

Policies & Procedures

Admissions Arrangements 2019

Date policy approved	Autumn 2017
Approving body	LGB and Abbey MAT Board
Next review date	Autumn 2018
Previous review date	



Part of



Lightcliffe CE Primary School

Admissions Policy 2019

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. 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 2019 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. If 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, on behalf of the Governing Body, 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). 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.

- 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 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 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.
- 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 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

Parents / carers 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 the close date during the normal round of admissions.

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.

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

During the normal round of admissions 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 national offer day. The reallocation process is part of the co-ordinated admissions scheme and is administered by the Local Authority. Requests should be submitted to the Authority using the reallocation form.

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

For ‘in year’ admissions, 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.

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 (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 arrangements¹.

This information is published by the Governors of Lightcliffe CE Primary School in accordance with the relevant sections of the School Standards & Framework Act 1998, the School Admissions Code 2014 and accompanying Regulations.

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**

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.

¹ The School Admissions (Alteration and Variation of, and Objections to, Arrangements) (England) Regulations 2007 (SI 2007/496)