



## Admission Policy

(Updated July 2016)

### ADMISSIONS POLICY 2018/19

It is expected that a maximum of 120 pupils will be admitted to the lowest year group during the year 2018/2019.

Your child will start school in the year he/she turns five and will begin full-time school in September, parents may defer their child's entry to full-time school if they wish. Children do not have to be in full-time education until the start of the term following their fifth birthday and parents may defer either entry to school as follows:

Date of Birth between:- 1 <sup>st</sup> September & 31 <sup>st</sup> December	may defer entry until the Start of the Spring Term in January
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Date of Birth between:- 1 <sup>st</sup> January and 31 <sup>st</sup> March	may defer entry until the Start of the Summer Term in April
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Date of Birth between:- 1 <sup>st</sup> April and 31 <sup>st</sup> August	may defer entry until the Start of the Summer Term in April
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If you are thinking about deferring your child's entry to full-time school, please discuss it with the Head Teacher before making a decision.

Only in very exceptional cases can the Governors agree to admit a child earlier or later than the normal admission time. Parents who wish to make a special request for the early or later admission of a child to the school should contact School Admissions and the Governors in writing setting out all the reasons for their request.

Parents seeking the initial admission of a child to the school in the normal way are asked to register their child as soon as possible after the child's third birthday and to fill in a Primary Common Application Form (PCAF). In accordance with the Admissions Code of Practice the closing date for applications is **15<sup>th</sup> January 2018**. Parents are requested to complete the PCAF online through Kirklees Council, however parents seeking the admission of a child under category (4 or 6) below will be asked also to submit a Supplementary Information Form signed by their own clergy to support their application. Throughout the admissions process the Governors ensure that children with a disability are not treated any less favourably than any other child.

It is emphasised that registration by school does not imply a promise of a place. The Governors will try to meet parents' wishes whenever possible, but final decisions cannot be taken until it is known how many places will still be available at the school after the needs of those who clearly satisfy the Governors' conditions have been met. The Education Authority will post all offer letters to applicants, this will be sent 2<sup>nd</sup> class post in **April 2018** (and via e-mail for applications who have applied on-line). In a case where the Governors are unable to grant the place requested, the notification will be accompanied by an explanation of the procedure to be followed if the parents wish to appeal against that decision.

Parents wishing to transfer a child to the school after moving into the neighbourhood during the school year, or without changing their address, are required to complete an In-Year Common Application Form (ICAF) which should be returned to the School they wish to apply for.



## **Admission Criteria 2018/19**

The Governing Body of Lindley CE Infant School is the admissions authority for the school, not the Local Authority. As a Church school supported by the Parish, it is appropriate that the criteria for admissions should reflect this. The school is also a neighbourhood school, serving our Priority Admission Area (PAA) which is the same as that of Lindley Junior School and the criteria, which have the endorsement of the Parochial Church Council, also reflect this.

## **Making an application on the Common Application Form**

Applications for admission to the school should be made to Kirklees Council on the Primary Common Application Form (PCAF). This form is available from the school or the Local Authority. The closing date for an application is the 15<sup>th</sup> January prior to starting full time school in September.

## **Admission procedures**

**The Planned Admission Limit** for admission to the Reception Class in the school year commencing **September 2018** will be a maximum of 120. 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 the Reception Class unless the number of children for whom admission is sought exceeds this number. **By law, no infant class may contain more than thirty children.**

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 the school is named on the statement.

## **Oversubscription criteria**

Where the number of applications for Lindley CE Infant 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 of a residence order or a special guardianship order.
2. A child who, or whose parents/guardians, resides within the parish of St Stephen's Parish Church, Lindley, or whose parents/guardians are on the electoral roll of that church, and who are:  
**'At the heart of the church'**

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A regular worshipper. A person who worships at least once a month, for a period of 12 months prior to the closing date for application. The worshipper could be one or both parents or the child.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the vicar of St Stephen's Parish Church, Lindley, and returned to the school. During an interregnum the form should be signed by a churchwarden.

Parents having moved to become resident in the parish mentioned above, having been on the electoral roll of and 'At the heart of the church' of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish. (See notes 1, 2 & 3).

3. A child whose parents/guardians reside inside the Priority Admission Area (PAA) 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. A person who worships at least once a month, for a period of 12 months prior to the closing date for application. The worshipper could be one or both parents.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the minister of that church and returned to the school. (See note 4)

Parents having moved to become resident in the Priority Admission Area (PAA) having been on the electoral roll of and 'At the heart of the church' of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish. (See notes 1,2 & 3)

4. A child whose parents/guardians reside inside the Priority Admission Area (PAA) who has a brother or sister (including a half-, step- or adoptive brother or sister) attending Lindley Infant or Lindley Junior School at the proposed date of admission. (See note 5 – siblings)

5. A child whose parents/guardians reside within the Priority Admission Area. (See notes 1,2 & 3)

6. A child whose parents/guardians reside outside the Priority Admission 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. A person who worships at least once a month, for at least the previous 12 months prior to the closing date for application. The worshipper could be one or both parents.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the minister of that church and returned to the school. (See note 4)

7. A child whose parents/guardians reside outside the Priority Admission Area (PAA) who has a brother or sister (including a half-, step- or adoptive brother or sister) attending Lindley Infant or Lindley Junior School at the proposed date of admission. (See note 5 – siblings)



8. A child whose parents/guardians live outside the Priority Admission Area and does not meet any of the criteria described in sections 1-6 above. (See notes 1,2 & 3)

## NOTES

### 1. Map

A map showing the Priority Admission Area is available at the school. If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school.

Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates taken from the National Land and Property Gazetteer. This grid reference refers to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties, like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

### 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 regarded as being 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 is the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places. A child is normally regarded as living with a parent or carer and we will use the parent or carer's address for admissions purposes. You cannot lodge a child with a friend or relation to gain a place at a school. Only one address can be used as a child's permanent address. Where a child's parents live at different addresses and the child spends time at each address the following will be considered when making a decision about the address to be used for admissions purposes:

- how much time is spent at each address
- which parent has parental responsibility for the child
- who receives Child Benefit for the child
- where the child is registered for medical and dental care
- any residency or custody orders made by the courts.

Documentary evidence will be asked for to support information given about the above points.

If you are due to move house during the period when applications are being made, you must seek advice from the School Admissions Team, as a change of address may affect your offer of a school place. You will need to provide written proof of your child's home address or the reasons for a change in a child's permanent home address. The Education Authority will withdraw places offered based on an address which is later found to be fraudulent.



Evidence of house move to be provided:

- If your move involves the sale and purchase of properties then you will need to provide suitable written evidence in the form of a letter from your solicitors, detailing your exchange of contracts on both properties and the actual completion date. A letter of intention to purchase is not enough.
- If your move involves renting a property, you will need to provide suitable independent written evidence (for example, a letter from an estate agent or solicitor) of the tenancy agreement or lease including the start and end date. You will also need to provide suitable written evidence (in the form of a letter from your solicitor or estate agent) confirming the sale of your existing property or that your previous tenancy has ended.
- If your move involves you returning to live in a property that you already own, you will need to provide suitable written evidence of the date that you will resume living in the property and that you intend to remain living there for the foreseeable future. If you have rented this property out, please provide evidence that you have given your tenants notice to leave and when such notice expires.
- If your move involves you residing with a member of your family, we will need to see proof of your Child Benefit, showing the child is resident at the relevant address.
- If your child has moved to live with you at an address that you already occupied, again, we will need to see proof of Child Benefit, showing the child is now resident with you.
- Please note, unless the written evidence you provide proves, to the satisfaction of the school Admissions Team, you have moved to the address that you state, and that you have given up all ties to the previous property, your application will not be considered from your new address.

Before a new address can be used for admission purposes assurance is needed that your previous address is no longer available to you. This could be confirmation that the property has been sold, or that your tenancy has expired. If you still own the property it will be considered that it is no longer available if it is rented.

Documentary evidence is needed in all cases. In certain circumstances, an Attendance & Pupil support officer may be asked to visit you to verify that you are resident at the address you state on your application form.

## **Fraudulent applications**

Where the authority has made an offer of a place at a school based on fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of admission, the authority will withdraw the offer of a place. If the authority withdraws an offer of a place you will be offered an alternative school place and notified of your right to appeal to an independent appeal panel.

## **Withdrawing places**

Once a place has been allocated it is not usually withdrawn. However, occasionally it becomes clear that a mistake was made during the allocation process which has resulted in a child being allocated a place to the detriment of other children of a higher priority. In such circumstances it may be necessary for the place to be withdrawn. A place would not be withdrawn for this reason if the child had started at the school.

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**4. Other Christian churches** (Churches Together in England and Wales) - details may be obtained from the school.

## **5. The term 'sibling' is defined as:**

- a full or half-brother or sister
- a stepbrother or 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. 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**

Your child's name will automatically be placed on the waiting list where they have been refused a place or offered a lower preference. The list will be held open until the end of the last school day of the 2018/19 school year for admissions into the reception year group.

Waiting lists are made up of on-time and late applicants. Children are placed on waiting lists in strict priority order according to the school's published admission criteria and not according to when their application was received. School will write to you if a place becomes available for your child and you will be asked to confirm if you wish to accept the place.

## **7. Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within twenty one days of receiving the refusal letter to:

### **The Clerk to Aided School Appeal Panel**

Wakefield Diocesan Board of Education, Church House, 1 South Parade, Wakefield, WF1 1LP.

**Telephone:** 07814 605108 **Email:** [vaappeals@googlemail.com](mailto:vaappeals@googlemail.com)

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.**

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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.

**We are part of the Kirklees Co-ordinated Admissions arrangements for primary schools and would therefore ask you to note the following as part of your application to primary school:**

**If your child is admitted to a school and you live outside the Priority Admission Area for that school, you must not assume that a place will be available later at the junior, middle or high school following, or that a place will be available for younger siblings at a later date.**

**We cannot guarantee that siblings will be placed in the same class or with the same teacher that an older sibling may have had.**

All parents/carers are strongly advised to read the **Primary School Guide for Parents** booklet produced by Kirklees School Admissions Department. If your child is not offered one of your preferred schools and you decide to appeal, this booklet may be referred to at the appeal hearing. It is advised that you keep the document until your child begins their new school. This document is available on line at [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions).

Or by requesting in writing from the School Admissions team at the following address:

School Admissions, Ground Floor South, Civic Centre 1, High Street,

Huddersfield, HD1 2NF

Or request a copy by telephone on: 01484 225007/8

It is advised that you keep the document until your child begins their new school.