrangements before the start of the academic year which it refers to or in subsequent years. Changes in policy either following legislation, by decision of Calderdale Council or conversions of schools to academy status may take place at any time and therefore the provisions as stated in this booklet can form no guarantee.

Feedback Welcome

If you would like to provide any feedback regarding the layout and/or content of this booklet, please write to The Admissions Officer, 3rd Floor, Westgate House, Halifax, HX1 1PS

Our ambition is for your child to grow up in the Best Borough in the North

Dear Parent/Guardian

Starting school will be one of the most important milestones in your child's life. It is a very exciting time both for them and the family but it may also cause some anxieties. I hope the information contained in this booklet will help you. The booklet will give you information about admission to primary schools and academies in the Calderdale area. I hope you find it clear and helpful.

The information in this booklet is also available online at:

www.calderdale.gov.uk/admissions

If you require information about a particular school, please contact the school directly for a copy of their prospectus. There is lots of information on the school websites for you to consider.

If you are a Calderdale resident, the **online application must be completed by no later than 15 January 2019**. Online applications can be made from 19 November 2018 until the closing date of 15 January 2019. Non Calderdale residents should apply through their home local authority.

The headteacher of the school of your preference will not be able to tell you immediately whether your child will be admitted since the Authority will need to know the final demand for each school before offers of places can be made. **Offers of places will be made on 16 April 2019.**

Please note the Local Authority operates a Co-ordinated Admissions Scheme for pupils starting school in September. This is in accordance with legislation and the Government's School Admissions Code. Please see [Part A, Section 2](#) for more information about the Co-ordinated Admissions Scheme.

I do urge you to read the booklet very carefully and, in particular, to take note of the over-subscription criteria for the schools in which you have an interest. If you require any further information before finalising your preferences, please do not hesitate to contact the Admissions Team, Children and Young People's Services, Westgate House, Halifax HX1 1PS. Telephone 01422 392617 or email cyps.admissions@calderdale.gov.uk

Yours sincerely



Julie Jenkins

Director, Children and Young People's Services.

Important Dates

Tuesday 15 January 2019	Last date for online applications to be submitted. Last date for any supplementary forms (as required) to be returned to the relevant primary school/academy.
Tuesday 16 April 2019	Parents notified of allocations.
Wednesday 1 May 2019	Last date for parents to request reallocation.

PART A: APPLICATION PROCEDURE AND GENERAL INFORMATION

1. Introduction

This booklet has been produced for those parents whose children are due to enter 'infant', 'junior and infant' or 'junior' schools (all known as primary schools) in Calderdale in September 2019. The Local Authority has published this booklet after consultation with the governors of all primary schools in Calderdale. Parents are asked to read the booklet carefully before submitting their application.

The information in this booklet is also available online at:

www.calderdale.gov.uk/admissions

Individual school prospectuses are available from the relevant school.

If you require any further information about admission arrangements in Calderdale, please contact the Admissions Team on:-

Telephone: 01422 392617, or by email:

cyps.admissions@calderdale.gov.uk

2. Co-ordinated Admissions Scheme

The Education Act 2002 and School Admissions Regulations 2012 requires every local authority to operate a co-ordinated admissions scheme for children who are due to start school in September 2019. A co-ordinated admissions scheme seeks to

ensure every child in a local authority receives only one offer of a school place. National offer day for children starting primary school in September 2019 is 16 April 2019.

Calderdale's co-ordinated admissions scheme operates in such a way that **all parental preferences are considered equally**. However, the schools have to be expressed in order of **preference**. In the event of a child being eligible for a place at more than one school, only one offer of a place will be made. This will be at the highest expressed **preference** of school for which the child is eligible. (For the purpose of clarity, priority is not given to first **preferences** over any lower **preference**. Over-subscription criteria dictates priority for places).

Parents of children resident in Calderdale can express up to five **preferences** for schools, including schools in other local authorities. For out of authority schools however, they should contact the relevant local authority for information about the school's over-subscription criteria. (Contact details of neighbouring local authorities are given in Appendix 4).

Parents of children who reside outside Calderdale **must not** complete Calderdale's online application, even if their child currently attends a Calderdale nursery. They must complete their home authority's application form to express any **preferences** for Calderdale schools.

Eligibility for school places is determined by the over-subscription criteria published for each school.

Admission to Primary School 2019

Parents should read Part B: Over-subscription Criteria for Calderdale Primary Schools/Academies, very carefully before expressing their **preferences**. This details how priority will be determined for applications to a school in the event there are more applications received than places available.

The online application must be completed between 19 November 2018 and 15 January 2019.

Some schools require a supplementary application form. If any parent submits a supplementary application form, it will not be regarded as a valid application unless an online application is submitted to the Local Authority with that school expressed as a **preference**.

The last date for submitting an application is Tuesday 15 January 2019. Online applications are acknowledged via an automated e-mail.

In line with the co-ordinated admissions scheme, Calderdale Council will send details of **preferences** expressed for out of authority schools to all the relevant local authorities. Similarly, all other local authorities will send details of **preferences** for Calderdale schools to Calderdale Council.

3. Primary Schools/ Academies in Calderdale

All maintained schools in Calderdale

are co-educational day schools.

There are 86 maintained primary schools and academies in Calderdale which are broken down into the following categories:

Category	Infant	Junior	Junior and Infant	All through
Community	3	1	30	
Voluntary Aided	1	2	12	
Voluntary Controlled			7	
Foundation			3	
Academy			23	1
Trust				1
Special			2	

- **Infant School**
Reception through to Year 2
- **Junior School**
Year 3 through to Year 6
- **Junior and Infant School**
Reception through to Year 6
- **All through**
Reception through to Year 11

Children are admitted to the special schools through an Education, Health and Care (EHC) Plan. If your child has an EHC plan, he/she may be eligible for one of the special schools in Calderdale. Decisions regarding admission to special schools rest with the Local Authority, however, parents are closely involved in the decision making process.

Part A: Application Procedure and General Information

A list of all primary schools and academies in Calderdale is given in [Appendix 1](#).

The Local Authority is responsible for determining admission arrangements for community and voluntary controlled schools. For voluntary controlled schools, no account is taken of church membership or affiliation.

The Governing Body is responsible for determining admission arrangements for foundation, trust and voluntary aided schools. Voluntary aided schools are denominational schools and priority for admission to most of these is based on the grounds of faith.

The Academy Trust is responsible for determining admission arrangements for academies.

Please refer to [Part B](#) for details of the over-subscription criteria relevant to these schools.

4. Provision for Children with Special Educational Needs

The Authority operates to general principles. The guidance in these pages is informed by these general principles and should be read with them clearly in mind.

- The Authority has high expectations for children and young people with Special Educational Needs (SEN)
- The Authority will ensure that parents, children and young

people are involved in discussions and decisions about every aspect of SEN.

- Children and young people with SEN, need integrated services to ensure their needs are met. The Authority will work with Health and Social Care colleagues to ensure positive outcomes are achieved.
- The majority of children and young people with SEN will normally have their needs met through mainstream education providers.
- Parents have a vital role to play in supporting their child's education.
- Children and young people with SEN should be offered full access to a broad, balanced and relevant curriculum, including an appropriate curriculum for the foundation stage and the National Curriculum.

SEN Legislation

The Children and Families Act 2014 introduced changes to SEN and disability legislation.

The Special Educational Needs and Disability Code of Practice January 2015 provides statutory guidance on the duties, policies and procedures relating to children and young people with SEN and disabled children and young people. The Code of Practice relates to Part 3 of this act.

In line with the new legislation, Statements of SEN have been replaced by EHC plans. An EHC Plan is a formal summary of the child or

young person's educational, health and care needs and the provision that will be made to meet these. An EHC Plan can support a child or young person up until the age of 25 provided they still have educational outcomes to meet. The educational provision detailed in the EHC Plan remains as a statutory entitlement and has to be provided. All EHC Plans are reviewed annually to ensure the provision detailed in them is still appropriate to reflect the needs of the child or young person.

Provision for SEN

Special Educational provision is educational provision additional to, or different from, that made generally for others of the same age. This means provision that goes beyond the differentiated approaches and learning arrangements normally provided as part of high quality, everyday teaching. The child's parent or the young person must be told that such provision is being made.

Local Authorities in England are required to set out in their Local Offer information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN, or are disabled, including those who do not have EHC plans. Calderdale's Local Offer can be accessed at

www.calderdale.gov.uk/localoffer

Where a SEN is identified, schools should put appropriate evidence-based interventions in place. These should

be provided as part of a graduated SEN Support approach, which includes regular planning, evaluation and review of the progress made and adaptations to the support provided as required, often described as Assess-Plan-Do-Review. Schools can draw funding from their Notional SEN Budget to provide these interventions.

Children who have received support in early-years settings through DCATCH funding can continue to receive support in school through the School Notional SEN Budget.

The school may seek advice from professionals external to the school eg. Specialist Teachers, Educational Psychologists, Health Care Staff, Social Care Staff and Education Welfare Officers.

If it seems a child or young person has complex or severe learning needs that cannot be met through resources normally available to mainstream settings through the Notional SEN Budget, the Authority may make the decision to conduct an assessment of education, health and care needs and prepare an EHC Plan.

Parents/carers have the right to request a Personal Budget when an EHC plan is prepared. A Personal Budget is a sum of money that may be available for children and young people who need individual help outside that available to most children and young people through universal and targeted services.

Part A: Application Procedure and General Information

Any request to use education funding as part of a Personal Budget must be agreed with the Setting Coordinator/Head Teacher/College Principal and will only be available as long as this does not have a detrimental effect on overall SEN provision within the setting. On transition between settings, any Personal Budget must also be agreed with the new setting.

Organisationally, there are a number of options regarding the way Special Educational Needs are met:

- a) At a maintained/academy school at SEN Support level with appropriate interventions and additional support from the School's Notional SEN Budget.
- b) At a maintained/academy school with additional resources provided through an EHC Plan when needs are significant and longer term. This could include access to resourced provision if appropriate.
- c) At a special unit or maintained special school.
- d) At a non-maintained independent special school.

In options (b), (c) and (d), an EHC Plan must be in place.

In each case, the decision to move a child from within the mainstream to a special school, or from within the Authority to a placement outside, is not taken unless it is impossible to provide appropriately for the child otherwise.

Parental views are always sought and due regard given to those views.

Parents who feel that their child has Special Educational Needs which have not been addressed in one of the ways described above, should make their initial contact through the head teacher of their child's present school.

The Special Educational Needs and Disability Code of Practice January 2015 states: *"the parents' or young person's preferred school might be further away from their home than the nearest school or college that can meet the child or young person's SEN. In such a case, the local authority can name the nearer school or college if it considers it to be appropriate for meeting the child or young person's SEN. If the parents prefer the school or college that is further away, the local authority may agree to this but is able to ask the parents to provide some or all of the transport funding."*

Transport assistance will only be recorded in the EHC Plan in exceptional cases where the child or young person has particular transport needs. In such a case, the Authority will name an appropriate school in Section 1 of the EHC Plan and transport assistance may then be provided to that school. See Part C for details on home to school transport.

For further information, please contact the SEN Team on telephone 01422 394129 or e-mail tracy.bird@calderdale.gov.uk

5. Children Looked After

Legislation dictates that children who are in public care (Children Looked After) are given highest priority when allocating school places. This also applies to children who have previously been 'Looked After.' 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 a special guardianship order) immediately following having been looked after.

6. Children of UK Service Personnel (UK armed forces)

Applications for children of service personnel with a confirmed posting to the Local Authority area will be considered in advance of the family moving in to the area. Where possible an application must be included in the normal admission round.

An official letter, such as a posting notice or letter of support from the Commanding Officer, should be sent to the Local Authority as soon as possible. This should include the relocation date and the unit postal address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly.

The Local Authority will not refuse a child of UK service personnel a place because the family does not currently

live in the area. It is also not permitted to reserve places for these children.

Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. This will not apply if the sibling is in Year 6.

7. Applications for children from overseas

Children who hold a British Citizen passport, or children whose passport has been endorsed to show they have the right of abode in the country, are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made.

Applications on behalf of children currently living outside the UK will be considered but until the child is resident in the country their home address will be considered to be their place of residence outside the UK (exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel).

If the application is for an oversubscribed school and parental preference cannot be met, an alternative school place within the Local Authority will not be offered until such times as the child is resident in Calderdale.

8. Admission to Primary Schools/Academies

It is the Authority's policy to admit children to Reception classes at the start of the academic year in which they attain the age of five, i.e. if their fifth birthday falls between 1st September of the year of admission and 31st August of the following year, both dates inclusive. This ensures all children can have three full years of education in an infant department. Although parents are not required by law to send their children to school until the beginning of the term following their fifth birthday, it should be noted the first two terms give a most important foundation for future education. A Reception place cannot be deferred beyond the summer term of the academic year in which the child becomes five.

Parents of children who are not of compulsory school age may request their child attends Reception class on a part time basis. Arrangements regarding this must be made with the allocated school.

[Appendix 1](#) gives contact details of all Calderdale primary schools and academies and also shows the number of pupils which the Authority (governors in the case of voluntary aided and foundation schools and academy trusts for academies) plan to admit to each school in the 2019/20 academic year. Parents should also give regard to information in [Appendices 2](#) and [3](#), which provide admission figures and allocation data for the 2018/19 academic year.

9. Admission of children outside their normal age group

Parents of a summer born child (born between 1 April and 31 August) may request that they do not start school until the September following their fifth birthday and are admitted out of their normal age group (into reception rather than year 1).

The decision to admit outside of a child's normal age group is made on the basis of the circumstance of each case.

Parents must still apply for a school place by the close date of 15 January 2019. In addition to this they must contact the Local Authority to request a separate application to apply for admission outside the child's normal age group.

The application to apply for admission outside of the child's normal age group will be provided by the Admissions Team upon a request from parents. Parents must return the application to the Local Authority, along with any accompanying evidence, by the close date of 15 January 2019.

On receiving an application for entry outside of a child's normal age group the Authority will convene a panel to consider the request. This may include, where appropriate, representatives from:

- the admission authority;
- the Early Years Team;
- the Special Educational Needs Team;
- Virtual Schools;

- the school preferred.

The panel will look at the following factors when considering the request:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- the views of the head teacher of the school;
- information from any professional persons regarding the child's best interests.

The Panel will make decisions on the basis of the individual circumstances of each case and the best interests of the child concerned.

If the parental request for admission outside the normal age group is agreed, a separate application for a place in the next cohort would have to be made by 15 January 2020. There would be no guarantee that a place would be offered at the preferred school.

If the parental request for admission outside the normal age group is refused, the formal application which has already been submitted by 15 January 2019 will be processed.

When informing a parent of its decision, the Local Authority will set out clearly the reasons for its decision.

Parents who are refused a place at a school have the right to appeal to an independent appeal panel. They do not have the right to appeal if they

have been offered a place and it is not in the year group they would like.

If parents are dissatisfied with the outcome of their request for admission outside the normal age group they have the right to complain through the Local Authority's complaints procedure.

10. Associated Infant and Junior Schools

Children in infant schools transfer to junior schools at the start of the academic year in which they attain the age of eight, i.e. Year 3.

Following, is a list of infant and their associated junior schools. Please note attendance at a particular infant school does not automatically guarantee a place at the associated junior school. Please refer to individual schools' over-subscription criteria in [Part B](#).

Infant School	Associated Junior School
Tuel Lane Infant	Christ Church CE (VA) Junior
Central Street Infant	Riverside Junior
Stubbings Infant	Riverside Junior
St Andrew's CE (VA) Infant School	St Andrew's CE (VA) Junior School

11. Parental Preferences

Parents have the legal right to state the school they wish their child to

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attend. The admissions authority has a duty to meet their stated **preference** unless:

- a) this would prejudice the provision of efficient education, or the efficient use of resources, or
- b) for a voluntary aided, or denominational school, this would be incompatible with the admission arrangements made by the school governors which are designed to preserve the religious character of the school.

In the case of (a), each school has an Admission Number which indicates the number of pupils that the admissions authority can admit to the school. Details of the Admission Number for each school are given in [Appendix 1](#).

In the context of the 'School Admissions Code', issued by the Department for Education (DfE) on admissions to school and the relating legislation, the Local Authority is responsible for administering the co-ordinated admissions arrangements for all maintained schools and academies in Calderdale.

Parents are asked to complete their application very carefully, giving particular attention to the over-subscription criteria for the schools in which they have an interest and to ensure they make realistic **preferences** for schools.

Only one application per child will be accepted and processed. It is therefore imperative that parents agree on the preferences to be submitted in order that the application is not

disadvantaged. The Local Authority will not deal with multiple applications for the same child.

Please note that naming only one school will not guarantee that your child is allocated a place at that school and parents are urged to use the opportunity to express up to five **preferences** for schools in order of **preference**.

It is important for parents to give details of any siblings (brothers, sisters, step/half/adopted brothers and sisters) permanently resident in the same household and currently attending the preferred school or associated junior school, excluding pupils in their final year. Cousins or other relatives living in the same household will not count as siblings.

Parents must give their child's permanent home address on their application. The allocation of a school place will be made using the child's permanent home address as at 15 January 2019.

Childcare and travel arrangements are not taken into account when allocating places.

As nursery provision is not available at every school, admission to a nursery class of a particular school does not guarantee a subsequent place at a Reception class of that school.

No advantage is given to any parent on the grounds that they made an application for admission to a particular school at an earlier date than other parents (providing the

applications are received before the closing date of 15 January 2019).

The admissions authority will assume the parent has given careful consideration as to how their child will get to and from school in respect of each school expressed as a **preference**.

Preferences cannot be amended after 15 January 2019, unless a house move over a distance of 2 miles (as determined by a straight line measurement) has been completed between 15 January 2019 and 15 February 2019. This applies to house moves into and within Calderdale. The application must be supported by appropriate evidence (for example a solicitor's letter confirming the completion of a house purchase or a copy of a rental agreement for a property located within Calderdale).

If you require further information before finalising your **preferences**, please contact the Admissions Team on Telephone: 01422 392617, or Email: cyps.admissions@calderdale.gov.uk

12. Proof of address

The Local Authority reserves the right to ask parents for proof of their address.

Parents must give their child's permanent home address on their application. The allocation of a school place will be made using the child's permanent home address as at 15 January 2019.

A child's permanent home address is defined as being the main, or only, residence where the child usually lives with their parent.

Where parents share parental responsibility for the child but reside in separate properties the Authority will use the address at which any Child Benefit is registered, unless there is evidence to suggest that the child either does not reside at this address or does not spend most of the school week at this address. An application can only be made from a single address and only one application can be made for each child.

The Authority will investigate where there is a discrepancy between the address on the application and its records.

It is the parent's responsibility to provide information to prove the child's permanent home address, as requested by the Authority.

It is for the Authority to determine if, on the balance of probability, the address given on the application is the child's permanent home address.

It is recognised that a child may be residing at a temporary address as at 15 January 2019. A temporary address will only be considered in exceptional circumstances. Examples include:

- the child's permanent home address has to be vacated due to structural damage;
- the child is homeless.

It is the parent's responsibility to provide evidence of their exceptional

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circumstance and evidence that their child is not residing at a temporary address to gain advantage in obtaining a school place. A parental relationship breakdown will not *normally* be regarded as an exceptional circumstance.

When allocating school places, the Authority will only consider the child's permanent home address as at 15 January 2019. An intention to move to another address is not taken into consideration until such a move has actually taken place and proof is available that the new address is the child's permanent home address.

If the Authority finds that a false address has been given the allocated school place may be withdrawn.

13. Online Applications

Parents of children resident in Calderdale should apply for a primary school place online. Please visit

www.calderdale.gov.uk/admissions

Applications may be made from 19 November 2018 until the closing date of 15 January 2019. You will be able to view, as well as amend your online application any time throughout this period, up to 15 January 2019. Receipt of online applications will be acknowledged via an automated email.

Only one application may be submitted for a child. Multiple applications will not be accepted or processed.

Do not complete a Calderdale online application if you are not a Calderdale resident. Parents must

apply through their home local authority even if a Calderdale school is to be **preferred**. Please visit www.calderdale.gov.uk/admissions

Anyone experiencing difficulties with the online application process can obtain support from a number of places. There are customer service advisors available on 01422 392617 (option 1) who will be able to provide guidance on the application process. Help can also be obtained by visiting the Customer First Office located on Horton Street in Halifax, here customer service advisors will be able to assist with the application on one of the computers available for customer use. Support may also be available from the advisors in the Customer First Offices located in other towns within Calderdale. Please see <https://www.calderdale.gov.uk/v2/council/council-departments/local-offices> for opening hours and further details. Assistance may also be provided by your local primary school.

14. Late Applications

Late applications are those that have been received after the close date of 15 January 2019. Late applications will be considered after all applications received before the closing date. However, in 'exceptional circumstances' defined below, it may be possible for an application received after the closing date to be considered as on time. 'Exceptional circumstances' are:

- Where a single parent, living alone with their child, has been ill for

some time. The application must be supported by a doctor's note and evidence of being a single parent;

- Where a house move over a distance of 2 miles (as determined by a straight line measurement) has been completed between 15 January 2019 and 15 February 2019. This applies to house moves into and within Calderdale. The application must be supported by appropriate evidence (for example a solicitor's letter confirming the completion of a house purchase or copy of a rental agreement for a property located within Calderdale).
- Where a service family (or crown servants returning from overseas) has moved into the area after the closing date, the application will be treated as 'on time' wherever this is practicable to do so.

A house move of less than 2 miles will not be considered as exceptional circumstances.

Exceptional circumstances can only be taken into consideration where an application has been received before 15 February 2019 and where accompanied by all supporting evidence and any supplementary forms.

A late **preference** for a non-Calderdale school can only be considered before offer day if the appropriate admission authority and relevant local authority determine there

is sufficient time to consider that **preference**.

Applications received between 16 April 2019 and 1 May 2019 will be processed, along with any reallocation requests (see Section 16), with notification of an offer being made by 15 May 2019.

Applications received after 1 May 2019 will be dealt with in order of date received, with an offer being made as soon as possible after 15 May 2019.

15. Allocation of Places

Parents are assured that every effort is made to offer their child a school place at their **preferred** school. However, if more applications are received for a school than there are places available, the admissions authority will decide between applicants by the use of the over-subscription criteria as detailed in Part B.

By 27 February 2019, the Local Authority will have:

- Exchanged information with other local authorities
- Received ranked lists from own admission authority schools/academies

Calderdale Council will then determine which school should be allocated:

- Where a child is eligible for a place at only one of the **preferred** schools, that school will be allocated.

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- Where a child is eligible for a place at more than one of the **preferred** schools, they will be allocated a place at whichever of these is the higher ranked **preference** on their application.
- Where a child is resident in Calderdale, and is not eligible for a place at any of the **preferred** schools, they will be allocated a place at the nearest school with vacancies, within Calderdale (this will be within a 2 mile walking route wherever possible).
- The reason why the child has not been offered a place at any other schools **preferred**.
- Advice to parents if they wish to be considered in the reallocation process for any places that might become available. (Please see [Section 16 'Reallocation Process'](#)).
- Information about the statutory right of appeal against any decision to refuse a place at a **preferred** school. (Please see [Section 17 'The Right of Appeal'](#)).

Parents of children resident in Calderdale will be notified of their allocated school on 16 April 2019 by email.

Parents will also be able to log into their online account to view their allocation.

For those parents who requested notification via letter when their application was submitted, offer letters will be disseminated to parents on 16 April 2019.

Offers of school places for residents outside the Calderdale area will be notified by their home local authority, even if a Calderdale school is to be offered.

The offer notification will contain the following:

- The name of the school at which a place is offered and the deadline for accepting the place. If a parent does not respond by the deadline, it will be assumed that they have accepted the place offered.

If none of the preferred schools can be allocated, due to over-subscription, the Authority will offer a place at the nearest school to the family home where vacancies exist. (Distance in this instance will be calculated using a suitable walking route and will be within 2 miles wherever possible. This applies to Calderdale residents only).

Calderdale Council will not confirm the allocation of a school place to any parent, under any circumstances, prior to the national offer day. Please also note that confirmation of places will not be given over the telephone.

16. Reallocation Process

Parents who are not happy with the school place they have been offered can request the name of their child to be added to a reallocation list for school places which may become available after 16 April 2019.

- If reallocation is requested at a higher **preference** school than has

been allocated, the place offered can be retained.

- If reallocation is requested at a lower **preference** school than has been offered, or a school which was not originally indicated on the application, the higher **preference** school must be given up. (Please note that giving up a place does not guarantee reallocation to another school and the original place offered will be reallocated to another child).
- If a school has been offered which was not originally **preferred**, parents can request reallocation to all **preferred** schools or a school that was not originally indicated on the application.

The deadline for the initial round of reallocation requests is 1 May 2019. Parents will be notified of the outcome in writing by 15 May 2019. Reallocation requests received after 1 May 2019 will be dealt with in order of date received. Please note that information regarding the outcome of reallocations will not be given over the telephone.

Reallocation lists will be kept by the Local Authority for one week into the academic year beginning September 2019. Waiting lists will then be maintained until at least the end of the Autumn term of the academic year.

17. The Right of Appeal

It is our aim to offer your child a place at your **preferred** school. However, if more applications are received than

there are places available and your child is not offered a place at your **preferred** school, after applying the admission criteria, you have the right to appeal to an Independent Appeals Panel. These panels are set up in accordance with the requirements of the School Standards and Framework Act 1998 and the School Admission Appeals Code.

It is not necessary to provide full details of your reason for appealing at this stage. Further information regarding the appeal process will be provided by the relevant admissions authority.

To appeal for a community, voluntary controlled school, or an academy, please write to the Admissions Team, Children and Young People's Services, 3rd Floor, Westgate House, Halifax, HX1 1PS.

To appeal for a foundation, or voluntary aided Catholic school, please write to the Governing Body of the school.

To appeal for a voluntary aided Church of England school, please write to The Clerk to the Aided Schools Appeals Panel, Church House, 1 South Parade, Wakefield, WF1 1LP.

You may present your appeal in person, have someone else present the case for you, or request that a written appeal be considered.

The Appeals Panel will take all your reasons and the admission authority's admission arrangements into consideration when reaching its decision. The Appeals Panel's

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decision will be completely independent of any previous decision taken by the admissions authority and will be binding upon all parties: the Local Authority (governors in the case of voluntary aided and foundation schools and the academy trust for academies) and the parents.

Only one appeal per school, in the same academic year will be considered, unless the relevant admissions authority believes there have been significant changes in circumstances relevant to the application. Appeals for multiple schools may be submitted.

18. Casual Admissions and Transfers

In general, the Authority does not encourage transfers between primary schools for reasons other than a house move (this excludes children moving from a nursery setting to a reception class). Evidence strongly indicates they are rarely in the best educational interests of the pupil because of the disruption this would cause to their learning experience.

(a) Transfer requests from pupils resident in Calderdale

If a parent, having considered carefully the effects such a transfer may have, still wishes to request a transfer to a school in West Central Halifax, North Halifax, Elland or Sowerby Bridge areas, they should complete an 'In Year Application Form', available online at www.calderdale.gov.uk/admissions.

Please see www.calderdale.gov.uk/admissions for a full list of schools for which an In Year application form must be completed.

Once an online application has been submitted, you will be sent a 'Part B' form for completion; you will be required to send this to your child's current, or most recent school to request further information to support your application. The Education Welfare service may also be required to provide further information if deemed appropriate to assist in the transfer process.

An application for a school within the West Central Halifax, North Halifax, Elland or Sowerby Bridge areas will be considered by the Head Teachers of these primary schools at a fortnightly/three weekly meeting, held during term time only.

Parents are informed of the outcome of the request, in writing, by the Local Authority.

For applications to schools **outside** these areas parents may contact the schools directly.

All Calderdale schools will act in accordance with the Fair Access Protocols which have been adopted to give access to educational provisions for hard to place pupils.

Please contact the Admissions Team on 01422 392617 for further advice.

(b) Transfer requests from pupils resident outside Calderdale

Parents living outside Calderdale should contact their home local authority to request an application form, if that authority coordinates in year applications. This applies even if the school requested is within Calderdale.

The relevant authority will then liaise with Calderdale and notify parent of the offer of a school place.

(c) Transfer of Pupils with Special Educational Needs

Parents wishing to transfer a child, who is in receipt of an Education, Health and Care Plan, should not submit an 'In Year Application', but should send a request in writing to the SEN Manager, Children and Young People's Services, Carlton Mill, Wharf Street, Sowerby Bridge HX6 2AS

(d) Transfer of Pupils in public care (children 'Looked After')

In the case of children 'Looked After', requests for transfers should be completed by the allocated social worker.

19. School Meals

Since September 2014, all children in Reception, Year 1 and Year 2 in state-funded schools in England are eligible for free school meals. This includes infant children in maintained infant and primary schools, free schools, academies, schools for pupils with special educational needs, and pupil referral units. Pupils at

maintained nursery schools, direct grant nursery schools, independent schools and general hospital schools are not included.

Free school meals will also continue to be available to pupils (including infants) whose parents received any of the following:

- Income support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit Run-on – paid for four weeks after you stop qualifying for Working Tax Credit.
- Universal Credit – your household income must be less than £7400 per year (after tax and not including any benefits received).

Although there is no need for a claim to be made for Universal Free School Meals for infant aged children, schools will encourage parents in receipt of any of the above benefits to claim. This will ensure the school will still receive the pupil premium for the child.

Further information, dining arrangements, and menus will be available from the school.

20. School Uniform

The governing body (or academy trust) of each school is responsible for establishing a dress code for pupils and developing appropriate policies in respect of school uniform. The Authority is not able to assist parents to purchase items of school uniform or supply school clothing. In exceptional circumstances or dire emergency, parents should seek advice from the Education Welfare Officer attached to the school.

21. Education Welfare

The Education Welfare Service seeks to enable pupils to gain maximum benefit from educational opportunities. It acts to ensure each child of compulsory school age receives efficient full-time education and is encouraged to make full use of educational resources and facilities. It has legal responsibilities in respect of prosecution of parents for non-school attendance, issuing penalty notices for irregular attendance or an unauthorised leave of absence (holiday in term time), responsibility for Children Missing Education (CME) and Elective Home Education (EHE). The Service also has a duty to protect children from harm and exploitation as a consequence of illegal employment or part-time working.

The Service seeks to promote and encourage partnership and co-

operation between parents, pupils, school staff and a range of support services. This is achieved by providing information and advice regarding educational provision and procedures and supporting parents who experience difficulties which affect the academic progress or school attendance of their children.

Contact with the Education Welfare Service can be made through the school or on 01422 266125.

22. Complaints Procedure

The Authority has established procedures for dealing with complaints relating to the Curriculum, Sex Education, SEN, Child Protection Investigations, Admissions and Exclusions¹.

Any queries about these issues should be addressed in writing to Calderdale Council, Complaints and Compliments Team, Freepost RTGL-EXHR-SRLH, Halifax Customer First, 1st Floor, 19 Horton Street, Halifax, HX1 1QT in the first instance or alternatively visit www.calderdale.gov.uk/council/corporatecomplaints/feedback.jsp

Where a parent has a complaint not related to the above, they should discuss the matter informally with the Head Teacher. If the matter is still not resolved, they should request a copy of the school's complaints procedure

¹ Complaints relating to Admissions and Exclusions in Foundation, Voluntary Aided schools and Academies should be addressed to the Governing Body/Academy Trust of the school.

from the Governing Body/Academy Trust of the school concerned.

23. Further Information

Individual school prospectuses are available from the relevant school. You may prefer to view this information on the school's website.

OFSTED reports about schools are available from the relevant school for reference and also online at the OFSTED website at:

www.gov.uk/government/organisations/ofsted

Performance tables for schools are available online at the Department for Education (DfE) website at:

www.gov.uk/school-performance-tables

If you need any further information about admission arrangements in Calderdale, please contact the Admissions Team on

Telephone: 01422 392617 or by Email: cyps.admissions@calderdale.gov.uk

PART B: OVER-SUBSCRIPTION CRITERIA FOR CALDERDALE PRIMARY SCHOOLS/ACADEMIES

1. Community and Voluntary Controlled Primary Schools and Academies

The Local Authority is responsible for admission arrangements for community and voluntary controlled schools. A list of primary schools and academies is given in [Appendix 1](#).

Over-subscription Criteria

Places will be allocated in community and voluntary controlled primary schools in the following order of priority:

1. Pupils who are in public care (children 'Looked After'), or pupils who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after.
2. Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and currently attending the school or its associated junior school (excluding pupils in their final year).
3. Other children.

Notes

- (i) A sibling link cannot be claimed where a sibling in receipt of an Education, Health and Care Plan, is attending a resourced unit within a mainstream primary school.
- (ii) If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's permanent home to the school.

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

Distances will be calculated using the Local Authority's Geographical Information System (GIS). To ensure consistency applies, all measurements will be carried out by this method and no other method of measuring distance will be considered.

Each property has a co-ordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point from which distance measurements will be taken.

- (iii) In the event of two or more children living equidistant from the school, as measured by the procedure above, then the decision on which child will be allocated will be made using random allocation. This process will be independently verified.
- (iv) In voluntary controlled schools no account is taken of church membership or affiliation.

The over-subscription criteria for Community and Voluntary Controlled Schools also applies in respect of some academies.

The academies within Calderdale which share this over-subscription criteria are:

Akroydon Primary Academy
Beech Hill School
Bolton Brow Primary Academy
Bradshaw Primary School
Burnley Road Academy
Dean Field Community Primary School
Mount Pellon Primary Academy
Scout Road Academy
The Greetland Academy

2. Foundation, Trust, Voluntary Aided Primary Schools and Academies

The Governing Body is responsible for determining arrangements for foundation and voluntary aided schools.

The Academy Trust is responsible for determining arrangements for academies.

A list of primary schools and academies is given in [Appendix 1](#).

Abbey Park Primary Academy

The planned admission number (PAN) for Abbey Park Primary Academy is 30. Places will be allocated in the academy in the following order of priority:

1. Pupils who are in public care (children 'Looked After'), or pupils who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after.
2. Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and currently attending the school (excluding pupils in their final year).
3. Children who have attended Abbey Park Primary Academy's Nursery either full or part time for the academic year before they are due to start school for at least 1 term.
4. Other children

If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's permanent home to the school. Distance will be calculated using a straight line measurement from the pupil's permanent home to the closest designated school gate. Distances will be calculated using the Local Authority's GIS system (Geographical Information System).

In the event of two or more children living equidistant from the school, as measured by the procedure above, then the decision on which a child will be allocated will be made using random allocation.

All Saints CE (VA) J & I School

The Planned Admission Limit is 30. Where total applicants for admission into the Reception class exceed the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit:

1. 'Looked After' children defined as children who are in the care of the Local Authority (in accordance with section 22 of the Children Act 1989) or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Where the child has a sibling attending the school at the proposed date of admission. (See *note 1*)
3. Proximity of the child's permanent address to the school with those living nearer, as measured by the shortest distance, being accorded the higher priority. Distance is defined as the distance from the pupil's home to the school in a straight line as measured by Calderdale Metropolitan Borough Council. (See *note 2*)

Distances will be calculated using the Local Authority's GIS (Geographical Information System). To ensure consistency, all measurements will be carried out by the Local Authority's GIS and no other measuring distance will be considered.

Each property has a co-ordinate taken from Ordnance Survey ADDRESS-POINT data.

NB. Pupils in receipt of an Educational, Health and Care Plan (EHCP) where All Saints' CE (VA) J & I School is named in the statement, will be admitted to the school.

Notes

1. For the sibling criterion to be applicable one of the following conditions must exist:

- Brother and/or sister to be permanently resident at the same address at the proposed date of admission.
- Step-brother and/or step-sister to be permanently resident at the same address at the proposed date of admission (to include half-brothers/sisters).

Extended family members (for example cousins) do not count as siblings.

2. The child's permanent place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child reside for a minimum of six months prior to and including the closing date for receiving applications into Reception class.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's permanent place of residence will be deemed to be that property at which the

child resides for the greater part of the week, including weekends.

Barkisland CE (VA) Primary School

The Planned Admission Number for admission to the Reception year in the school year commencing September 2019 is 30.

The school will admit children with an Education, Health and Care Plan in which the school is named in the plan.

Where the number of applications for Barkisland CE (VA) Primary 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. Children in care (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989) or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. a) A child whose parents/guardians reside within the parish of Barkisland and West Scammonden and have been worshipping at Christ Church, Barkisland for a minimum of 2 years at the time of application and who are:
 - (i) 'at the heart of the church'
 - (ii) 'attached to the church'
- b) A child whose parents/guardians reside within the

parish of Barkisland and West Scammonden and have been worshipping at St Bartholomew's, West Scammonden for a minimum of 2 years at the time of the application and who are:

- i. 'at the heart of the church',
- ii. 'attached to the church'

- c) A child whose parents/guardians reside within the parish of Barkisland and West Scammonden and have been worshipping at St Bartholomew's, Ripponden or St John's Rishworth for a minimum of 2 years at the time of application and who are:
 - i. 'at the heart of the church'
 - ii. 'attached to the church'

- d) A child whose parents/guardians reside within the parish of Barkisland and West Scammonden and have been worshipping at another Christian church recognised by Churches Together in England and Wales for a minimum of 2 years at the time of application and who are:
 - i. 'at the heart of the church'
 - ii. 'attached to the church'

3. A child of parents/guardians residing within the parish of Barkisland and West Scammonden.

4. a) A child who has a brother or sister attending the school at the proposed date of admission. The child or their parents must have been worshipping at Christ

Part B: Over-subscription Criteria for Calderdale Primary Schools/Academies

Church, Barkisland for a minimum of 2 years at the time of application and be:

- i. 'at the heart of the church'
- ii. 'attached to the church'

b) A child who has a brother or sister attending the school at the proposed date of admission.

The child or their parents must have been worshipping at St Bartholomew's, Deanhead for a minimum of 2 years at the time of application and be:

- i. 'at the heart of the church'
- ii. 'attached to the church'

c) A child who has a brother or sister attending the school at the proposed date of admission.

The child or their parents must have been worshipping at St Bartholomew's, Ripponden or St John's Rishworth for a minimum of 2 years at the time of application and be:

- i. 'at the heart of the church'
- ii. 'attached to the church'

d) A child who has a brother or sister attending the school at the proposed date of admission.

The child or their parents must have been worshipping at another Christian church recognised by Churches Together in England and Wales for a minimum of 2 years at the time of application and be:

- i. 'at the heart of the church'
- ii. 'attached to the church'

e) A child who has a brother or sister attending the school at the proposed date of admission.

5. Other children

A map showing the parish boundaries is available at the school on request, on the school's website or via www.achurchnearyou.com

A supplementary 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 Church Warden.

Please refer to 'Church of England, Voluntary Aided Schools' on page 50 for further information relating to the over-subscription criteria.

Christ Church CE (VA) Junior School

The Planned Admission Limit for admission to the Y3 cohort in the school year commencing September 2019 will be a maximum of 40.

The school will admit children with SEND Education Health & Care Plans in which the school is named on the child's Education Health & Care Plan.

Where the number of applications for the Christ Church CE (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.

1. 'Looked After' children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989) or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. A child who has a brother or sister (including half, step or adoptive brother or sister) attending the school at the proposed date of admission.
3. A child who, or whose parents/guardians, reside(s) within the parish of Christ Church Sowerby Bridge, or whose parents/guardians are on the electoral roll of that church, and who are:
 - a) 'At the heart of the church'
 - b) 'Attached to the church'
4. A child whose parents/guardians, reside(s) within the parish of Christ Church Sowerby Bridge, 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'
 - b) 'Attached to the church'
5. Children from our associated school, Tuel Lane Infant School.
6. Other children.

A supplementary form (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Minister, Priest in Charge etc. During an interregnum the form should be signed by a Church Warden.

Please refer to 'Church of England, Voluntary Aided Schools' on page 50 for further information relating to the over-subscription criteria.

Calder Primary School

The Planned Admission Number for admission to the Reception year in the school year commencing September 2019 is 15.

Where the number of applications for the school during the normal round of admissions exceeds the admission number the following oversubscription criteria will be applied:

1. Pupils who are in public care (children looked after) or pupils who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order.
2. Pupils living within the defined priority (catchment) area who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and currently attending the school (excluding pupils in their final year).
3. Other pupils living within the defined priority (catchment) area.

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4. Those pupils who do not qualify under categories 1-3 who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and currently attending the school (excluding pupils in their final year).
5. Other children (distance)

If there is over-subscription within any category pupils will be admitted in order of proximity of the pupil's permanent home to the school. Distance will be calculated using a straight line measurement from the pupil's permanent home to the closest designated school gate.

Distance will be calculated using the Local Authority's Geographical Information System (GIS). To ensure consistency applies all measurements will be carried out using this system and no other method of measuring distance will be considered.

A copy of the catchment map is available from the school.

Please note: Calder Primary School incorporates the former Cragg Vale J & I School.

Elland CE (VA) J, I & N School

The Planned Admission Limit for admission to the Reception class in the school year commencing September 2019 will be a maximum of 30 pupils.

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) or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. A child who, or whose parents/guardians, reside 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'
 - b) 'Attached to the church'
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.
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, 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

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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'
- b) 'Attached to the church'

- 6. A child of parents residing within the parishes of Elland.
- 7. Other children.

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.

Please refer to 'Church of England, Voluntary Aided Schools' on page 50 for further information relating to the over-subscription criteria.

Field Lane Primary School

The Planned Admission Limit for admission to Reception class in the school year commencing September 2019 is 27. Where the number of applications for admissions exceeds 27, applications will be considered against the criteria set out below and in the priority order stated:

- 1. Looked after children (including those who were in care but now adopted or subject to a residence or guardianship order).

- 2. Pupils who have a brother or sister (including step/ half/ fostered/ adopted brothers and sisters) permanently resident in the same household and who will be at the school at the start of the academic year.
- 3. Children of members of staff who have been employed at the school for a minimum of two years.
- 4. Proximity of the pupil's home address to the school.

Distance will be calculated using the Local Authority GIS (Geographical Information System) which uses a 'straight line' measure of distance from the co-ordinate of the child's permanent home address to the nearest designated school gate.

Hebden Royd CE (VA) Primary School

The Planned Admission Limit for admission to Reception class in the school year commencing September 2019 will be a maximum of 21.

The School will admit children with Education, Health and Care Plans (EHCP) in which Hebden Royd Primary School is named on the EHCP.

Where the number of applications for Hebden Royd CE (VA) Primary School received during the normal admissions round exceeds the admission number of the school, Governors will apply the following criteria, in the order given, to determine the admission of children to the school.

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1. Looked After Children (children who are looked after by the Local Authority in accordance with Section 22 of the Children Act 1989) or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. A child who, or whose parents/carers, reside within the parish church of St James, Hebden Bridge or St Thomas, Heptonstall, and are on the electoral roll of either church, and who are:
 - a) 'At the heart of the church'
 - b) 'Attached to the church'
3. Brothers or sisters of pupils registered at the school on the proposed date of admission.
4. A child whose parents/carers reside within the parish of St James, Hebden Bridge or St Thomas, Heptonstall, but 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'
 - b) 'Attached to the church'
5. A child of parents residing within the parish of St James, Hebden Bridge, or St Thomas, Heptonstall.
6. Other children

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.

Please refer to 'Church of England, Voluntary Aided Schools' on page 50 for further information relating to the over-subscription criteria.

Holy Trinity Primary School (COEA)

The Planned Admission Number for each year group is 60.

The school will admit children with special educational needs where the school is named on the statement or Education Health & Care Plan.

In determining admissions, the Governors will apply the following criteria in order of priority:

1. Looked after children and children who were looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Children whose parents or guardians are on the Ecclesiastical Electoral Roll of the benefice of Halifax Holy Trinity and St Jude, the Parish of St Paul's or Halifax Minster.
3. Children who are baptised members of the Church of England or other Christian Church which subscribes to the doctrine of the Holy Trinity.

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4. Children of families who are worshipping members (in order of priority) of:

- a) An Anglican Church
- b) Other Christian Churches accepting the doctrine of the Holy Trinity. Other Christian Churches are listed on the Churches Together in England website – www.cte.org.uk

5. Children of members of staff who have been employed by the school for two years or more.

6. Other children, who will amount to no less than 30% of the published admission number, if there is a demand from children falling within this category which will include:

- a) Siblings of children registered as pupils of the school on the proposed date of admission
- b) Other Children.

A supplementary form (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Minister, Priest in Charge etc. During an interregnum the form should be signed by a Church Warden.

Please refer to ‘Church of England, Voluntary Aided Schools’ on page 50 for further information relating to the over-subscription criteria.

Lightcliffe CE Primary School

The Planned Admission Limit for admission to the Reception class in the school year commencing

September 2019 will be a maximum of 60.

The school will admit children with SEND Education Health & Care Plans where Lightcliffe CE Primary School is named on the child’s Education Health & Care Plan.

Where the number of applications for Lightcliffe CE Primary 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). This also applies to children who have previously been ‘Looked After’ but ceased to be so because they were adopted (or became subject to a child arrangements or a special guardianship order) immediately following having been looked after.
2. A child who has a brother or sister (including a half, step or adoptive brother or sister) on roll at the time of application and admission.
3. a) A child whose home address is in the parish of St Matthew’s Lightcliffe and can be confirmed by the Church leadership as attending St Matthew’s church at least once a month for at least the previous two years prior to the closing date for applications.
b) A child of parents having moved to become resident in the parish of

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St Matthew's Lightcliffe who have been attending an Anglican Church at least once a month for at least the previous two years prior to the closing date for applications and who are now attending St Matthew's Church Lightcliffe will qualify upon proof of membership being provided by the priest of that other parish.

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

4. Children of staff at the school
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Other children. **Please refer to 'Church of England, Voluntary Aided Schools' on page 50 for further information relating to the over-subscription criteria.**

Longroyde Primary School

The number of intended admissions for the academic year commencing September 2019 will be 60. Where applications for admission exceed the number of places

available, the following criteria will be applied, in the order set out below to decide which children to admit:

1. 'Looked After' children or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Children whose medical or social circumstances prompt admission when supported by appropriate professional advice e.g. Area Medical Officer, Director of Education or Social Services.
3. Children who have a brother or sister (including half or step brother/sister, residing at the same address) attending the school at the time of admission.
4. Proximity of the child's home to the Field Top site, by a straight line measurement, with those living nearest being accorded the higher priority.

Luddendenfoot Academy

The Planned Admission Limit for admission to Reception class in the school year commencing September 2019 is 26. Where the number of applications for admissions exceeds 26 applications will be considered against the criteria set out below and in the priority order stated:

1. Looked after children (including those who were in care but now adopted or subject to a residence or guardianship order).

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2. Pupils who have a brother or sister (including step/ half/ fostered/ adopted brothers and sisters) permanently resident in the same household and who will be at the school at the start of the academic year.
3. Children of members of staff who have been employed at the school for a minimum of two years.
4. Proximity of the pupil's home address to the school.

Distance will be calculated using the Local Authority GIS (Geographical Information System) which uses a 'straight line' measure of distance from the co-ordinate of the child's permanent home address to the nearest designated school gate.

Old Earth School

There are 60 reception places available each year. Where the number of applications for admissions exceeds 60, applications will be considered against the criteria set out below and in the priority order stated:

1. Looked after children (including those who were in care but now adopted or subject to a residence or guardianship order).
2. Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and who will be at school at the start of the academic year.
3. Children of members of staff who have been employed at the school

for a minimum of two years, or where the school has a specific skill requirement.

4. Pupils living within the defined catchment area (map available from school).

5. Pupils who have attended the nursery at Old Earth from the start of the school year prior to the Reception intake, who are accessing at least 15 hours or their universal funded hours at the time of application, and are still in attendance at the time of allocation.

6. Other pupils.

Where there is oversubscription within any category, priority for places will be determined by proximity of the child's home to the school. Distance will be calculated using a straight line measurement from the pupil's permanent home to the closest designated school gate.

To ensure consistency applies, all measurements will be carried out using the Local Authority's GIS (Geographical Information System) and no other method of measuring distance will be considered.

Sacred Heart Catholic Voluntary Academy

The Academy Council has responsibility for admissions to the school and intends to admit 30 pupils to Reception in the school year which begins in September 2019. When

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there are more applications than places available, priority will always be given to Catholic applicants, in accordance with the oversubscription criteria listed below.

1. Looked After Children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order, with a sibling who attends Sacred Heart Catholic Voluntary Academy.
2. Looked After Children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
3. Baptised Catholic children with a sibling who attends Sacred Heart Catholic Voluntary Academy.
4. Baptised Catholic children who live in the defined area.
5. Other baptised Catholic children.
6. Other Looked After Children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order, with a sibling who attends Sacred Heart Catholic Voluntary Academy.
7. Other Looked After Children or other children who were previously looked after but ceased to be so

because they became adopted or became subject to a residence or special guardianship.

8. Other children with a sibling who attends Sacred Heart Catholic Voluntary Academy.
9. Other children.

Please refer to ‘Catholic Primary Schools’ on page 52 for further information relating to over-subscription criteria.

Salterlee Primary School

The number of intended admissions for the academic year commencing September 2019 is 15. Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, when allocating places:

1. Looked after children i.e. children who are in the care of the Local Authority or provided with accommodation by that authority (in accordance with section 22 of the Children Act 1989) or children who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order.
2. Where the child has a brother or sister attending the school and still residing in the designated priority area of the school at the offer date.
3. Children residing within the designated priority area of the school at the offer date.

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4. Where the child has a brother or sister attending the school at the start of the Autumn Term (e.g. 1st September).
5. Other children.

Where there is over-subscription within any of the above criteria, priority will be decided on the proximity of the child's home to school. The distance is measured in a straight line between the pupil's registered address to the closest designated school entrance point. A map detailing the designated priority area is available from the school.

When considering allocation of places the Governing Body will only consider applicants' current permanent address of residence and disregard any intention to move into the designated priority area of the school.

Where a child lives at different addresses as a result of parents enjoying shared responsibility then the parents must declare one of these addresses as the registered address for the purpose of determining an application for admission to the school.

Criteria 2 & 4 includes; step brother/sister; adopted brother/sister; an existing pupil living at the same address where one or more parents is common to the applicant, at the time of admission.

Siddal Primary School

The Planned Admission Limit for admission to Reception class in the school year commencing September 2019 is 30. Where the

number of applications for admissions exceeds 30, applications will be considered against the criteria set out below and in the priority order stated:

1. Looked after children (including those who were in care but now adopted or subject to a residence or guardianship order).
2. Pupils who have a brother or sister (including step/ half/ fostered/ adopted brothers and sisters) permanently resident in the same household and who will be at the school at the start of the academic year.
3. Children of members of staff who have been employed at the school for a minimum of two years.
4. Proximity of the pupil's home address to the school.

Distance will be calculated using the Local Authority GIS (Geographical Information System) which uses a 'straight line' measure of distance from the co-ordinate of the child's permanent home address to the nearest designated school gate.

St Andrew's CE (VA) Infant School

The Planned Admission Number (PAN) for admission to Reception in the school year commencing September 2019 will be a maximum of 60. Those parents/guardians who wish to apply under the Christian Commitment Criteria, must obtain a copy of the Supplementary Information Form (SIF) from the school and return

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it to the school by the date stated on the form.

The school will admit children with SEND Education Health & Care Plans (EHCP) where St Andrew's CE (VA) Infant School is named on the child's EHCP.

Where the number of applications for St Andrew's CE (VA) Infant School received during the normal admissions round exceeds the PAN 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) or children who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order.
2. A child who has a brother or sister (including a half, step or adoptive brother or sister) on roll at this school or St Andrew's CE (VA) Junior School at the time of application and admission.
3. A child whose parents/guardians regularly worship at the Parish of St Martin's, Brighouse or another Christian Church recognised by Churches Together in England and Wales, whose church is within the parish.
4. A child whose parents/guardians reside outside the Parish of St Martin's, Brighouse but for whom

this is the nearest Voluntary Aided School who are regular worshippers at another Christian church recognised by Churches Together in England and Wales.

5. A regular but not frequent worshipper at one of 3 or 4 above; ie. a person who usually attends a monthly family or church service or is regularly involved in weekday church activity including an element of worship for a period of two years prior to the closing date for applications.
6. A child of parents residing within the Parish of St Martin's, Brighouse.
7. Other children

A Supplementary Information Form (SIF) to provide confirmation of Christian commitment is available at the school.

Please refer to 'Church of England, Voluntary Aided Schools' on page 50 for further information relating to the over-subscription criteria.

St Andrew's CE (VA) Junior School

The number of children we can admit in each year group, agreed with the Local Authority, is 60. 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 to the school by the date stated on the form.

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

Where the number of applications for St Andrew's CE (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:

1. Children in care (a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989) or children who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order.
2. Children transferring from St Andrew's CE Infant's School, Brighouse.
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 School, Brighouse at the proposed date of admission.
4. A child who, or whose parents/guardians, resides within the parish or whose parents/guardians are on the electoral roll of St Martin's Church, Brighouse, and who are:
 - a) 'At the heart of the church'
 - b) 'Attached to the church'
5. A child of parents/guardians residing within the ecclesiastical Parish of St Martin's, Brighouse.

6. Other children.

A Supplementary Information Form (SIF) to provide confirmation of Christian commitment is available at the school.

Please refer to 'Church of England, Voluntary Aided Schools' on page 50 for further information relating to the over-subscription criteria.

St Augustine's CE (VA) J & I School

The number of children that can be admitted to the Reception class each year is currently 25.

The school will admit children with an Education Health Care Plan (EHCP) in which the school is named on the EHCP.

Where the number of applications for St Augustine's CE (VA) J & I School received during the normal admissions round exceeds the admission number of the school, the Governing Body will apply the following in strict order of priority:

1. 'Looked After Children' where the LA, in consultation with the Governing Body of St Augustine's CE (VA) J & I School, deems the school to be most suitable for the individual needs of the child, and children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Children whose parents are regular worshipping members of St

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Augustine's Church or Christ Church Mount Pellon (ie for a period of at least twelve months with names being entered on the Ecclesiastical Electoral Roll).

A supporting letter from the Parish Priest will be required as evidence.

3. Children with a brother or sister (including step, half and adoptive brothers/sisters) permanently resident at the same address and attending the School at the proposed date of admission.
4. Children who live within the parish of St Augustine's (see note).
5. A child whose parents regularly attend:
 - a) A neighbouring Anglican Church
 - b) A neighbouring non-Anglican Christian Church accepting the doctrine of the Holy Trinity

A supporting letter from the Parish Priest will be required as evidence.

6. Other children.

Note: where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

Please refer to 'Church of England, Voluntary Aided Schools' on page 50 for further information relating to the over-subscription criteria.

St Chad's CE (VA) Primary School

The Planned Admission Number for admission into the Reception year in September 2019 is 30.

The school will admit children with statements of Special Educational Needs in which the school is named on the Statement/Education Health & Care Plan.

Where the number of applications 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. Pupils who are in public care ('Looked After' Children) or pupils who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. 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.
3. A child or whose parents/guardians are regular worshipping members at St Chad's Church, Hove Edge
4. A child or whose parents/guardians are regular worshipping members of the Church of England not mentioned in priority 3, but within the Brighouse and Elland Deanery.

5. Children whose parents or carers are members of another Christian Church recognised by Churches Together in England within the Brighouse and Elland Deanery who are a regular worshipper.
6. Other children.

*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 which will be applied to your application when considering allocation of places.***

A regular worshipper (3, 4 and 5 above) is a person who worships at least once per month. The worshipper could be one or both parents or the child who is regularly involved in a church activity which includes an element of worship. Attendance must be for a period of at least 1 year prior to the closing date for applications.

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 the school. Distance will be calculated using a straight line measurement.

Notes

For the sibling criterion to be applicable, one of the following conditions must exist:

- Brother and/or sister to be permanently resident at the same address.
- Step-brother and/or step-sister to be permanently resident at the same address (to include half-brothers/sisters).

The child's home address will be deemed to be a residential property at which the person or persons with parental responsibility for the child reside(s) at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's home address will be deemed to be the address which is used for correspondence related to Child Benefit payment.

Please refer to 'Church of England, Voluntary Aided Schools' on page 50 for further information relating to the over-subscription criteria.

St John's (CE) Primary Academy, Clifton

The Published Admissions Number for admission to the Reception Class in the school year commencing September 2019 will be a maximum of 30. The academy will admit children whose Education and Health Care (EHC) Plan specifically names the academy.

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Where the number of applications received for St John's (CE) Primary Academy, Clifton during the normal admissions round exceeds the Planned 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). This also includes children who were previously looked after but ceased to be so because they were adopted or became subject of a residence or special guardianship order.
2. Children living within the Priority Admission Area of the neighbourhood of Clifton. (A map detailing the Priority Admission Area is available from the academy.) (See notes 2 and 3)
3. A child who, or whose parents/guardians reside outside the Priority Admission Area but in the neighbouring parishes of St Martin's Brighouse; St Chad's Hove Edge; St Matthew's Lightcliffe; St John's Rastrick; St Matthew's Rastrick; St Peter's Hartshead and St Philipp & St James Scholes Cleckheaton; St Thomas Huddersfield and worships at St John's Church, Clifton and who are 'A Regular worshipper' – A person who worships at least twice per month for a period of 2 years prior to the closing date for applications. The worshipper could be one or both parent or the child.
4. A child with a brother or sister attending the academy at the proposed date of admission.
5. A child who, or whose parents/guardians reside outside the Priority Admission Area but in the neighbouring parishes of St Martin's Brighouse; St Chad's Hove Edge; St Matthew's Lightcliffe; St John's Rastrick; St Matthew's Rastrick; St Peter's Hartshead and St Philipp & St James Scholes Cleckheaton; St Thomas Huddersfield and worships at a Church of England Church within those parishes and who are 'A regular worshipper' – A person who worships at least twice per month for a period of 2 years prior to the closing date for applications. The worshipper could be one or both parent or the child.
6. A child who, or whose parents/guardians reside outside the Priority Admission Area but in the neighbouring parishes of St Martin's Brighouse; St Chad's Hove Edge; St Matthew's Lightcliffe; St John's Rastrick; St Matthew's Rastrick; St Peter's Hartshead and St Philipp & St James Scholes Cleckheaton; St Thomas Huddersfield and are members of another Christian Church recognised by Churches Together in England and Wales, and who are 'A regular worshipper'.

A child who, or whose parents/guardians reside outside the Priority Admission Area. A *Supplementary Information Form (SIF)* to provide confirmation of Christian commitment is available from the academy

Notes

1. For the sibling criterion to be applicable, the older sibling must be attending the academy on the 1st of September of the academic year in which the younger sibling is to be admitted AND one of the following conditions must exist:

- a full or half-brother or sister,
- a step-brother and/or step-sister
- an adoptive brother or sister
- the children of parents living together in the same family household

Stepbrother, stepsister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. **Please refer to 'Church of England, Voluntary Aided Schools' on page 50 for further information relating to the over-subscription criteria.**

St John's CE Primary School, Rishworth

The number of children that can be admitted to the Reception Class each year is currently 20. The criteria below will be used in order of priority when allocating places.

1. Pupils who are in public care or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2.
 - a) Children with brothers and sisters registered as pupils of the school at the proposed date of admission AND whose parents regularly and frequently worship at St Bartholomew's or St John's Churches.
 - b) Children with brothers and sisters registered as pupils of the school at the proposed date of admission AND whose parents regularly and frequently worship at other Churches (within the parish) whose denomination is not necessarily Church of England.

In all cases a supporting letter from the Parish Priest will be required as evidence.

 - c) Children with brothers and sisters registered as pupils at the proposed date of admission.
3.
 - a) Children whose parents regularly and frequently worship at St Bartholomew's or St John's Churches.
 - b) Children whose parents regularly and frequently worship at other Churches (within the Parish) whose

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denomination is not Church of England.

In all cases a supporting letter from the Parish Priest will be required as evidence.

4. Proximity of the child's house to the school, as measured by a straight line measurement from the pupil's home to the closest designated school gate.

Distances will be calculated using the LA's Geographical Information System. To ensure consistency, all measurements will be carried out by the LA's GIS system and no other method of measuring distance will be considered.

Each property has a co-ordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point from which distance measurements will be taken from.

St Joseph's Catholic Primary School, Brighouse

The Governing Body has responsibility for the admissions to the school and intends to admit 30 pupils to reception in the school year which begins in September 2019.

When there are more applications for places than the number of places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

1. 'Looked After' children from Catholic families or children from Catholic families who were previously looked after but ceased

to be so because they became adopted or became subject to a residence or special guardianship order, with a sibling who attends St Joseph's Catholic Primary School, Brighouse.

2. 'Looked After' children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
3. Baptised Catholic children with a sibling who attends St Joseph's Catholic Primary School, Brighouse.
4. Baptised Catholic children who live in the defined area.
5. Other baptised Catholic children.
6. Other 'Looked After' children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends St Joseph's Catholic Primary School, Brighouse.
7. Other 'Looked After' children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
8. Other children with a sibling who attends St Joseph's Catholic Primary School, Brighouse.

9. Other children.

Please refer to ‘Catholic Primary Schools’ on page 52 for further information relating to the over-subscription criteria.

St Joseph’s Catholic Primary School, Halifax

The Governing Body has responsibility for admissions to the school and intends to admit 30 pupils to Reception in the school year which begins in September 2019.

1. When there are more applications for places than the number of places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order, with a sibling who attends St Joseph’s Catholic Primary School, Halifax.
2. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
3. Baptised Catholic children with a sibling who attends St Joseph’s Catholic Primary School, Halifax.

4. Baptised Catholic children who live in the defined area.
5. Other baptised Catholic children.
6. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends St Joseph’s Catholic Primary School, Halifax.
7. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
8. Other children with a sibling who attends St Joseph’s Catholic Primary School, Halifax.
9. Other children.

Please refer to ‘Catholic Primary Schools’ on page 52 for further information relating to the over-subscription criteria.

St Joseph’s RC Primary School, Todmorden

The Governing Body has set the Planned Admission Number at 22. Admission to the school will be made in accordance with the stated parental preferences received subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available. In each

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category, children with a sibling¹ attending the school at the time of admission will be given first priority.

1. Baptised Roman Catholic children who are in public care or who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Baptised Roman Catholic children who are resident² in the Parishes of St Joseph's, Todmorden or Good Shepherd, Mytholmroyd.
3. Other baptised Roman Catholic children in another parish.
4. Other children who are in public care or who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
5. Other children.

Notes

- (i) Each Roman Catholic applicant will be required to produce a baptismal certificate at the time of application.

¹ Sibling means a full, half or step brother or sister or legally adoptive sibling.

² Resident refers to the child's permanent home at the proposed date of admission. Where a child lives with parents with shared responsibility each part of the week, parents must state which is the predominant address, together with details. Over-subscription criteria will be considered on the basis of the predominant address and parental preference.

- (ii) If there are more places available, priority will be given on the basis of proximity to the school; this is defined as the shortest walking route (using routes assessed as suitable by the Authority), from the co-ordinate of the pupil's home to the closest designated school entrance point.

St Malachy's Catholic Primary, a Voluntary Academy

The Academy Trust has responsibility for admissions to the school and intends to admit 30 pupils to Reception in the school year which begins in September 2019.

When there are more applications for places than the number of places available, priority will always be given to Catholic applicants, in accordance with the oversubscription criteria listed below.

1. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order, with a sibling who attends St Malachy's Catholic Primary, a Voluntary Academy.
2. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.

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3. Baptised Catholic children with a sibling who attends St Malachy's Catholic Primary, a Voluntary Academy.
4. Baptised Catholic children who live in the defined area.
5. Other baptised Catholic children.
6. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order, with a sibling who attends St Malachy's Catholic Primary, a Voluntary Academy.
7. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
8. Other children with a sibling who attends St Malachy's Catholic Primary, a Voluntary Academy.
9. Other children.

Please refer to 'Catholic Primary Schools' on page 52 for further information relating to the over-subscription criteria.

St Mary's Catholic Primary School, Halifax

The Governing Body has responsibility for admissions to the school and intends to admit 45 pupils to Reception in the school year which begins September 2019.

When there are more applications for places than the number of places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

1. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order, with a sibling who attends St Mary's Catholic Primary School.
2. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
3. Baptised Catholic children with a sibling who attends St Mary's Catholic Primary School.
4. Baptised Catholic children who live in the defined area.
5. Other baptised Catholic children.
6. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order, with a sibling who attends St Mary's Catholic Primary School.
7. Other looked after children or other children who were previously looked after but ceased to be so

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because they became adopted or became subject to a residence or special guardianship order.

8. Other children with a sibling who attends St Mary's Catholic Primary School.
9. Other children.

Defined area is a geographical area. Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds).

Please refer to 'Catholic Primary Schools' on page 52 for further information relating to the over-subscription criteria.

St Michael and All Angels CE Primary School

The planned admission number for the Reception class, is 30 pupils.

Pupils in receipt of an Education, Health and Care Plan, where the Local Authority has named this school as necessary to meet the pupil's needs, will be admitted.

In the event that there are more applications than there are places available places will be allocated using the following criteria:

1. Looked after children or children who were looked after, but ceased to be so because they were adopted or became subject to a residency or special guardianship order.
2. Children with a brother or sister including a half, step or adoptive brother or sister living in the same

household, attending the school at the time of admission.

3. Children of parent(s)/guardians or children who are active worshipping members at St Michael and All Angels, Shelf, St Aidan's, Buttershaw or a regular worshiper at another Anglian Church within the Diocese of Leeds attending a minimum of twice per month for at least the previous twelve months prior to the closing date for applications. *A supplementary information form to provide confirmation of Christian commitment is available from the school. This form should be signed by the vicar of the church attended.*
4. Proximity of the child's home to school. Proximity will be determined by the shortest walking route using routes assessed and deemed to be as suitable by the Local Authority, from the nearest point on the road or pathway outside the pupil's home to the closest designated school entrance point.

Tie breaker - In the event of over subscription where the distance to school is equal, the governors will take account of the individual circumstances of the applicants concerned in making a decision.

St Patrick's Catholic Primary School

The Governing Body has responsibility for admissions to the

school and intends to admit 17 pupils to Reception in the school year which begins in September 2019.

At any time where there are more applications than the number of places available, places will be offered in the following order of priority:

1. 'Looked After' children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order, with a sibling who attends St Patrick's Catholic Primary School.
2. 'Looked After' children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
3. Baptised Catholic children with a sibling who attends St Patrick's Catholic Primary School.
4. Baptised Catholic children who live in the defined area.
5. Other baptised Catholic children.
6. Other 'Looked After' children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order, with a sibling who attends St Patrick's Catholic Primary School.
7. Other 'Looked After' children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
8. Other children with a sibling who attends St Patrick's Catholic Primary School.
9. Other children.

Please refer to 'Catholic Primary Schools' on page 52 for further information relating to the over-subscription criteria.

The Halifax Academy

The Halifax Academy has an agreed admission number of 60 places in Reception.

Where parental preferences exceed the number of places available, the following criteria will be applied in the order set out below to determine which children to admit:

1. Children who are in public care ('looked after children') or children who were previously 'looked after children' but ceased to be so because they were adopted or became subject to a residential order or special guardianship order immediately following having been looked after.
2. Pupils living in The Halifax Academy catchment area.
3. A child with a sibling (see note) on roll at the Academy at the time of

application and admission and who lives at the same address.

4. Pupils of staff employed at the Academy (having a permanent contract of at least two years at the time of application).
5. Pupils will be admitted in order of the proximity of the pupil's primary home address to the school, measured by the 'straight line' method (direct distance), as defined by the Local Authority's Geographical Information System (GIS) from the main entrance to the Secondary Phase of The Halifax Academy.

Notes

Random allocation will be used as a tie-break in category '5' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

A 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 family household. The elder sibling must still be on roll at the academy when the younger child starts at the academy. Sibling applications will only be accepted for siblings of pupils from Reception to Year 10 at the time of application. Please note that cousins or other relatives living in the same household will not count as siblings.

Todmorden CE (VA) J & I School

The Planned Admission Limit for admission to the Reception class in the school year commencing September 2019 will be a maximum of 29. The school will admit children with SEND Education Health and Care Plans where Todmorden CE (VA) J & I School is named on the statement.

Where the number of applications for Todmorden CE (VA) J & I 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). This also includes children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order.
2. A child who has a brother or sister (including a half, step or adoptive brother or sister) on roll at the time of application and admission.
3. A child who, or whose parents/guardians resides within the parish of St Mary's Church, Todmorden, whose parents/guardians are on the electoral roll of that church, and who are:

'At the heart of the church'

A regular worshipper at St Mary's Church, Todmorden. A person

who worships at least once a month, for a period of 6 months, prior to the closing date for application. The worshipper could be one or both parents, or children who attend St Mary's church club or Sunday school.

4. A child whose parents/guardians reside within the parish of St Mary's Todmorden, who are members of another Christian Church recognised by Churches Together in England and Wales who are:

'At the heart of the church'

A regular worshipper of a 'Churches Together' church. A person who worships at least once a month, for a period of 6 months prior to the closing date for application. The worshipper could be one or both parents, or children who attend a church club or Sunday school.

A Supplementary Information Form (SIF) to provide confirmation of Christian commitment is available at the school.

5. Other children

If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's home to the school.

Please refer to 'Church of England, Voluntary Aided Schools' on page 50 for further information relating to the over-subscription criteria.

Wainstalls School

The Planned Admission Number for admission to Reception class, in the school year commencing September 2019, is 30. Children with Special Educational Needs who have an EHC Plan which names the School, will be allocated a place.

Where the number of applications for admissions exceeds 30, applications will be considered against the criteria set out below and in the priority order stated:

1. Looked after children (including those who were in care but are now adopted or subject to a residence or guardianship order).
2. Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and who will be at the school at the start of the academic year.
3. Proximity of the pupil's home address to the school.

Distances will be calculated using a straight line measurement from the pupil's permanent home to the closest designated school gate. Distance will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency, all measurements will be carried out by the Local Authority's GIS 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 from which the

distance measurement will be taken from.

West Vale Primary School

The number of intended admissions for the year commencing September 2019 is 26. Places will be allocated at West Vale Primary School in the following order of priority:

1. 'Looked After Children' i.e. children who are in the care of the local authority or provided with accommodation by that authority (in accordance with section 22 of the Children Act 1989) or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
2. Where a child has a brother or sister (to include step and half-brothers/sisters) attending the school, and permanently resident at the same address at the proposed date of admission.
3. Other children

If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's home to the school.

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 (Geographical Information System). To ensure consistency, 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 from which the distance measurement will be taken from.

Whitehill Community Academy

The Planned Admission Number for admission to Reception class in the school year commencing September 2019 is 90. Children with Special Educational Needs who have an EHC Plan which names the Academy, will be allocated a place.

Where the number of applications for admissions exceeds 90, applications will be considered against the criteria set out below and in the priority order stated:

1. Looked after children (including those who were in care but are now adopted or subject to a residence or guardianship order).
2. Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and who will be at the school at the start of the academic year.
3. Proximity of the pupil's home address to the school.

Distances will be calculated using a straight line measurement from the pupil's permanent home to the closest designated school gate. Distance will be calculated using the Local Authority's GIS (Geographical

Information System). To ensure consistency, all measurements will be carried out by the Local Authority's GIS 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 from which the distance measurement will be taken.

Church of England, Voluntary Aided Schools/Academies – additional information relevant to the over-subscription criteria

There are a number of voluntary aided schools within Calderdale which share common elements of their over-subscription criteria. The following information should be read in conjunction with the individual school's criteria where this has been highlighted as being applicable.

Parish Boundary/Priority Area

1. A map showing the ecclesiastical parish boundary is available at the school.
2. A map showing the admissions priority area for admission is available at the school.

'Regular Worshipper'

This is a person who worships at least twice per month for a period of two years prior to the closing date for applications (unless the individual school's policy states otherwise). The worshipper could be one or both parents of the child.

'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.

'Attached to the church'

A regular but not frequent worshipper. A person who usually attends a monthly family service or is regularly involved in a weekday church activity including an element of worship.

'Supplementary Information Form'

If a parent is submitting a 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment, the form (which is available from the school) should be signed by the Vicar, Rector, Priest in Charge etc. During an interregnum (ministerial vacancy) the form should be signed by a Churchwarden. Failure to complete this form may affect the over-subscription criteria in which your child is placed.

Parents/guardians having moved to become resident in the parish mentioned within the school's over-subscription criteria, 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.

'Distance Measurements'

If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's home to the school. Distance will be calculated using a straight line measurement from the pupil's home to the closest designated school gate. Distance will be calculated using the Local Authority's GIS (Geographical

Part B: Over-subscription Criteria for Calderdale Primary Schools/Academies

Information System). To ensure consistency, all measurements will be carried out by the Local Authority's GIS 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 from which distance measurements will be taken.

'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 admission purposes.

'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 and Wales)

- 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
- Ichthus Christian Fellowship
- Independent Methodist Churches
- International Ministerial Council of Great Britain
- 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

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/Academy Trust will, as far as possible, admit twins, triplets or children from other multiple births under the excepted rule.

Catholic Primary Schools – additional information relevant to the over-subscription criteria

There are a number of Catholic primary schools within Calderdale which share common elements of their over-subscription criteria. The following information should be read in conjunction with the individual school’s criteria where this has been highlighted as being applicable.

Tie Break

Where the offer of places to all the applicants in any of the categories listed would still lead to over-subscription, the available places will be offered to those living nearest to the school. ‘Straight Line Distance’ will be used as the measure.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the **preferred**

school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation (see notes).

Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation.

Supplementary Information Form

To be considered under a specific category (ie Baptised Catholic), a supplementary information form (SIF) and evidence will need to be completed and submitted to the Administrator at the school by 15 January 2019. The SIF is available from the school. This is in addition to the online application. If an online application is not completed, the application is not valid.

Pupils with an Education, Health & Care Plan

Children with an Education, Health and Care Plan that names the school, must be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criterion.

The admission of pupils with an Education, Health & Care Plan is dealt with by a completely separate procedure. This procedure is set out in the Education Act 1996. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Catholic means a member of a Church in communion with the See of

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Rome. A certificate of baptism in a Catholic Church or a certificate of the reception into the full communion of the Catholic Church will normally evidence this. Alternatively, a letter from a parish priest confirming membership of a church in communion with the See of Rome. This includes the Eastern Catholic Churches.

Child Looked After has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents). This also applies to previously looked after children, but who ceased to be so because they became adopted or became subject to a residence or special guardianship order.

Children Looked After from Catholic Families has dual meaning. It could be the child themselves who is baptised Catholic or the family who are caring for the child that is Catholic. Evidence of the child's baptism will be required where this is possible. Evidence of the carers baptism should be in the form of a letter from a priest.

Defined area is a geographical area. Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds).

Siblings (brothers and sisters) includes children with a brother or sister (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school, on the date of admission.

Twins or Triplets (or multiple births) – where a family of twins or triplets request admission and if one sibling has been offered the 30th or last place, the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

Live – in all categories 'live' means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admission purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carer, at different addresses, we will use the **preference** expressed by the parent at the address where the child lives the majority of the time during the school week as the main place of residence.

Direct/Straight Line 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 (Geographical Information System). To ensure consistency, all measurements will be carried out by the Local Authority's GIS 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 from which distance measurements will be taken.

Random Allocation – this is only to be used when the last place to be offered is to children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.

Appeals – An Appeal Application Form can be obtained from the school. Once completed it should be sent to:
Clerk to the Appeal Panel
Diocese of Leeds
Hinsley Hall
62 Headingley Lane
Leeds LS6 2BX
Tel: 0113 2618034

PART C: HOME TO SCHOOL TRANSPORT POLICY

Sustainable Travel and Transport Strategy

Introduction

Section 508A of the Education and Inspections Act 2006, came into force from April 2007 and places a general duty on local authorities to promote the use of sustainable travel and transport. Incorporated into this is the requirement to produce a strategy to develop the sustainable travel and transport infrastructure within the Authority so that the travel and transport needs of children and young people are better catered for.

Aims and Objectives

The sustainable travel and transport strategy has been developed to reflect the Children and Young People Services' strategic aims – working together we will ensure that children and young people in Calderdale:

- SA1. Start healthy and stay healthy
- SA2. Are safe at home, in school and in the community
- SA3. Enjoy school and achieve their best
- SA4. Make friends and take part in activities
- SA5. Stay in education and get a job

More specifically our strategy aims to:

- Increase the number of young people in Calderdale using healthier travel options which will improve their physical well-being and safeguard the environment and
- Enable parents, carers and young people to have access to information which will assist them in making sustainable travel choices to their schools.

The objectives of the sustainable travel and transport strategy are to:

- encourage young people to cycle to school;
- encourage young people to walk to school;
- increase bus usage;
- increase participation in the independent travel scheme;
- work in partnership to improve the design of new schools or extensions to schools in relation to sustainable travel;
- improve behaviour on home to school transport provision;
- raise personal safety awareness of young people transferring to secondary schools;
- improve the quality of information to parents and young people transferring to secondary education and
- work with regional partners to share good practice and develop resources.

1 General

- 1.1 The following policy applies to all pupils residing in Calderdale who attend a 'qualifying school' as set

out in the Education and Inspection Act 2006.

- 1.2 It is the responsibility of the parents or carers of a pupil to ensure that he/she attends school. However, in certain circumstances, which are detailed below, the Council will provide assistance to a pupil with transport from home to school.
- 1.3 The duty of a Children's Service Authority in regard to the provision of home to school transport is contained primarily in s.509 of the Education Act 1996 which provides that authorities shall "make such arrangements for the provision of transport and otherwise as they consider necessary...for the purpose of facilitating the attendance of persons receiving education". The circumstances where it is required by law to determine that it is necessary to provide transport derive from s.444 (4) of the Education Act 1996. A failure to provide free transport to an eligible pupil would be a legal defence for a non-attendance prosecution.
- 1.4 The new Schedule 35B to 1996 Act (inserted by the Education and Inspections Act) includes an extension of rights to free school travel arrangements for children from low income groups.
- 1.5 Where transport assistance is provided by the authority it remains the parents'/carers' responsibility to ensure their

child's safety by making any necessary arrangements for their child to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey to school if required.

2 Meanings

2.1 Compulsory age

'Compulsory age' is defined as 5 years of age to the day prior to the young person's 16th birthday. In practice, because Calderdale admits children to school before their 5th birthday, transport assistance will not be refused because the child is under 5. Similarly transport assistance will be provided to the end of the school year in which the young person attains 16 years of age subject to satisfactory attendance.

2.2 Nearest suitable and available school

'Nearest suitable and available school' is defined as the nearest 'qualifying' school **including schools situated outside the Calderdale boundary** where education is provided according to the child's age, aptitude, ability and faith.

2.3 Distance

- 2.3.1 'Distance' is defined as the distance from the pupil's home address by the nearest walking route. Distance is measured from the nearest point on the road or pathway outside the

pupil's home to the designated school entrance point.

2.3.2 For those children from low income families the distance is measured as above. However, the distance to the upper limits (set out below) is determined as those passable using a suitable motorised vehicle (road routes)

2.4 'Qualifying' schools are:

- Community, foundation, voluntary aided or voluntary controlled schools;
- Community or foundation special schools;
- Non-maintained special schools;
- Pupil referral units;
- Maintained nursery schools;
- City technology colleges (CTC), city colleges for the technology of the arts (CCTA), Free Schools or Academies;
- In relation to a child with special educational needs and disabilities (SEND), an independent school (other than a CTC, CCTA, Free School or Academy) will be a 'qualifying' school if it is the only school named in the child's education, health and care plan (EHC plan), or it is the nearest of two or more schools named in the EHC plan.

2.5 Home to school

The duty to provide free home to school transport is for the journey at the start of the school day and end of the school day only. The school day is deemed to be the

session times as approved by the governing body of a qualifying school.

3 Eligibility criteria

3.1 Children from low income families

3.1.1 Children from low income families, ie those entitled to free school meals, or whose parents are in receipt of the maximum level of Working Tax Credit (or the equivalent when welfare reforms come into effect) will be eligible for home to school transport assistance if they meet the following criteria.

3.1.2 Primary aged children are entitled to free travel arrangements to their nearest qualifying school where the distance to that school is over 2 miles from their home.

3.1.3 Those children aged 11-16 from low income families are entitled to free travel arrangements made to one of their three nearest qualifying schools (or places other than a school at which they might receive education under section 19(1) of the 1996 Act), where they live more than 2 miles, but less than 6 miles from that school.

3.1.4 Where a parent has expressed a preference for a school, and that preference is based on the parent's religion or belief, then a child aged 11 to 16 will have travel arrangements made for them to the nearest suitable school preferred on the grounds

of religion or belief, where they live more than 2 miles, but not more than 15 miles from that school.

3.1.5 Transport eligibility for a child or young person from a low income family will be determined at the point at which places are allocated. Once eligibility has been confirmed on income grounds the pupil would be eligible for the entirety of the school year for which the assessment has been made.

3.2 Statutory walking distance

3.2.1 For pupils who do not qualify under 3.1, to be eligible for school transport assistance, they will normally have to travel more than 2 miles if under 8 years of age, or 3 miles if over 8 years of age and be attending the nearest suitable and available school to the child's home address.

3.2.2 Where the Authority is not able to admit a child to the nearest suitable and available school, assistance will be provided to the next nearest suitable and available school, subject to the distance to school exceeding 2 miles (under 8 years) or 3 miles (over 8 years).

3.3 Parental preference

3.3.1 Where a parent arranges for his/her child to attend a school other than the nearest suitable and available school, assistance will not normally be provided by

the Authority unless they qualify under 3.1 above.

3.4 Pupils with SEND (see also section 5)

3.4.1 All pupils who attend their nearest Calderdale special school will receive transport assistance from home to school subject to the 2 or 3 mile limit.

3.4.2 Where the Authority names a mainstream school where the needs of a child with an EHC plan can be met, free transport assistance will be provided subject to the 2 or 3 mile limit.

3.4.3 Consideration will be given to providing transport assistance where the distance is less than 3 miles. However, in such cases an assessment of need will be undertaken as outlined in section 5 below.

3.4.4 Where a parent chooses to send his/her child to a school which is not the nearest appropriate school (and is not named as the 'appropriate school' in the child's EHC plan) the Authority will not provide assistance with transport in accordance with The Education Act 1996 and paragraph 8:87 of the associated SEND Code of Practice.

3.4.5 Sometimes the EHC plan will specify that transport assistance is to be provided and in such cases the Authority will name an appropriate school in the plan. Transport assistance will then be provided to that school.

3.5 Change of home address

3.5.1 Where a pupil changes his/her home address but the parent(s) does/do not wish to change schools, assistance will not normally be provided except for children in their last year of primary school (Year 6) or secondary pupils in Year 10 or 11 subject to the distance being over 3 miles. Proof of move will be required.

3.6 Relocation of schools

3.6.1 Where a school re-opens on a new site, the Access and School Planning Team will determine the transport implications for the pupils attending the school at the time of the move.

3.6.2 All pupils who now have to travel more than two miles, if under 8 years of age, or three miles, if over 8 years of age, will receive a bus pass. All new pupils will be assessed in line with the Home to School Transport Policy as detailed in this document.

3.6.3 Pupils already attending other Calderdale schools (ie their school HAS NOT been relocated) will not be re-assessed in light of the effects of the relocation of another school on their transport application.

3.7 Pupils who reside at more than one address

3.7.1 Eligibility for transport is assessed on the child's home address. Where parents are

divorced or separated, the home address will be deemed as that where the parent receives child benefit unless the contrary is proved. The Authority will issue only one bus pass from one address during an academic year. Where there is joint custody for which both parents qualify, individual agreements will be reached between both parents and the Authority.

3.8 Temporary medical conditions

3.8.1 Children with a mobility problem caused by a temporary medical condition such as a broken leg may receive transport assistance if they are attending a qualifying school within the statutory walking distance. Medical evidence will be required to support the application.

3.9 Excluded pupils

3.9.1 Transport assistance will be provided to those pupils who have been permanently excluded from school, to the nearest suitable, available and mutually agreeable school, subject to the 2 and 3 mile limits.

3.9.2 Where a pupil is registered at a school, but is attending a place other than that school as a result of a temporary exclusion, eligibility for home to school transport will apply to the other place for the temporary period.

3.10 Children looked after

3.10.1 Calderdale Council's Policy on "The Education of Children Looked After (CLA) (Children in Public Care)" acknowledges that these children are amongst the most vulnerable and disadvantaged groups and recognises the importance of education to children looked after as a passport to better life chances. Calderdale Council is fully committed to its role as Corporate parent to children looked after and endorse the 'duty' placed upon it to promote the educational achievements of children who are looked after (Section 22 (3)(a) of the Children Act 1989 amended by Section 52 of the Children Act 2004).

3.10.2 In order to provide continuity of education, transport assistance will be provided to those pupils who reside in the Calderdale boundary who are looked after subject to the 2 and 3 mile limits.

3.10.3 To ensure that Calderdale Council is able to fully discharge these duties, some discretion will be available to the Service Manager with responsibility for home to school transport, in making decisions about transport in relation to children looked after.

3.10.4 Any decisions which stand outside 'conventional procedural practices' will be fully transparent and agreed as a multi-agency care plan as being in the particular child's best interests.

4 Religion or belief

4.1 Section 509AD of the 1996 Act (inserted by the Education and Inspections Act 2006) places a duty on local authorities in fulfilling their duties and exercising their powers relating to travel to have regard to parent's religion or belief. These types of requests will be considered as part of the appeals process.

4.2 'Belief' equates to 'conviction' and has to be more than an opinion or idea. A belief must be genuinely held and the parent bears a heavy burden of showing that it is the real reason for whatever it is they are doing.

4.3 Beliefs which are not included in the duty are:

4.3.1 a wish for a child to attend a particular category of school (eg a grammar school);

4.3.2 preference for a particular type of management or governance which does not affect the curricula or teaching at the school;

4.3.3 a belief that a child should be educated privately;

4.3.4 a wish for a child to attend school where they will be taught in a particular language;

4.3.5 objection to rules requiring that a school uniform must be worn;

4.3.6 content of school curriculum (sex education) provided that the curriculum did not amount to

indoctrination incompatible with a parent's religious or philosophical convictions;

4.3.7 objections to the curriculum, where special arrangements made by the school or authorities (such as allowing children to be withdrawn from class) ensure the curriculum is not 'forced' on them contrary to their convictions;

4.3.8 belief that a child should receive a particular type of educational provision.

5 Transport assistance for pupils with education, health and care plans

5.1 Where pupils with EHC plans qualify for transport under the criteria set out in section 3 of this policy, or because their EHC plan identifies the need for transport, assistance will be provided in the least restrictive way.

5.2 An assessment will be carried out before transport provision is added to EHC plans. In order to do this an application will need to be completed by the parent/carer and where necessary, further medical and professional advice will be sought. A risk assessment will then be undertaken in order to identify the most suitable transport provision. This process will also be carried out when pupils transfer to secondary school.

5.3 Transport assistance may be provided in the following ways (this list is not exhaustive):

5.3.1 Independent travel training to enable pupils to use public transport or travel independently;

5.3.2 a bus pass;

5.3.3 payment to parents to transport the pupil themselves;

5.3.4 a walking travel escort;

5.3.5 an escort to accompany a pupil on public transport;

5.3.6 transport from a pick up point (taxi or specialist transport);

5.3.7 home to school transport (taxi or specialist transport).

5.4 Where transport assistance is provided it remains the parents or carers responsibility to ensure their child's safety by making any necessary arrangements for their child/ren to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey if required.

5.5 Transport provision will be reviewed on a regular basis including at the Annual Review meeting in order where possible to move towards a greater degree of independence for the child or young person.

5.6 Where transport is provided to a residential school, assistance will be provided in line with the transport assistance identified

above on a termly and half-termly basis.

6 Pre-school provision

6.1 Transport assistance for 4 year old nursery age children attending validated settings where nursery education is provided by the Authority or other validated providers, will only be granted in exceptional circumstances as determined by the Authority.

6.2 Any assistance provided will relate to the child's circumstances and not to those of the parent(s)/carer(s).

6.3 It should be borne in mind that a child receives free bus travel until he/she reaches the age of 5 when half fares apply.

6.4 Local authorities have the power to charge providers or parents, where appropriate, for transport provided for a child to a validated nursery setting.

6.5 **The circumstances where transport assistance might be granted will include the following:**

6.5.1 where a child has an EHC Plan and the plan indicates that transport should be provided;

6.5.2 where it is deemed that a child requires transport on medical grounds and a certificate indicating this is available;

6.5.3 where the Authority is unable to place a child in a local validated

setting and the alternative setting selected is more than 2 miles away;

6.5.4 where public transport is not available due to the isolated nature of the home thereby precluding attendance at an appropriate validated setting.

6.6 Where a parent chooses an alternative validated nursery setting to the one offered by the Authority any transport costs will be borne by the parents.

6.7 Parents are encouraged to seek advice from the Access and School Planning Team on whether assistance will be available in a particular case.

7 Post 16 provision

7.1 Transport assistance will be considered for children aged 16+ to facilitate participation by them in further education in accordance with the Authority's Post 16 Transport Provision which is available at <http://www.calderdale.gov.uk/education/post16-options/transport-provision/index.html>

8 Discretion and appeal

8.1 The Service Manager with responsibility for home to school transport has the discretion to approve requests for transport assistance in special circumstances if applications are found to justify approval outside the policy.

8.2 The Appeals Panel considers appeals based on medical or social grounds on their individual merits, such applications are to be accompanied by a report providing details of the case from the appropriate Education Welfare Officer. Applications on any other grounds will be considered and may be approved if they are found to justify approval as an outside policy award.

9 Behaviour and misuse

9.1 The Authority reserves the right to withdraw free transport in the event of misuse by pupils. If a child causes damage, creates trouble on a bus or attempts to defraud the bus companies, this could result in the following action:

9.1.1 the indefinite withdrawal of the child's school pass or boarding pass;

9.1.2 a ban from the bus for a period of time;

9.1.3 prosecution by the police;

9.1.4 the requirement to pay for any damage caused by the child.

9.2 Parents will be informed in writing of any such incidents outlining any action to be taken. Parents will be given the opportunity to appeal against the decision to the Service Manager with responsibility for home to school transport.

10 Transport provision and charges

10.1 The Authority decides what form of transport assistance to offer in individual cases. In most cases either a school pass or boarding pass will be issued depending on the location of a pupil's home address. Other types of assistance include mileage or cycling allowances.

10.2 In some instances, however, if it is more cost effective, the Authority will reimburse bus fares at the current half fare rates.

10.3 Applications for taxi or specialist transportation will be considered initially by the Service Manager with responsibility for home to school transport and then, if necessary, by the Appeals Panel.

10.4 Where there is spare capacity on a taxi provision it may be possible for siblings (who do not qualify for free home to school transport) to travel on a 'grace and favour' basis whilst space is available. A charge may be made for this.

10.5 Where there is spare capacity on a boarding pass bus provided by the Authority, it may be possible for parents of pupils who do not qualify for free transport to purchase a pass from WYCA (Metro) whilst space is available.

10.6 Where a pupil loses or defaces their pass it is the parents' responsibility to make arrangements to obtain a

replacement for which there will be a cost. It is the parents' responsibility to ensure that the pupil pays the appropriate fare until a replacement pass has been received. If it is a boarding pass and fares are not accepted on the bus a temporary pass may be obtained from their school.

- 10.7 The Authority reserves the right to withdraw transport where a school pass or boarding pass has been issued in error. Normally, a pupil will be allowed to keep their pass until the end of the term in which parents are informed. If a pass has been obtained fraudulently it will be withdrawn with immediate effect. Failure to return the pass after the agreed period could result in a charge being levied.

11 Assessment process on transition to secondary school

- 11.1 The Access and School Planning Team is responsible for the assessment of pupils for free home to school transport. This is carried out on an annual basis following the admissions process for entry to secondary schools.
- 11.2 Parents can complete an application form following the allocation process if they think they may qualify for assistance.
- 11.3 Completion of the application form does not mean the pupil is eligible for free transport; the form is an expression of interest

in order that the Council can undertake an assessment.

- 11.4 Transport assistance will be awarded from the time the decision is reached following receipt of an application and will not be made retrospectively.
- 11.5 For further information please contact the Access and School Planning Team by telephoning 01422 393532

12 General assessment process

- 12.1 Most pupils will have been assessed for transport at the time they transfer to secondary school. However, the Access and School Planning Team will undertake assessments as necessary where parents make a request for transport assistance following a change in their circumstances. Examples of such changes include: a family moving into the Calderdale area, pupils changing schools, pupils moving address part way through their education or a parent who has not previously made an application at transition year.
- 12.2 Parents will be given an assessment application form to complete and return to the Access and School Planning Team who will assess and provide a written response as soon as possible.
- 12.3 Completion of the application form does not mean the pupil is

eligible for free transport; the form is an expression of interest in order that the Council can undertake an assessment.

- 12.4 Transport assistance will be awarded from the time the decision is reached following receipt of an application and will not be made retrospectively.

13 Distance and measuring

- 13.1 The distance will be determined by the shortest walking route (using routes assessed and deemed as suitable by the Authority), from the nearest point on the road or pathway outside the pupil's home to the designated school entrance points.

- 13.2 The Access and School Planning Team uses a computerised GIS system which measures the distances accurately in miles and is used for all measurements in order to provide a fair and consistent method. No other measuring tool will be used. The school entrances are marked on the system to avoid discrepancy between measurements.

- 13.3 A number of routes within the Calderdale boundary have been determined unsafe in line with the Council's hazardous routes guidelines. These routes are removed from the system for the purposes of measurement and reviewed on a three year rolling programme. Details of these routes are available from the

Access and School Planning Team.

- 13.4 The measurement of the statutory walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways, and other pathways.

- 13.5 Should a route be declared unsuitable the Access and School Planning Team do not have a responsibility to automatically re-assess all pupils affected by the change, however, parents can request to be reassessed. The assessment will incorporate any changes that have occurred. Please note that no retrospective payments will be made prior to the new assessment.

- 13.6 Where a previously unsafe route is subsequently declared suitable for use in the measuring to school, pupils already in receipt of transport provision will continue to receive assistance until the end of the academic year.

Further Information

To apply for transport assistance, you will need to apply online at: www.calderdale.gov.uk/hometoschooltransport

Any queries concerning school transport should be directed to the Access and School Planning Team by telephone on 01422 393532 or email info@calderdale.gov.uk

For details of what school transport is available and information on concessions available to children and young people in West Yorkshire please see the West Yorkshire Combined Authority (WYCA) website at www.wymetro.com/schools. Please note however, that the availability of school buses may change each academic year.

Where students do not qualify for free travel assistance you may wish to purchase an under 19 Countywide bus only Ticket which are available from local bus stations or any payzone outlet for school aged children under 16 and 16 to 18 in full-time education. The cardholder is entitled to unlimited travel on buses throughout West Yorkshire at any time of day; 7 days a week for a cost of £10.00 per week or £37.00 per month (please note prices may change). An under 16 photocard will also be required.

Alternatively, if the service your child requires is a boarding pass only service provided by WYCA, you may be able to purchase a boarding pass where there are spare seats. For further details of charges please contact WYCA by telephone on 0113 3481122.

(A) Junior and Infant Schools (for age range 4-11 years)

School	Address	Telephone	Status	Admission Number	Number on Roll as at May 2018
Abbey Park Primary	Keighley Close, Illingworth, Halifax HX2 9DG	01422 246610	Academy	30	193+N
Akroydon Primary Academy	Rawson Street North, Boothtown Road, Halifax HX3 6PU	01422 351291	Academy	60	341+N
All Saints' CE (VA) J & I	Dudwell Lane, Halifax HX3 0SD	01422 367140	Aided	30	213
Ash Green Community Primary	Mixenden Road, Mixenden, Halifax HX2 8QD	01422 244613	Community	60	403+N
Bailiffe Bridge J & I	Victoria Road, Bailiff Bridge, Brighouse HD6 4DY	01484 713039	Community	30	211
Barkisland CE (VA) Primary	Scammonden Road, Barkisland, Halifax HX4 0BD	01422 823324	Aided	30	205
Beech Hill School	Mount Pleasant Avenue, Halifax HX1 5TN	01422 345004	Academy	90	500+N
Bolton Brow Primary Academy	Bolton Brow, Sowerby Bridge HX6 2BA	01422 831031	Academy	30	211+N
Bowling Green Primary	Stainland, Halifax HX4 9HU	01422 374863	Community	23	158
Bradshaw Primary	Ingham Lane, Bradshaw, Halifax HX2 9PF	01422 244283	Academy	45	331
Burnley Road Academy	Burnley Road, Mytholmroyd, Hebden Bridge HX7 5DE	01422 883034	Academy	30	222+N
Calder Primary School	Brier Hey Lane, Mytholmroyd, Hebden Bridge, HX7 5QN	01422 883213	Trust	15	51
Carr Green Primary	Carr Green Lane, Rastrick, Brighouse HD6 3LT	01484 715969	Community	45	310+N
Castle Hill Primary	Halifax Road, Todmorden OL14 5SG	01706 813163	Community	37	249+N
Christ Church (Pellon) CE (VC) Primary	Sandbeds Road, Pellon, Halifax HX2 0QQ	01422 350792	Controlled	30	182
Cliffe Hill Community Primary	Stoney Lane, Lightcliffe, Halifax HX3 8TW	01422 202086	Community	30	188+N
Colden J & I	Smithy Lane, Colden, Hebden Bridge HX7 7HW	01422 842438	Community	17	82
Copley Primary	Wakefield Road, Copley, Halifax HX3 0TP	01422 354209	Community	45	231
Cornholme J, I & N	Greenfield Terrace, Cornholme, Todmorden OL14 8PL	01706 812787	Community	30	191+N
Cross Lane Primary	Cross Lane, Elland HX5 0LP	01422 372614	Community	45	286+N
Dean Field Community Primary	Cousin Lane, Ovenden, Halifax HX2 8DQ	01422 258258	Academy	30	195+N
Elland CE (VA) J, I & N	Westgate, Elland HX5 0BB	01422 373159	Aided	30	189+N
Ferney Lee Primary	Ferney Lee Road, Todmorden OL14 5NR	01706 812412	Community	30	191+N
Field Lane Primary	Burnsall Road, Rastrick, Brighouse HD6 3JT	01484 713792	Academy	27	110+N
Hebden Royd CE (VA) Primary	Church Lane, Hebden Bridge HX7 6DS	01422 842821	Aided	21	132+N
Heptonstall J, I & N	Smithwell Lane, Heptonstall, Hebden Bridge HX7 7NX	01422 842533	Community	15	95+N
Highbury School	Lower Edge Road, Rastrick, Brighouse HD6 3LD	01484 716319	Special	N/A	71+N
Holy Trinity Primary School (COEA)	Savile Hall, Savile Park Road, Halifax HX1 2ES	01422 367161	Academy	60	398+N
Holywell Green Primary	Stainland Road, Holywell Green, Halifax HX4 9AE	01422 374369	Community	30	198+N
Lee Mount Primary	Lee Mount Road, Halifax HX3 5EB	01422 352856	Community	50	348+N
Lightcliffe CE Primary	Wakefield Road, Lightcliffe, Halifax HX3 8SH	01422 202235	Academy	60	418

School	Address	Telephone	Status	Admission Number	Number on Roll as at May 2018
Ling Bob J, I & N	Albert Road, Pellon, Halifax HX2 0QD	01422 434000	Community	45	296+N
Longroyde Primary School	Longroyde Road, Rastrick, Brighouse, HD6 3AS	01484 715300	Foundation	60	386+N
Luddenden CE School	Dene View, Luddendenfoot, Halifax HX2 6PB	01422 886353	Controlled	30	168+N
Luddendenfoot Academy	Burnley Road, Luddendenfoot, Halifax HX2 6AU	01422 882298	Academy	26	166
Midgley School	Lane Ends, Midgley, Halifax HX2 6TX	01422 882356	Community	15	102
Moorside Community Primary	Keighley Road, Ovenden, Halifax HX2 8AP	01422 365236	Community	30	226+N
Mount Pellon Primary Academy	Battinson Road, Halifax HX1 4RG	01422 349618	Academy	75	412+N
New Road Primary	Sowerby New Road, Sowerby Bridge HX6 1DY	01422 831351	Community	30	153+N
Norland CE School	Berry Moor Road, Norland, Sowerby Bridge HX6 3RN	01422 831602	Controlled	15	107
Northowram Primary	Baxter Lane, Northowram, Halifax HX3 7EF	01422 202704	Community	60	422+N
Old Earth Primary	Lower Edge Road, Elland HX5 9PL	01422 375316	Academy	60	413+N
Old Town Primary	Billy Lane, Wadsworth, Hebden Bridge HX7 8RY	01422 842859	Community	15	99
Parkinson Lane Community Primary	Parkinson Lane, Halifax HX1 3XL	01422 362227	Community	60	525+N
Ripponden J & I	Halifax Road, Ripponden, Sowerby Bridge HX6 4AH	01422 823362	Community	30	223
Sacred Heart Catholic Voluntary Academy	St Peter's Avenue, Sowerby Bridge HX6 1BL	01422 831360	Academy	30	178
Salterhebble J & I	Stafford Square, Halifax HX3 0AU	01422 252004	Community	30	202
Salterlee Primary	Kell Lane, Shibden, Halifax HX3 7AY	01422 365464	Academy	15	102
Savile Park Primary	Moorfield Street, HX1 3ER / Free School Lane HX1 2PS	01422 352844	Community	60	307
Scout Road Academy	Scout Road, Mytholmroyd, Hebden Bridge HX7 5JR	01422 883327	Academy	16	97
Shade Primary	Knowlwood Road, Shade, Todmorden OL14 7PD	01706 812913	Community	28	192+N
Shelf J & I	Shelf Hall Lane, Shelf, Halifax HX3 7LT	01274 676782	Community	45	298
Siddal Primary	Backhold Lane, Siddal, Halifax HX3 9DL	01422 354976	Academy	30	208+N
Sowerby Village CE (VC) Primary	St Peter's Avenue, Sowerby Bridge HX6 1HB	01422 831971	Controlled	30	149+N
St Augustine's CE (VA) J & I	Hanson Lane, Halifax HX1 5PG	01422 360615	Aided	25	167
St Chad's CE (VA) Primary	Upper Green Lane, Hove Edge, Brighouse HD6 2PA	01484 712361	Aided	30	210
St John's (CE) Primary Academy, Clifton	Towngate, Clifton, Brighouse HD6 4HP	01484 713036	Academy	30	209
St John's CE Primary (Rishworth)	Godly Lane, Rishworth, Sowerby Bridge HX6 4QR	01422 822596	Academy	20	139
St Joseph's Catholic Primary (Brighouse)	Finkil Street, Brighouse HD6 2NT	01484 713037	Aided	30	204+N
St Joseph's Catholic Primary (Halifax)	Portland Road, Halifax HX3 6LA	01422 360646	Aided	30	192
St Joseph's RC Primary (Todmorden)	Wellington Road, Todmorden OL14 5HP	01706 812948	Aided	22	129+N
St Malachy's Catholic Primary	Furness Place, Illingworth, Halifax HX2 8JY	01422 244628	Academy	30	187+N
St Mary's Catholic Primary (Halifax)	Swires Road, Halifax HX1 2ER	01422 362365	Aided	45	283

School	Address	Telephone	Status	Admission Number	Number on Roll as at May 2018
St Mary's CE (VC) J & I (Sowerby Bridge)	Mill Bank, Sowerby Bridge, HX6 3EJ	01422 823353	Controlled	15	105
St Michael & All Angels CE Primary	Meadow Close, Greenacres, Shelf, Halifax, HX3 7QU	01274 676246	Foundation	30	205
St Patrick's Catholic Primary	Hullen Edge Road, Elland, HX5 0QY	01422 373104	Aided	17	115
The Greetland Academy	School Street, Greetland, Halifax, HX4 8JB	01422 372893	Academy	60	422
The Halifax Academy	Gibbet Street, Halifax, HX2 0BA	01422 301080	Academy	60	167
Todmorden CE (VA) J & I	Burnley Road, Todmorden, OL14 7BS	01706 812019	Aided	29	203
Triangle CE (VC) Primary	Butterworth Lane, Triangle, Sowerby Bridge, HX6 3NJ	01422 831558	Controlled	30	193
Wainstalls J & I	Wainstalls, Halifax, HX2 7TE	01422 244804	Academy	30	187
Walsden St Peter's CE (VC) Primary	Rochdale Road, Walsden, Todmorden, OL14 6RN	01706 812947	Controlled	25	173
Warley Road Primary	Warley Road, Halifax, HX1 3TG	01422 353724	Community	75	548+N
Warley Town School	Dark Lane, Warley, Halifax, HX2 7SD	01422 831592	Community	20	141
West Vale Primary	Stainland Road, West Vale, Greetland, Halifax, HX4 8LS	01422 372804	Academy	26	170
Whitehill Community Academy	Occupation Lane, Illingworth, Halifax, HX2 9RL	01422 244471	Academy	90	628+N
Withinfields Primary	Law Lane, Southowram, Halifax, HX3 9QJ	01422 363581	Community	60	344+N
Wood Bank School	Dene View, Luddendenfoot, Halifax, HX2 6PB	01422 884170	Special	N/A	70+N
Woodhouse Primary	Daisy Road, Brighouse, HD6 3SX	01484 714750	Community	60	419

(B) Infant Schools (for age range 4-7 years)

Central Street Infant & Nursery	Central Street, Hebden Bridge, HX7 6HB	01422 842784	Community	30	50+N
St Andrew's CE (VA) Infant	Lightcliffe Road, Brighouse, HD6 2HH	01484 714964	Aided	60	141
Stubbings Infant	School Street, Hebden Bridge, HX7 8BP	01422 842728	Community	30	62+N
Tuel Lane Infant	Clay Street, Sowerby Bridge, HX6 2ND	01422 831221	Community	40	108+N

(C) Junior Schools (for age ranges 7-11 years)

Christ Church CE (VA) Junior	Park Road, Sowerby Bridge, HX6 2BJ	01422 832454	Aided	40	130
Riverside Junior	Holme Street, Hebden Bridge, HX7 8EE	01422 842154	Community	60	180
St Andrew's CE (VA) Junior	Waterloo Road, Brighouse, HD6 2AN	01484 712895	Aided	67	233

N = Number of children in Nursery

School	Admission Number	No. of 1 st preferences	No. of 2 nd preferences	No. of 3 rd preferences	No. of 4 th preferences	No. of 5 th preferences	Places Allocated 16 April 2018
Abbey Park Primary Academy	30	27	8	17	3	0	29
Akroydon Primary Academy	60	35	7	3	0	1	39
All Saints CE (VA) J and I School	30	44	37	26	19	8	30
Ash Green Community Primary School	60	61	2	4	4	1	60
Bailiffe Bridge J and I School	30	34	31	32	18	12	30
Barkisland CE (VA) Primary School	30	15	47	33	5	6	19
Beech Hill School	90	44	18	12	18	3	65
Bolton Brow Primary Academy	30	42	27	16	12	5	30
Bowling Green Primary School	23	22	12	4	5	1	22
Bradshaw Primary School	45	48	32	16	11	3	45
Burnley Road Academy	30	25	5	7	3	0	26
Calder High School	15	5	7	3	2	0	5
Carr Green Primary School	45	46	45	27	5	5	45
Castle Hill Primary School	37	36	9	12	4	1	37
Central Street Infant and Nursery School	30	16	11	4	5	2	18
Christ Church (Pellon) CE (VC) Primary School	30	15	12	9	2	2	23
Christ Church CE (VA) Junior School	40	34	0	0	0	0	37
Cliffe Hill Community Primary School	30	20	5	7	5	1	20
Colden J and I School	17	9	2	0	0	2	9
Copley Primary School	45	40	50	41	20	14	45
Cornholme J, I and N School	30	21	5	1	2	1	22
Cross Lane Primary School	45	31	12	11	4	1	36
Dean Field Community Primary School	30	17	6	3	1	0	21
Elland CE (VA) J, I and N School	30	15	10	3	0	2	19
Ferney Lee Primary School	30	19	12	1	2	1	20
Field Lane Primary School	27	16	0	1	1	0	17
Hebden Royd CE (VA) Primary School	21	8	5	4	0	1	8
Heptonstall J, I and N School	15	4	3	1	1	2	5
Holy Trinity Primary School (COEA)	60	51	34	20	18	8	60

School	Admission Number	No. of 1 st preferences	No. of 2 nd preferences	No. of 3 rd preferences	No. of 4 th preferences	No. of 5 th preferences	Places Allocated 18 April 2018
Holywell Green Primary School	30	24	9	5	5	3	28
Lee Mount Primary School	50	34	9	3	6	5	38
Lightcliffe CE (VA) Primary School	60	53	37	30	10	13	57
Ling Bob J, I and N School	45	52	11	3	7	2	45
Longroyde Primary School	60	28	15	20	2	2	37
Luddenden CE School	30	19	3	5	3	4	20
Luddendenfoot Academy	26	28	32	13	10	6	26
Midgley School	15	18	12	14	5	1	15
Moorside Community Primary School	30	23	6	4	2	4	28
Mount Pellon Primary Academy	75	36	12	9	8	7	41
New Road Primary School	30	10	8	6	5	8	15
Norland CE (VC) J and I School	15	15	12	30	24	9	16
Northowram Primary School	60	63	29	20	10	12	60
Old Earth Primary School	60	65	29	22	10	5	60
Old Town Primary School	15	13	5	6	2	1	13
Parkinson Lane Community Primary School	60	82	29	25	9	11	60
Ripponden J and I School	30	24	10	8	11	6	29
Riverside Junior School	60	35	1	0	0	0	40
Sacred Heart Catholic Voluntary Academy	30	29	2	9	4	1	30
Salterhebble J and I School	30	20	31	28	15	5	30
Salterlee Academy Trust	15	13	31	10	7	6	15
Savile Park Primary School	60	46	37	38	10	9	57
Scout Road Academy	15	7	11	8	1	5	8
Shade Primary School	28	22	22	15	2	1	23
Shelf J and I School	45	34	29	21	18	6	40
Siddal Primary School	30	19	3	3	1	0	24
Sowerby Village CE (VC) Primary School	30	13	5	4	0	1	14
St Andrew's CE (VA) Infant School	60	47	16	25	21	6	50
St Andrew's CE (VA) Junior School	60	54	0	0	0	0	60

School	Admission Number	No. of 1 st preferences	No. of 2 nd preferences	No. of 3 rd preferences	No. of 4 th preferences	No. of 5 th preferences	Places Allocated 18 April 2018
St Augustine's CE (VA) J & I School	30	10	7	6	3	4	15
St Chad's CE (VA) Primary School	30	29	61	27	14	87	30
St John's CE Primary Academy (Clifton)	30	34	15	18	10	11	30
St John's CE Primary School (Rishworth)	20	22	8	6	4	4	20
St Joseph's Catholic Primary School (Brighouse)	30	27	16	17	6	8	29
St Joseph's Catholic Primary School (Halifax)	30	26	19	6	2	6	30
St Joseph's RC Primary School (Todmorden)	22	14	3	4	1	0	18
St Malachy's Catholic Primary School	30	14	3	4	3	4	13
St Mary's Catholic Primary School (Halifax)	40	35	28	22	15	13	43
St Mary's CE (VC) J and I School (Sowerby Bridge)	15	11	10	7	4	10	12
St Michael and All Angels CE Primary School	30	28	12	18	8	3	30
St Patrick's Catholic Primary School (Elland)	17	18	7	9	7	2	17
Stubbings Infant School	30	15	9	3	2	0	18
The Greetland Academy	60	71	25	23	11	9	60
The Halifax Academy	60	47	20	15	4	1	56
Todmorden CE (VA) J & I School	29	29	14	10	5	1	29
Triangle CE (VC) Primary School	23	27	21	16	25	14	28
Tuel Lane Infant School	40	19	9	8	4	5	27
Wainstalls School	30	33	24	15	5	7	30
Walsden St Peter's CE (VC) Primary School	25	23	11	5	2	0	23
Warley Road Primary School	75	64	29	22	14	6	74
Warley Town School	20	23	26	20	14	5	20
West Vale Primary School	26	14	11	6	3	1	18
Whitehill Community Academy	90	81	38	15	5	2	88
Withinfields Primary School	45	43	3	4	3	4	45
Woodhouse Primary School	60	64	47	22	12	7	60

Appendix 3: Allocation data for 2018/19 Academic Year

School	Over-subscription Category	No. of places allocated under each category	Total number of places allocated	Distance of furthest pupil allocated a place (in miles) (if oversubscribed)
Abbey Park Primary Academy	SEN	1	29	
	CLA or formally CLA	1		
	Siblings	14		
	Nursery	8		
	Distance	5		
Akroydon Primary Academy	SEN	1	39	
	CLA or formally CLA	2		
	Siblings	15		
	Distance	21		
All Saints' CE (VA) J & I School	SEN	1	30	0.388
	CLA or formally CLA	2		
	Siblings	12		
	Distance	15		
Ash Green Community Primary School	SEN	0	60	
	CLA or formally CLA	1		
	Siblings	33		
	Distance	26		
Bailiffe Bridge J & I School	SEN	0	30	1.161
	CLA or formally CLA	0		
	Siblings	13		
	Distance	17		
Barkisland CE (VA) Primary School	SEN	0	19	
	Cat 1 – CLA or formally CLA	0		
	Cat 2 – In parish & on electoral roll	0		
	Cat 3 – In parish	8		
	Cat 4 – Siblings	3		
	Cat 5 Distance	8		
Beech Hill School	SEN	1	65	
	CLA or formally CLA	0		
	Siblings	26		
	Distance	38		
Bolton Brow Academy	SEN	0	30	0.285
	CLA or formally CLA	0		
	Siblings	15		
	Distance	15		
Bowling Green Primary School	SEN	0	22	
	CLA or formally CLA	0		
	Siblings	9		

Appendix 3: Allocation Data for 2018/19 Academic Year

School	Over-subscription Category	No. of places allocated under each category	Total number of places allocated	Distance of furthest pupil allocated a place (in miles) (if oversubscribed)
	Distance	13		
Bradshaw Primary School	SEN	1	45	1.773
	CLA or formally CLA	1		
	Siblings	25		
	Distance	18		
Burnley Road Academy	SEN	0	26	
	CLA or formally CLA	0		
	Siblings	10		
	Distance	16		
Calder High School	SEN	0	5	
	CLA or formally CLA	0		
	Siblings	2		
	Distance	3		
Carr Green Primary School	SEN	1	45	1.323
	CLA or formally CLA	20		
	Siblings	12		
	Distance	32		
Castle Hill Primary School	SEN	0	37	All on time applications allocated
	CLA or formally CLA	0		
	Siblings	12		
	Distance	25		
Central Street Infant and Nursery School	SEN	1	18	
	CLA or formally CLA	0		
	Siblings	3		
	Distance	14		
Christ Church (Pellon) CE (VC) Primary School	SEN	0	23	
	CLA or formally CLA	0		
	Siblings	9		
	Distance	14		
Cliffe Hill Community Primary School	SEN	0	20	
	CLA or formally CLA	0		
	Siblings	10		
	Distance	10		
Colden J & I School	SEN	0	9	
	CLA or formally CLA	1		
	Siblings	2		
	Distance	6		
Copley Primary School	SEN	0	45	1.429
	CLA or formally CLA	0		
	Siblings	9		
	Distance	36		
Cornholme J, I & N School	SEN	0	22	

Admission to Primary School 2019

School	Over-subscription Category	No. of places allocated under each category	Total number of places allocated	Distance of furthest pupil allocated a place (in miles) (if oversubscribed)
	CLA or formally CLA	0		
	Siblings	4		
	Distance	18		
Cross Lane Primary School	SEN	0	36	
	CLA or formally CLA	2		
	Siblings	15		
	Distance	19		
Dean Field Community Primary School	SEN	0	21	
	CLA or formally CLA	0		
	Siblings	10		
	Distance	11		
Elland CE (VA) J, I & N School	SEN	0	19	
	Cat 1 – CLA or formally CLA	0		
	Cat 2 – Within parish & on electoral roll at named parish	0		
	Cat 3 – Siblings	10		
	Cat 4 – Medical or social grounds	0		
	Cat 5 – Within parish & on electoral roll at other parishes	0		
	Cat 6 – Within parish	8		
	Cat 7 – Distance	1		
Ferney Lee Primary School	SEN	0	20	
	CLA or formally CLA	0		
	Siblings	13		
	Distance	7		
Field Lane Primary School	SEN	0	17	
	CLA or formally CLA	0		
	Siblings	12		
	Distance	5		
Hebden Royd CE (VA) Primary School	SEN	0	8	
	Cat 1 – CLA or formally CLA	0		
	Cat 2 – In parish or on electoral roll & at heart of church	1		
	Cat 3 – Siblings	2		
	Cat 4 – In parish & member of another church	0		
	Cat 5 – In parish	5		
	Cat 6 - Distance	0		
Heptonstall J, I & N School	SEN	0	5	
	CLA or formally CLA	0		
	Siblings	2		
	Distance	3		

Appendix 3: Allocation Data for 2018/19 Academic Year

School	Over-subscription Category	No. of places allocated under each category	Total number of places allocated	Distance of furthest pupil allocated a place (in miles) (if oversubscribed)
Holy Trinity Primary School (COEA)	SEN	1	60	All on time applications allocated
	Cat 1 – CLA or formally CLA	2		
	Cat 2 – On electoral roll at named parish	0		
	Cat 3 – Worshipping members of other Christian churches	2		
	Cat 4 – Staff child	1		
	Cat 5 – Baptised siblings	0		
	Cat 6i – Siblings	23		
	Cat 6ii – Distance	31		
Holywell Green Primary School	SEN	0	28	
	CLA or formally CLA	1		
	Siblings	11		
	Distance	16		
Lee Mount Primary School	SEN	0	38	
	CLA or formally CLA	0		
	Siblings	12		
	Distance	26		
Lightcliffe CE (VA) Primary School	SEN	0	57	
	Cat 1 – CLA or formally CLA	1		
	Cat 2 – Siblings	21		
	Cat 3 – In parish and attending St Matthew's	1		
	Cat 4 – Child of staff member	0		
	Cat 5 - Distance	34		
Ling Bob J, I & N School	SEN	0	45	0.43
	CLA or formally CLA	0		
	Siblings	20		
	Distance	25		
Longroyde Primary School	SEN	0	37	
	CLA or formally CLA	0		
	Siblings	16		
	Distance	21		
Luddenden CE School	SEN	0	20	
	CLA or formally CLA	0		
	Siblings	10		
	Distance	10		
Luddendenfoot Academy	SEN	0	26	1.841
	CLA or formally CLA	0		
	Siblings	6		
	Distance	20		
Midgley School	SEN	0	15	1.114
	CLA or formally CLA	0		

Admission to Primary School 2019

School	Over-subscription Category	No. of places allocated under each category	Total number of places allocated	Distance of furthest pupil allocated a place (in miles) (if oversubscribed)
	Siblings	11		
	Distance	4		
Moorside Community Primary School	SEN	0	28	
	CLA or formally CLA	0		
	Siblings	11		
	Distance	17		
Mount Pellon Primary Academy	SEN	0	41	
	CLA or formally CLA	0		
	Siblings	28		
	Distance	13		
New Road Primary School	SEN	0	15	
	CLA or formally CLA	0		
	Siblings	5		
	Distance	10		
Norland CE (VC) J & I School	SEN	0	16	*16 th child excepted pupil
	CLA or formally CLA	1		
	Siblings	6		
	Distance	9		
Northowram Primary School	SEN	0	60	1.179
	CLA or formally CLA	2		
	Siblings	25		
	Distance	33		
Old Earth Primary School	SEN	0	60	0.861
	CLA or formally CLA	1		
	Siblings	28		
	Child of staff member	0		
	Catchment	10		
	Nursery	11		
	Distance	10		
Old Town Primary School	SEN	0	13	
	CLA or formally CLA	1		
	Siblings	8		
	Distance	4		
Parkinson Lane Primary School	SEN	0	60	0.186
	CLA or formally CLA	0		
	Siblings	39		
	Distance	21		
Ripponden J & I School	SEN	0	29	
	CLA or formally CLA	0		
	Siblings	8		
	Distance	21		
Sacred Heart Catholic Voluntary Academy	SEN	0	30	All on time applications
	Cat 1 – Catholic CLA or	0		

Appendix 3: Allocation Data for 2018/19 Academic Year

School	Over-subscription Category	No. of places allocated under each category	Total number of places allocated	Distance of furthest pupil allocated a place (in miles) (if oversubscribed)
	formally CLA			allocated
	Cat 2 – Baptised Catholic with a sibling	4		
	Cat 3 – Baptised Catholic and live in defined area	5		
	Cat 4 – Other Baptised Catholic	0		
	Cat 5 – CLA or formally CLA	0		
	Cat 6 – Siblings	13		
	Cat 7 - Distance	8		
Salterhebble J & I School	SEN	0	30	All on time applications allocated
	CLA or formally CLA	0		
	Siblings	7		
	Distance	23		
Salterlee Academy Trust	SEN	0	15	All on time applications allocated
	Cat 1 – CLA or formally CLA	1		
	Cat 2 – Siblings in catchment	2		
	Cat 3 – In catchment	2		
	Cat 4 – Siblings	3		
	Cat 5 - Distance	7		
Savile Park Primary School	SEN	0	57	
	CLA or formally CLA	1		
	Siblings	22		
	Distance	34		
Scout Road Academy	SEN	0	8	
	CLA or formally CLA	0		
	Siblings	5		
	Distance	3		
Shade Primary School	SEN	0	23	
	CLA or formally CLA	0		
	Siblings	10		
	Distance	13		
Shelf J & I School	SEN	1	40	
	CLA or formally CLA	1		
	Siblings	16		
	Distance	22		
Siddal Academy	SEN	0	24	
	CLA or formally CLA	0		
	Siblings	8		
	Distance	16		
Sowerby Village CE (VC) Primary School	SEN	0	14	
	CLA or formally CLA	0		
	Siblings	9		

Admission to Primary School 2019

School	Over-subscription Category	No. of places allocated under each category	Total number of places allocated	Distance of furthest pupil allocated a place (in miles) (if oversubscribed)
	Distance	5		
St Andrew's CE (VA) Infant School	SEN	1	50	
	Cat 1 - CLA or formally CLA	1		
	Cat 2 – Siblings	15		
	Cat 3 – Frequent worship	0		
	Cat 4 – In parish & nearest VA school	0		
	Cat 5 – Regular worshipper	0		
	Cat 6 – Residing in parish of St Martin's	22		
	Cat 7 - Distance	11		
St Augustine's CE (VA) J & I School	SEN	0	15	
	Cat 1 – CLA or formally CLA	0		
	Cat 2 – Worship in parish or on electoral roll	0		
	Cat 3 – Siblings	11		
	Cat 4 – Live in parish	3		
	Cat 5 – Member of other Christian church	0		
	Cat 6 - Distance	1		
St Chad's CE (VA) Primary School	SEN	0	30	0.866
	Cat 1 – CLA or formally CLA	1		
	Cat 2 – Siblings	10		
	Cat 3 – Regular worshipper at St Chad's	0		
	Cat 4 – Regular worshipper at other CE church in Brig. & Elland Deanary	1		
	Cat 5 – Regular worshipper of other Christian church	0		
	Cat 6 - Distance	18		
St John's CE Primary Academy (Clifton)	SEN	0	30	1.515
	Cat 1 – CLA or formally CLA	0		
	Cat 2 – In Clifton priority area	17		
	Cat 3 – Worship at St John's	3		
	Cat 4 – Siblings	4		
	Cat 5 – Worship at St Martin's	0		
	Cat 6 – Worship at St Chad's St Matthew's or St John's	1		
	Cat 7 – Other Christian Churches	0		
	Cat 8 – Distance	5		
St John's CE Primary School (Rishworth)	SEN	0	20	0.622
	Cat 1 – CLA or formally CLA	0		
	Cat 2a – Siblings & worshipping at named	0		

Appendix 3: Allocation Data for 2018/19 Academic Year

School	Over-subscription Category	No. of places allocated under each category	Total number of places allocated	Distance of furthest pupil allocated a place (in miles) (if oversubscribed)
	churches			
	Cat 2b – Siblings & worshipping at other churches	0		
	Cat 2c - Siblings	12		
	Cat 3a – Worshippers at named churches	3		
	Cat 3b – Worshippers at other churches	1		
	Cat 4 - Distance	4		
St Joseph's Catholic Primary School (Brighouse)	SEN	0	29	
	Cat 1 – Catholic CLA or formally CLA	0		
	Cat 2 – Baptised Catholic with siblings	9		
	Cat 3 – Baptised Catholic & live in defined area	5		
	Cat 4 – Other baptised	1		
	Cat 5 – Other CLA or formally CLA	0		
	Cat 6 – Other children with siblings	3		
	Cat 7 – Other children	11		
St Joseph's Catholic Primary School (Halifax)	SEN	0	30	All on time applications allocated
	Cat 1 – Catholic CLA or formally CLA	0		
	Cat 2 – Baptised Catholic with siblings	8		
	Cat 3 – Baptised Catholic & live in defined area	0		
	Cat 4 – Other baptised	5		
	Cat 5 – Other CLA or formally CLA	0		
	Cat 6 – Other children with siblings	8		
	Cat 7 – Other children	9		
St Joseph's RC Primary School (Todmorden)	SEN	0	18	Note: number in brackets indicates the number of siblings in the category
	Cat 1 – Catholic CLA or formally CLA	0		
	Cat 2 – Baptised Catholic & in parish	3 (1)		
	Cat 3 – Siblings	8		
	Cat 4 – CLA or formally CLA	0		
	Cat 5 – Distance	7		
St Malachy's Catholic Primary School	SEN	0	13	
	Cat 1 – Catholic CLA or formally CLA	0		

Admission to Primary School 2019

School	Over-subscription Category	No. of places allocated under each category	Total number of places allocated	Distance of furthest pupil allocated a place (in miles) (if oversubscribed)
	Cat 2 – Baptised Catholic with siblings	4		
	Cat 3 –Baptised Catholic & live in defined area	1		
	Cat 4 – Other baptised	0		
	Cat 5 – Other CLA or formally CLA	0		
	Cat 6 – Other children with siblings	7		
	Cat 7 – Other children	1		
St Mary's CE (VC) J & I School (Sowerby Bridge)	SEN	1	12	
	LAC	0		
	Siblings	3		
	Distance	8		
St Mary's Catholic Primary School (Halifax)	SEN	0	43	
	Cat 1 – Catholic CLA or formally CLA	0		
	Cat 2 – Baptised Catholic with siblings	6		
	Cat 3 Baptised Catholic & live in defined area	6		
	Cat 4 – Other baptised	2		
	Cat 5 – Other CLA or formally CLA	0		
	Cat 6 – Other children with siblings	13		
	Cat 7 – Other children	16		
St Michael & All Angels CE Primary School	SEN	0	30	1.85
	Cat 1 – CLA or formally CLA	1		
	Cat 2 – Siblings	8		
	Cat 3 – Church attendance	1		
	Cat 4 - Distance	20		
St Patrick's Primary School (Elland)	SEN	1	17	0.453
	Cat 1 – Catholic CLA or formally CLA	0		
	Cat 2 – Baptised Catholic with siblings	4		
	Cat 3 – Baptised Catholic & live in defined area	3		
	Cat 4 – Other baptised	2		
	Cat 5 – Other CLA or formally CLA	0		
	Cat 6 – Other children with siblings	1		
	Cat 7 – Other children	6		
Stubbings Infant School	SEN	0	18	

Appendix 3: Allocation Data for 2018/19 Academic Year

School	Over-subscription Category	No. of places allocated under each category	Total number of places allocated	Distance of furthest pupil allocated a place (in miles) (if oversubscribed)
	CLA or formally CLA	2		
	Siblings	5		
	Distance	11		
The Greetland Academy	SEN	0	60	0.788
	CLA or formally CLA	1		
	Siblings	27		
	Distance	32		
The Halifax Academy	SEN	0	56	
	CLA or formally CLA	0		
	Catchment with siblings	23		
	Catchment	30		
	Siblings	0		
	Staff	0		
	Distance	3		
Todmorden CE (VA) J & I School	SEN	1	29	All on time applications allocated
	Cat 1 – CLA or formally CLA	0		
	Cat 2 – Siblings	10		
	Cat 3 – Church attendance	5		
	Cat 4 – Social, medical or religious grounds	0		
	Cat 5 – Distance	13		
Triangle CE (VC) Primary School	SEN	0	28	
	CLA or formally CLA	0		
	Siblings	16		
	Distance	12		
Tuel Lane Infant School	SEN	0	27	
	CLA or formally CLA	0		
	Siblings	7		
	Distance	20		
Wainstalls School	SEN	0	30	1.727
	CLA or formally CLA	0		
	Siblings	11		
	Distance	19		
Walsden St Peter's CE (VC) Primary School	SEN	0	23	
	CLA or formally CLA	0		
	Siblings	10		
	Distance	13		
Warley Road Primary School	SEN	0	74	
	CLA or formally CLA	0		
	Siblings	40		
	Distance	34		
Warley Town School	SEN	0	20	0.574

Admission to Primary School 2019

School	Over-subscription Category	No. of places allocated under each category	Total number of places allocated	Distance of furthest pupil allocated a place (in miles) (if oversubscribed)
	CLA or formally CLA	0		
	Siblings	11		
	Distance	9		
West Vale Primary School	SEN	0	18	
	CLA or formally CLA	0		
	Siblings	11		
	Distance	7		
Whitehill Community Academy	SEN	0	88	
	CLA or formally CLA	2		
	Siblings	34		
	Children of staff	0		
	Distance	52		
Withinfields Primary School	SEN	0	45	
	CLA or formally CLA	0		
	Siblings	18		
	Distance	27		
Woodhouse Primary School	SEN	0	60	1.833
	CLA or formally CLA	0		
	Siblings	30		
	Distance	30		

Appendix 4 Useful Contacts

- (a) Stacey Nicholl, Joanne Moyles, Julie Lee Tel: 01422 392617
Admissions Officers, Children and Young People's Services
Westgate House, HX1 1PS
- (b) Education Welfare Team Tel: 01422 266125
Princess Buildings
Halifax
HX1 1TS
- (c) Special Educational Needs Team Tel: 01422 394129
Lower Ground Floor
Carlton Mill
Sowerby Bridge, HX6 2AS
- (d) Bradford MDC Tel: 01274 439200
Admissions Team
Margaret McMillan Tower
Princes Way
Bradford, BD1 1NN
- (e) Kirklees MC Tel: 01484 225007
Pupil Admissions
2nd Floor, Kirkgate Buildings
Byram Street
Huddersfield, HD1 1BY
- (f) Rochdale MBC Tel: 0300 3030340
Early Help and Schools
School Organisation and Development Team
Number One Riverside
Smith Street
Rochdale, OL16 1XU
- (g) Lancashire CC Tel: 01254 220718
Pupil Access Team
Area Education Office East
44 Union Street
Accrington, BB5 1PL

Appendix 5: Frequently Asked Questions

Q1 How and when do I apply for a school place for my child?

A1 The application period is open from 19 November 2018 to 15 January 2019. You will need to apply online at www.calderdale.gov.uk/admissions. You should only complete the Calderdale Online Application if you are a resident of Calderdale. If you live outside of Calderdale you should contact your home Local Authority for information on how to apply. If you do not have internet access at home you can use the internet at your local library or at one of the Customer First Offices located in Brighouse, Halifax, Hebden Bridge or Todmorden. An immediate acknowledgement will be sent by e-mail once you have submitted your application.

Q2 Do I need to complete any other forms apart from the Calderdale Online Application?

A2 If one of your preferences is for a faith (Church) school, you may need to complete the school's Supplementary Information Form if you are applying under faith criteria (see [Part B](#) regarding over-subscription criteria for further details).

Q3 Can I choose any school?

A3 The word used in law about school admissions is 'preference' not 'choice'. This means you can state which school you would prefer your child to attend, but there is no guarantee the application will be successful. You can list any school you wish as a preference, including schools outside the Calderdale area.

Q4 When will my child start school?

A4 Legally children must start school from the beginning of the term following their fifth birthday. In Calderdale, children are able to start school at the beginning of the Autumn term in the academic year in which they turn five. Children born between 1 September 2014 and 31 August 2015 may start school in September 2019.

Q5 Do I need to apply if my child is already in nursery at a school?

A5 Yes. There is no automatic progression from nursery to Reception and you need to apply in the same way as parents whose children are not in a nursery class. Attending a school's nursery does not give a child priority for admission into a Reception class unless this is specified in a school's oversubscription criteria.

Q6 Do I need to apply if I already have an older child at the school?

A6 Yes. The application procedure and timetable is the same for all applicants regardless of whether there is an older child or if the application is for an only child. If there is a sibling already attending the preferred school you need to make sure you state this in the relevant section of the online application.

Appendix 5: Frequently Asked Questions

Q7 My child is being looked after by a grandparent/relative/childminder/friend. Can I use their address on the application?

A7 No. The address used for the application must be the child's current permanent residence. Where parental responsibility is held by more than one person, and those persons reside in separate properties, the child's ordinary place of residence will normally be deemed to be that property where the parent receives Child Benefit. The Local Authority reserves the right to request further evidence of a child's permanent residence if this is deemed necessary. ***An offer of a school place may be withdrawn if a false address is given. Please refer to Part A, [section 12 'Proof of Address'](#) for further information.***

Q8 Are places offered on a "first come first served" basis?

A8 No. All applications received during the application period (19 November 2018 to 15 January 2019) are 'on time' and are considered together. Late applications made after the close date of 15 January 2019 will be dealt with once all 'on time' applications have been considered.

Q9 I have heard if I only put one preference on the application I stand a better chance of being offered that school. Is this true?

A9 No. The risk a parent takes by putting only one preference on the application is that if the school preferenced cannot be offered, there are no alternative preferences for us to consider.

Q10 If I list a school as my first preference, do I have a better chance of receiving an offer than someone who lists it as a lower preference?

A10 No. All preferences are considered equally and you will not be given any extra priority for your first preference. A parent listing a school as a fifth preference, for example, and who could not be offered one of their first four preferences, may be offered a place because they live closer than a parent who had listed the same school as first preference.

Q11 How are primary school allocations made?

A11 Once all the 'on time' applications have been received, the admissions authority for the school will consider all the preferences for that school and, if there are more applications than there are places available, the admissions over-subscription criteria will be applied.

In the case of Calderdale's community and voluntary controlled schools, the Local Authority will apply the over-subscription criteria to determine the priority order in which the applicants should be placed.

In the case of Calderdale's voluntary aided, foundation schools or academies, the governors of the school will use evidence provided on their supplementary forms, if they have one, to rank the applicants in terms of their over-subscription criteria.

You can find the over-subscription criteria for Calderdale primary schools in Part B of this booklet.

For schools in other local authority areas, the admissions authority for that school (either the Local Authority or governing body) will make admission decisions.

Once all applications have been placed in ranked order, these are submitted to the Admissions Team who offers places up to the school's Published Admission Number.

Where a child could be offered more than one of the preferred schools, the highest of these preferences will be offered based upon the parental preference order on the application.

No child should receive an offer at more than one school.

Q12 What happens if more parents apply for places at a school than there are places available?

A12 If there are more applications received than there are places available, what are called 'over-subscription criteria' are applied. The full details of these can be found in [Part B, starting on page 21](#), of this booklet.

The following example may help explain how the procedure works:

A school can admit 60 pupils but 80 applications are received; these fall into the following over-subscription categories:

SEN – 2

Priority 1 (LAC) – 1

Priority 2 (Siblings) – 20

Priority 3 (Distance) – 57

Total – 80

Therefore all 23 of the SEN, Priority 1 and 2 pupils would be offered places. As the school has 60 places this leaves 37 places to be offered to pupils in Priority 3. The 37 pupils living nearest the school (measured by a straight line) out of the 57 pupils in this category, will be offered places. The remaining 20 pupils falling into Priority 3, living further away from the school would not be offered places, but could request to be placed on the reallocation list, which is ordered in terms of the over-subscription criteria.

Q13 How likely am I to get my first preference school?

A13 It is impossible to know this because the number of parents who apply for each school varies year on year. For children who started Primary school in September 2018, 93.4% of parents who applied 'on time' were offered their first preference of school. Another 5.2% were offered one of their other preferences. To illustrate this, the number of preferences received for each school is shown in [Appendix 2](#) and a breakdown of the allocation data is shown in [Appendix 3](#).

Q14 Can I do anything to improve my chances of being offered my preferred school?

A14 The most important thing to do is ensure you apply before the closing date of 15 January 2019. The other thing to consider is if you decide to apply for a school not close to your home, then you will be competing for a place with all

Appendix 5: Frequently Asked Questions

those applicants who live nearer to that school. This does not mean you have to apply for your nearest school or that you are guaranteed a place at your nearest school.

Q15 What happens if the Authority cannot allocate any of my preferred schools?

A15 The Authority has a duty to allocate a school place to all children living within Calderdale. If none of the preferred schools can be offered, the Authority will allocate the school which is closest to the family home where vacancies exist. This will be within a 2 mile walking route wherever possible, and may not be your closest school. For residents outside Calderdale, your home local authority is responsible for allocating a school place if your Calderdale preference(s) cannot be met.

Q16 When will I hear about my application?

A16 National Offer Day is Tuesday 16 April 2019. Your offer will be sent to the e-mail address you have used for your application. Alternatively, you can log onto your account and view the offer information.

Q17 I have not been allocated my preferred school, what do I do now?

A17 With your allocation notification you will receive further information relating to the reallocation and appeals processes, which will include a link to a form for you to complete if you would like to be considered for reallocation.

Q18 Why was my neighbour allocated a place at a particular school last year but I have not this year?

A18 Allocations of places differ year on year. It is possible, under the distance category, to allocate a place one year but be unable to allocate one the following year, even in the same street.

Q19 The allocation was based on my old address, but I have since moved. Can this be taken into account?

A19 Yes, reallocation will take into account a change of address. If we are not already aware of this change, evidence of the move, such as a utility/council tax bill will be required.

Q20 My application was late, will I be penalised during the reallocation process?

A20 No. After the initial round, the reallocation requests are considered equally for those submitted before the close date for reallocation requests, which is 1 May 2019.

Q21 How is priority for places determined during the reallocation process?

A21 If any places become available, the over-subscription criteria are reapplied to those seeking reallocation.

Q22 What are the chances of being reallocated a place at my preferred school?

A22 The Authority cannot predict this as it depends purely on the number of places given up (if any) and who takes priority in terms of the over-subscription criteria.

Q23 If the reallocation request is not successful, when am I likely to get an appeal hearing?

A23 Appeals are likely to be heard during June/July of the admissions year.

Q24 I have decided to send my child to an Independent school/teach at home/move to another authority and no longer require the place allocated. What do I need to do?

A24 Written confirmation will be required to allow us to reallocate the place to another child.

Q25 Where can I get advice on the admissions process?

A25 The Authority recommends that parents/guardians contact the Admissions Team on 01422 392617 to obtain appropriate advice and guidance. The Authority cannot be responsible for advice taken from any other source.

Q26 I am having difficulties with the online application process, where can I obtain help with completing this?

A26 Anyone experiencing difficulties with the online application process can obtain support from a number of places. There are customer service advisors available on 01422 392617 (option 1) who will be able to provide guidance on the application process. Help can also be obtained by visiting the Customer First Office located on Horton Street in Halifax, here customer service advisors will be able to assist with the application on one of the computers available for customer use. Support may also be available from the advisors in the Customer First Offices located in other towns within Calderdale. Please see <https://www.calderdale.gov.uk/v2/council/council-departments/local-offices> for opening hours and further details. Assistance may also be provided by your local primary school.

Q27 I have already submitted the application for my child to start in Reception in September 2019 and now I want to change my preferences, what should I do?

A27 You can log onto your account and change your preferences on your online application until the close date of 15 January 2019.

If you have any feedback relating to the layout and content of this booklet, please write to The Admissions Officer, 3rd Floor, Westgate House, Halifax, HX1 1PS