

**LIGHTCLIFFE CE PRIMARY SCHOOL  
ADMISSIONS POLICY 2018**



The Governing Body of Lightcliffe CE Primary School is the admissions authority for the school, not the Local Authority.

### **Making an application**

Applications for admission to the school are made online at [www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions). A leaflet with instructions on how to apply will be available from the school or from the Local Authority.

If you wish to apply under Christian Commitment Criteria you should obtain a copy of the School's Information Form (SIF) from the school and return the SIF to the school by the date the school states on the form. Failure to complete this form may affect the oversubscription classification into which your child is placed.

### **Admission procedures**

The Planned Admission Limit for admission to the Reception class in the school year commencing September 2018 will be a maximum of 60. 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 Reception class unless the number of children for whom admission is sought exceeds this number. By law, no Foundation Stage and Key Stage One 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 SEND Education Health Care Plans where Lightcliffe CE Primary School is named on the child's Education Health Care Plan.

### **OVERSUBSCRIPTION CRITERIA**

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).  
  
Children who are in public care ('Looked After' children) 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 the time of application and admission. (See note 3 — Siblings)
- 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 Lightcliffe at least twice 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 St. Matthew's Lightcliffe who have been attending an Anglican Church at least twice 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.

5 Other children (see note 1).

## **NOTES**

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

To ensure consistency applies, all distance measurements will be carried out by the Local Authority's GIS system (Geographical Information 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 which distance measurements will be taken from.

## **2 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.

3 **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 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.

## 4 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 a variation in determined admission arrangements<sup>1</sup>.

## 5 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 to:

**The Clerk to Independent Appeal Panel,**

**Diocese of Leeds**

**Church House,**

**1 South Parade,**

**Wakefield, WF1 1LP.**

**Telephone: 07814 605108**

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

within twenty one days of receiving the refusal letter.

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.

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<sup>1</sup> The school Admissions (Alteration and Variation of, and Objections to, Arrangements) (England) Regulations 2007 (SI 2007/xxxx)