

Adel St John the Baptist Church of England Primary School

**Our school provides a secure, welcoming, inclusive environment.
Our ethos, supported by a daily act of Collective Worship, is shaped
by Christian Values.**



Admission Policy 2020/21

School Aims:

- Provide a challenging and stimulating curriculum which enables pupils to develop lively, enquiring minds, the ability to question and argue rationally and to apply themselves to tasks and physical skills.
- Encourage pupils to develop personal moral values, respect for religious values and tolerance of races and cultures.
- Raise pupils' self-awareness, self-esteem and self-confidence; promoting a positive image and enabling pupils to make positive contributions to the society in which we live.
- Enable the children to reach the high academic expectations we set for them so that they are confident to meet the challenges of the next stages of their lives.

Signed: _____ Date: _____
Maureen Taylor, Chair of Governors

**This school is committed to safeguarding
and promoting the wellbeing of all children and expects
our staff and volunteers to share this commitment.**

Introduction

As a Voluntary Aided Church of England Primary School, we are distinctive in that we foster an environment built on Christian principles and ethos. Our values are fundamental to our shared life and this is reflected in the atmosphere and relationships within our school. We welcome children of all faiths and those of no faith to respect, share and join us in our personal journey with Christ.

This document sets out the policy of Adel St John the Baptist Church of England Voluntary Aided Primary School with respect to admissions. For the purpose of this policy the Governing Body have responsibility for the admission of all pupils. They also work in partnership with the Local Authority. The planned admission number is thirty (30).

Parents/carers¹ wishing to apply for entry into Reception in September 2020 must complete the Local Authority Common Preference Form. If parents/carers¹ are applying under the faith based oversubscription criteria, they should return, directly to the school and no later than 15th January, a Supplementary Information Form which allows the governors to rank the applications. If a SIF is not provided by the closing date for applications, then governors will rank the application against the other oversubscription criteria.

The national deadline for submission of the Common Preference Form and Supplementary Information Form for entry in September 2020 is 15th January 2020. Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

Admission of children below compulsory school age:

- Children who are offered a place in Reception will be able to start school in the September following their 4th birthday.
- Parents/carers¹ may request that the admission date is deferred until later in the school year or until the child reaches compulsory school age in that school year.
- Parents/carers¹ may request that their child attends part time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part time basis or to defer the start until they reach compulsory school age should be addressed to the Headteacher, Mrs Jane Hainsworth.
- Compulsory school age is the beginning of the term following the child's fifth birthday.

School will hold the place for a child whose entry has been deferred. It should be noted, however, that such children will only be allowed to start at the beginning of a term. Parents/carers¹ may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

Children who have an Education and Health Care Plan which names Adel St John the Baptist Church of England Primary School, will be allocated a place; this is a legal document which overrides the oversubscription criteria. EHC plans identify educational, health and social needs and set out the additional support to meet those needs.

Oversubscription criteria

Where there are more applications than places available, school places are ranked in the following order of priority. Within each category listed below children are prioritised in order of distance³ from the school.

1. Children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority:
 - A “looked after child” is defined as a child who, at the time of making the application is: in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
 - A “previously looked after child” is defined as a child: who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order, or who has been in state care outside of England and ceased to be so as a result of being adopted.If you are making an application under the priority for a previously looked after child, you will need to complete the Local Authority Priority 1a Supplementary Information Form available at <https://www.leeds.gov.uk/docs/Policy%20Annexe%201%20Priority%201a%20Supplementary%20Information%20Form.pdf> and send this to Admissions Team at Leeds City Council, with a copy of the court order, so the Local Authority can verify this priority.
2. Siblings - To children who have a brother or sister on roll at Adel St John the Baptist Church of England Primary School in September 2020. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, of the child of the parent/carer's¹ partner where the child for whom the school place is sought is living in the family unit at the same address as that sibling.
3. To children of parents/carers¹ who are practising, churchgoing Christians attending a Church² within the Parish Boundary of Adel for at least twelve months prior to the date of application. More information on the Parish Boundary Map can be found at www.achurchnearyou.com
Priority will be given in the following order:
 - a. To children of parents/carers¹ who are church going Christians at the **heart** of a Church² within the Parish Boundary of Adel. Someone who worships twice a month or more for at least twelve months prior to the date of application. To accommodate different patterns of work, weekday worship will be taken into account. The worshipper will be the child, and/or a parent/carer¹.
 - b. To children of parents/carers¹ who are church going Christians **attached** to a Church² within the Parish Boundary of Adel. Someone who is a regular but not frequent worshipper, attending at least once a month for at least twelve months prior to the date of application. To accommodate different patterns of work, weekday worship will be taken into account. The worshipper will be the child, and/or a parent/carer¹.
 - c. To children of parents/carers¹ who are church going Christians **known** to a Church² within the Parish Boundary of Adel. Someone who is an occasional worshipper at a Church² attending at least six times a year for at least twelve months prior to the date of application. To accommodate different patterns of work, weekday worship will be taken into account. The worshipper will be the child, and/or a parent/carer¹.

- 4 Children living within the Parish boundary of Adel. More information on the Parish Boundary Map can be found at www.achurchnearyou.com
5. To children of parents/carers¹ who are practising, churchgoing Christians attending a Church² within the Leeds Authority for at least twelve months prior to the date of application.
 - a. To children of parents/carers¹ who are church going Christians at the **heart** of a Church² within the Leeds Authority. Someone who worships twice a month or more for at least twelve months prior to the date of application. To accommodate different patterns of work, weekday worship will be taken into account. The worshipper will be the child, and/or a parent/carer¹.
 - b. To children of parents/carers¹ who are church going Christians **attached** to a Church² within the Leeds Authority. Someone who is a regular but not frequent worshipper, attending at least once a month for at least twelve months prior to the date of application. To accommodate different patterns of work, weekday worship will be taken into account. The worshipper will be the child, and/or a parent/carer¹.
 - c. To children of parents/carers¹ who are church going Christians **known** to a Church² within the Leeds Authority. Someone who is an occasional worshipper at a Church² attending at least six times a year for at least twelve months prior to the date of application. To accommodate different patterns of work, weekday worship will be taken into account. The worshipper will be the child, and/or a parent/carer¹.
6. Any other children.

Tie Breaker

If we have more applications meeting one of these priorities than there are places available, we will offer places in order of distance³ from the school – so those living closer to the school would be offered a place before those living further away, when measured in a straight line.

For admission purposes the home address⁴ is where the child lives with the parent or carer¹.

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots, witnessed by an independent person.

Fraudulent or Misleading Information

The Governors reserve the right to investigate the question of addresses and amend offers accordingly. Where an offer of a place is discovered to be based on a fraudulent or intentionally misleading application, the offer of a place may be withdrawn even if the child has already started school

In-year Co-ordination

Throughout the year, the school will also admit pupils on request for entry, provided that the number does not exceed thirty. Parents/carers¹ applying for a place in-year must complete an In Year Common Preference Form (available from Leeds City Council) and return it to Leeds City Council. A Supplementary Information Form, [SIF] which is available from our school or on the website at www.adel-st-john.leeds.sch.uk, should also be completed if they wish to be ranked against any of the church/faith oversubscription priorities. Completed SIFs should be returned to school. **If a SIF is not provided, then governors will rank the application based solely on the information in the Common Preference Form.**

All applications will be considered by the Governing Body, using the published oversubscription criteria, who will inform the parent/carer¹ whether or not a place can be offered; it is the duty of the Governing Body to comply with class size legislation at Key Stage 1. Infant class size legislation means that there can be only 30 children in an infant class with one qualified teacher unless a legally prescribed exception applies.

Adel St John the Baptist Church of England Voluntary Aided Primary School will process all in-year applications. All applications for admission will be ranked by the Governing Body Admissions Panel, using the published oversubscription criteria, who will then liaise with the Local Authority before offering a place.

Waiting Lists

Unsuccessful applications will automatically be added to a waiting list which is kept in order of admission criteria – not in the order they were received.

Waiting lists will also be held for each year group for applications outside of the admissions round. All waiting lists will be held in criteria order of the admission policy and governors will maintain the waiting list to the end of the academic year for which the application was made. Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy.

Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Appeals

Parents/carers¹ failing to gain a place after applying have a statutory right of appeal. The details of how to appeal are automatically sent out to unsuccessful applicants and are available on request from the Local Authority. Details can be found at <https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/admissions-appeals> An independent appeals panel will consider whether or not a place should be given to the child. Their decision is binding on the Governing Body.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, to reception rather than year 1.

Parents should still apply in the normal admission round for 2020, and indicate their request on the preference form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

Any such request should be made in writing, attaching any available supporting professional evidence, addressed to the Chair of Governors at the same time as the admission application is made to the Local Authority and no later than the closing date of 15 January 2020. When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

There is no right of appeal against a decision relating to admission out of chronological age.

Fair Access

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children. Leeds City Council's Fair Access protocol can be found at www.leeds.gov.uk/admissions

Definitions

1. Parent(s)/carer(s) – person/s with parental responsibility
2. Church – This means either a member of the Church of England or Member churches of Churches Together in England. More information can be found at www.cte.org.uk
3. Distance – in Leeds a straight-line distance system is used. All distances are measured between set coordinates at the school and set coordinates at the home address⁴, with all measurements provided by Leeds City Council Admissions computer system.
4. Home address – The home address is the child's permanent address, where the child usually lives with their parent or carer¹. Addresses of childminders or relatives cannot be used.

Appendix A

Adel St John the Baptist Church of England Primary School



Supplementary Information Form

2020 – 2021 Academic Year

Child's surname _____ First name/s _____

Date of birth _____ Gender: Male/Female *(please delete as appropriate)*

Parent/Carer name[s] _____

Address

Post code _____ Home telephone _____

Mobile telephone number _____ Email address _____

Please read our Admission Policy carefully. Applicants should complete the information requested as fully as possible. Places at this school are allocated according to the 2020/21 Admission Policy. In the event of oversubscription, the same criteria will be used to prioritise our waiting list.

My child has a sibling/s on roll at Adel St John the Baptist Church of England Primary School in September 2019. Details of sibling and year group must be completed.

Name _____ Registration Group _____

Name _____ Registration Group _____

Name _____ Registration Group _____

To children of parents/carers who satisfy the Governing Body that they are practising church going Christians attending a church for at least twelve months prior to the date of application. Please tick the box which you think best describes your situation.

To children of parents/carers who satisfy the Governing Body that they are church going Christians at the **heart** of a *Church. For example, someone who worships twice a month or more for at least twelve months prior to the date of application. To accommodate different patterns of work, weekday worship will be taken into account. The worshipper will be the child, and/or a parent/carer.

To children of parents/carers who satisfy the Governing Body that they are church going Christians **attached** to a *Church. Someone who is a regular but not frequent worshipper, attending at least once a month for at least twelve months prior to the date of application. To accommodate different patterns of work, weekday worship will be taken into account. The worshipper will be the child, and/or a parent/carer.

To children of parents/carers who satisfy the Governing Body that they are church going Christians **known** to a *Church. Someone who is an occasional worshipper at a Church attending at least six times a year for at least twelve months prior to the date of application. To accommodate different patterns of work, weekday worship will be taken into account. The worshipper will be the child, and/or a parent/carer.

Please indicate which church or place of worship you usually attend. Please give the name and address of your Vicar/Minister or other appropriate person to whom reference can be made to verify the information given above. Please seek their consent before completing this section as they will be asked to validate the information you give on a Faith Verification Reference form (see Appendix B). If you have moved house within the qualifying period, you may request attendance at both current and previous churches to be taken into account.

***Church definition: This means either a member of the Church of England or Member churches of Churches Together in England, more information can be found at www.cte.org.uk**

*Church of England

*Member churches of Churches Together in England

For how long, have you attended this *Church _____ Years _____ Months

Religious denomination _____

Your *Church/Place of Worship name

Vicar/Minister name _____

Address _____

Post code _____ Telephone number _____

Email address: _____

Signed _____ Date _____
[Parent/Carer]

Print name _____

The information provided on this form is used solely for the purpose of considering applications under this school's Admission Policy. The information is held by the school and/or Local Education Authority and will not be disclosed to any third party. Under the Data Protection Act, some of the information provided is defined as 'sensitive personal data', which means that your explicit consent is required for the data to be processed. Please confirm your consent by signing and dating this form below. Please also refer to the school's Privacy Notice which is published on the school website.

Signed _____ Date _____
[Parent/Carer]

**Please return the completed form by January 15th 2020 to the
Office Manager
Adel St John the Baptist Church of England [Voluntary Aided] Primary School
Long Causeway | Adel | Leeds | LS16 8EX. ☎ 0113 261 1804**



Adel St John the Baptist Church of England Primary School



Supplementary Information Form

For Clergy use only:

The parents/carers of **name of child** have nominated you to verify the information on their Supplementary Information Form attached.

Please can I ask you to complete the sections below.

Can you confirm to the best of your knowledge that the answers given at the top of the second page of the Supplementary Information Form are correct?

Yes No

Can you confirm that the Church of Place of Worship given on the Supplementary Information Form is the applicant/child's normal place of worship?

Yes No

Signed _____ Date _____
[Vicar, Minister or Faith Leader]