



## ADMISSIONS POLICY

*This admission policy will only be used if and when there are more applications than the Planned Admission Number (PAN).*

Hebden Royd is a Church Voluntary Aided School, established in 1870, which means that members of the Parish Church of St. James, Hebden Bridge, & St Thomas, Heptonstall, together with the Diocese of Wakefield have contributed towards the building and maintenance of the school, for many years, and continue to do so.

The Trust Deed states that the school was established to provide education according to the principles of the Church of England for children from "the ecclesiastical district or parish of Hebden Bridge & Heptonstall".

The Governing Body of Hebden Royd C.E. (VA) Primary School is the admissions authority for the school, not the Local Authority.

### Making an application

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure.

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

### Admission Procedures

The Planned Admission Limit for admission to the Nursery class will be a maximum of 21. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to Nursery class unless the number of children for whom admission is sought exceeds this number. **By law, no Reception or KS1 class may contain more than thirty children.**

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and The School's Governing Body allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Body will allocate places using the following criteria, which are listed in order of priority. The Local Authority will inform parents of the offer of a place.

### Special Educational Needs

**The School** will admit children with statements of Special Educational Needs in which **Hebden Royd Primary School** is named on the Statement.

### Oversubscription Criteria

Where the number of applications for Hebden Royd C.E. (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:

The highest priority **MUST** be given to looked after children and previously looked after children.:

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' ie** - A regular worshipper who worships at least twice per month. The worshipper could be one or both parents or the child.
  - b) **'Attached to the church' ie** - A regular but not frequent worshipper who usually attends a

monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

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

*Parents having moved to become resident in the parishes) mentioned above, and 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.*

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:
  - 'At the heart of the church' ie** - A regular worshipper who worships at least twice per month. The worshipper could be one or both parents or the child.
  - b) **'Attached to the church' ie** - A regular but not frequent worshipper who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship. *(see also notes in blue above)*
5. A Child of parents residing within the parish of St James, Hebden Bridge, or St Thomas, Heptonstall.
6. Other children.

The Governors reserve the right to amend the Admissions Policy at any time.

**Reviewed annually**

## NOTES

**1. A map** showing the ecclesiastical parish boundary(ies) is available at the school.

If there is over-subscription within any category, then pupils will be admitted in the order of distance 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 applies, 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 ordinance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from.

### **2. Parents**

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

### **3. Home Address and Residing in**

The Home Address will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

Families who are due to move house should provide:-

- i) a Solicitors letter confirming that exchange of Contracts has taken place on the purchase of a property;
- or ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property;
- or iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD; FCO or GCHQ.

### **4. Other Christian Churches (Churches Together in England)**

The Baptist Union of Great Britain	Methodist Church
Cherubim & Seraphim Council of Churches	Moravian Church
Church of England	New Testament Assembly
Church of Scotland	Religious Society of Friends
Congregational Federation	Roman Catholic Church
Council of African & Afro-Caribbean Churches	Russian Orthodox church
Council of Oriental Orthodox Christian Churches	Salvation Army
Free Churches' Council	United Reform Church
Greek Orthodox Church	Wesleyan Holiness Church
Independent Methodist Churches	Ichthus Christian Fellowship
Joint Council for Anglo-Caribbean Churches	International Ministerial Council of Great Britain
Lutheran Council of Great Britain	

### **5. The term 'Sibling' is defined as:-**

- a) A full or half brother or sister
- b) an adoptive brother or sister
- c) A step brother or sister
- d) the children of parents living together in the same family household

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. **The Governing Body** will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the infant class size regulations.

## **6. Waiting List**

Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

In accordance with paragraph 3.27 of The Admissions Code - *As soon as school places become vacant **The Governing Body** must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's right of appeal against an unsuccessful application.*

The waiting list will be reviewed and revised:-

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- At the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

It should be noted that children who are the subject of direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol (paragraph 3.28 of The Admissions Code), **must** take precedence over those on a waiting list. Where an admission authority holds a waiting list, they **must** make clear in their admission arrangements that these children will take precedence over any child already on that list. Legislation enables this to be done immediately without the need to apply to the Schools Adjudicator for a variation in determined admission arrangements<sup>1</sup>.

## **7 Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/275897/school\\_admission\\_appeals\\_code\\_1\\_february\\_2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf)

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal. If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

---

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO  
HEBDEN ROYD CE (VA) PRIMARY SCHOOL**

**INTRODUCTION**

Hebden Royd Primary School is a Church Aided School, which means that members of the Parish of St. James, Hebden Bridge, and St Thomas, Heptonstall, and the Diocese of Wakefield have contributed towards the building of the school and continue to pay towards its maintenance.

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

The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at Hebden Royd Primary School. You **must complete this form** if you want your application to be considered using the Christian commitment Oversubscription Criteria of **The Schools** admissions policy.

I / We - Name(s)	
Of - Address	
Parent(s) of (Child's name)	

**Declare Christian Commitment, for at least the previous two years, described as:**

<b>'At the heart of the church'</b> - A regular worshipper who is on the electoral roll of the church and worships at least twice per month. The worshipper could be one or both parents or the child.	Please tick <input type="checkbox"/>
<b>'Attached to the church'</b> - A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.	Please tick <input type="checkbox"/>

Parental Signature(s)	Please print your name(s)
(1)	(1)
(2)	(2)
Date	Date

**PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION  
See the schools admissions policy to find out who these persons are**

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

**Please return to Hebden Royd CE Primary School, Church Lane, Hebden Bridge. HX7 6DS**

by \_\_\_\_\_