

“Every child is a unique child of God.”

WHINMOOR



ST. PAUL'S
C of E Primary School

Whinmoor St Paul's (VA) C of E Primary School

Admissions Policy

Every Child is a Unique Child of God

At Whinmoor St. Paul's Church of England Voluntary Aided Primary School, everything we do is underpinned at all times by the Christian ethos of valuing the individual. We believe that every child is respected as a unique child of God, the future adults in society. We believe children are gifts from God and we are privileged to work with their families and carers, to enable them to live life to the full.

Agreed date: November 2018

Review date: November 2019

Signed: Chair of Governors: Mrs R Davies

Date: 28/11/2018

**WHINMOOR ST PAUL'S CHURCH of ENGLAND (VOLUNTARY AIDED)
PRIMARY SCHOOL
WHINMOOR CRESCENT
LEEDS LS14 1EG
Telephone: 0113 2657250**

**ADMISSIONS POLICY
2020-2021**

Whinmoor St Paul's Primary School is a Church of England Voluntary Aided Primary School and is run in accordance with the trust deeds of such an establishment. We are an inclusive school that aims to provide education of the highest quality within a Christian context. Christian values will guide our decision making and permeate every area of school life. It is closely linked with St Paul's Church and serves as a neighbourhood school.

The Governing Body and staff of Whinmoor St Paul's Primary School take as our first priority the responsibility to safeguard and promote the welfare of our pupils, to minimise risk and to work together with other agencies to ensure rigorous arrangements are in place within our school to identify, assess, and support those children who are suffering harm and to keep them safe and secure whilst in our care.

Our Mission and Ethos

At Whinmoor St Paul's Primary school we believe that every child is a unique child of God and lives in a world that God has made.

We aim:

- ***To provide a safe nurturing environment where every child can achieve his/her full potential***
- ***To inspire a lifelong love of learning***
- ***To value all faiths and cultures and to celebrate diversity***
- ***To develop a sense of respect and responsibility towards self, others and the world in which we live***
- ***To build strong relationships with the local community, our city and the wider world***

And to do all this as a caring community based on strong Christian values

Applications for admission to Foundation Stage 2 (Reception Class)

Admissions to Whinmoor St Paul's are part of the co-ordinated admission arrangements of the Local Authority, however the governing body are the "admissions authority" that is, the legal body responsible for admissions.

The planned admission number for Reception year is 30 children.

Application should be made using the Local Authority on line service which opens on 1 November 2019 or the common preference form, which should be completed and returned by 15 January 2020 to Admissions Leeds City Council or the school. A Supplementary Information Form should be returned to the school if the application is to be considered against the 'Faith Priority' category. Parents will be notified on 16 April 2020 by the Local Authority of the school offered.

A child with a statement of Special Educational Needs or Education Health Care Plan that names Whinmoor St Paul's School in the statement/plan will be admitted without regard to the criteria below. This is a statutory entitlement under S.324 of the Education Act 1996.

Children who are "looked after" by the local authority will be offered under priority 1.

In the event that the number of applications is greater than the admission number of 30, the following criteria will operate to establish an applicant's success in gaining a place at the school:

Important:

All applicants **must** complete and return to the school the school's supplementary information form (SIF), available from the school in addition to the local authority common preference form. The school governors use the information provided on the form to apply the oversubscription criteria.

If the SIF is not completed governors will consider the application under the 'local priority places' section.

The arrangements in this policy are for admission to the main school and do not apply to those being admitted for nursery provision. **Attendance at the nursery does not guarantee a place in the main school and parents must apply for a place in the reception class using the Local Authority on-line system or the common preference form.**

In the event of twin/multiple birth siblings being placed 30 and 31 governors will admit the remaining twin / other multiple birth siblings as 'excepted children' under the school admissions code 2014.

CRITERIA FOR ADMISSION

1. Priority will be given to 'looked after' children or previously looked after children who have been adopted, or are subject to a residency / child arrangement or special guardianship order and for whom St Paul's has been expressed as a preference.
2. Pupils without a statement but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at Whinmoor St. Paul's. [See note E]

3. Local Children '**Local Priority**' Places

60% of the remaining places after allocation to children with educational /social or medical need not stated will be allocated in this category. In the event that there are insufficient applications within this category the remaining places will be allocated to applicants for 'Faith Priority' places.

Where there are more applications for places based on 'Local Priority' than places available, places will be allocated in the following order of priority:

- A. An applicant has a brother or sister** who will be attending the school at the time the younger child starts.
- B. Children for whom this is their nearest primary school

"Tie Breaker"

In the event of more applications than places in either of the above criteria the family living closest to the school measured by straight line from the front entrance of the home to the centre of the main school building, as defined by the local authority, will be allocated a place.

4. Christian Commitment '**Faith Priority**' Places

40% of the remaining places after allocation to children with educational /social or medical need not stated will be allocated in this category. In the event that there are insufficient applications within this category the remaining places will be allocated to applicants for 'Local Priority' places.

Where there are more applications for places based on 'Faith Priority' than places available, places will be allocated in the following order of priority:

- A. An applicant has a brother or sister** who will be attending the school at the time the younger child starts.
- B. The family* is 'at the heart of the church' – a frequent worshipper:
family* usually worships at least twice a month at an Anglican Church.
- C. The family* is 'attached to the church' – a regular worshipper:
family* usually worships once a month at an Anglican Church.

- D. The family* worships at least monthly with another Christian Community i.e. Churches in association with Churches Together in Britain and Ireland or one which is in full sympathy with its Trinitarian Creed.
- E. The family* are practising members of one of the major world faiths represented in Britain [that is Sikhism Islam, Hinduism Judaism, Buddhism] and attending the place of worship at least monthly.

“Tie Breaker”

In the event of more applications than places in any of the above criteria the family living closest to the school measured by straight line from the front entrance of the home to the centre of the main school building as defined by the local authority will be allocated the remaining place(s).

*‘family’ in this case can be the child or one or more parents/carers

**Definition of brother and sister includes half, foster, adoptive and step brothers and sisters.

Admission of children below statutory school age:

All places will be offered a September start date.

Parents have the right to defer the start date until later in the school year, but not later than the term following the child’s fifth birthday or the beginning of the summer term.

Parents have the right to take the place on part time basis until later in the school year, but not later than the term following the child’s fifth birthday or the beginning of the summer term.

Statutory school age is the beginning of the term following the child’s fifth birthday.

Waiting List

If parents are unsuccessful in obtaining a place at Whinmoor St Paul’s, they will automatically be placed on a waiting list. Unsuccessful applicants will be asked whether they would like their child to remain on the waiting list even after their child has begun their education at another school. Our waiting list will be maintained to the end of the academic year for which application was made. The order of priority on the waiting list will be determined in the same way as for the oversubscription criteria for Reception intake. The order of priority on the list may change, depending on changing family circumstances, such as moving closer to or further away from the school. Length of time on the list will not be a factor.

Appeals

If an application is refused you can appeal against the governors’ decision by writing to the Chair of Governors, care of the school. This must be done within 20 days of receiving the letter refusing a place. Your appeal will be heard by an independent panel and their decision will be sent to you in writing. Parents can only appeal once in any given academic year. A repeat appeal will only be considered if there has been a major change in circumstances, for example a change of address.

Late applications

Applications for places in the reception class beginning in September which are received after the publicised deadline will be considered by the governors; but unless there are exceptional reasons supported by evidence (e.g. proof of postage) for the application being late, preference will be given to applicants who met the application deadline.

Applications for admission to school at any other time

In-Year applications

Parents must contact and apply directly to the school. The Local Authority will be informed of all applications and the outcome thereof by the school.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available.

Where parents simply wish for their child to change schools, the application will be considered for the start of the following term.

Notes

- A. Parents seeking a place on religious grounds under criteria 2, 3 or 4 should provide details of a Vicar, Priest, Minister or religious leader who can be approached to provide a reference concerning commitment to and attendance at worship. This information is collected via the school's supplementary information form, which is attached to the policy.
- B. It is the responsibility of parents to ensure that all relevant information is given to the school at the time of application.
- C. Parents who are not offered a place have the right of appeal. This should be made in writing to the Clerk of the Appeals Panel, via the Headteacher at the school. It should be done within 20 days of being told that a place has not been offered.
- D. All unsuccessful applicants will automatically be placed on the waiting list to the end of the school year for which application is made, to facilitate in year applications. Any places that become available are offered based on the above criteria, not on the date the application was added to the list.
- E. In support of medical or social reasons, parents should submit written evidence from the appropriate doctor, psychologist, social worker, setting out why it is essential that your child should be admitted to the school. This is necessary because you will be asking the Local Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits in consultation between the school and the Local Authority. To receive this assistance you must contact the SEN Assessment and Provision Service on 0113 3951035.
- F. Attendance at the nursery does not guarantee a place at the school.

- G. **Deferment for summer born children.** Parents of children born between 1 April and 31 August 2016 who wish to defer entry into reception until September 2021 should still apply in the normal admission round for 2020, and indicate this on their preference form, and attach any evidence of the need for deferment from any associated professionals. The parent will be invited to a panel including early years education experts and headteachers where their individual case will be considered. This will ensure the opportunity to reflect on the long term impact of that decision, and balance this against the child's current needs.
- H. **Applications outside the normal admission round.** All applications outside the normal admission round should be made using an in year application form. The form should be returned directly to your preferred school. If the school is full you will be offered a right of appeal. The sibling priority will apply to younger and older siblings where families move during the school year. Where no house move has taken place you will be offered a place to start at the beginning of the next term, unless no other accessible school place is available to you. You can contact the Admissions Team to find out about vacancies in schools.

We have a clear duty under the Equality Act 2010 to ensure that our teaching is accessible to all pupils, including those who are lesbian, gay, bisexual and transgender (LGBT). Inclusive PSHE will foster good relations between pupils, tackle all types of prejudice, including homophobia, and promote understanding and respect, enabling us to meet the requirements, and live the intended spirit, of the Equality Act 2010

**SUPPLEMENTARY INFORMATION FORM (SIF)
FOR ADMISSION TO
WHINMOOR ST PAUL'S CHURCH of ENGLAND PRIMARY SCHOOL**

Note:

It is the parent(s)/carer(s) responsibility to return the SIF to the school by the closing date of 15th January 2020.

Full Name of Child _____

Date of Birth _____

Address _____

_____ Postcode _____

Telephone No _____

Full Name of Parent/Carer _____

Names of brothers/sisters who attend St Paul's and will still be attending when the younger child is due to start _____

TO BE COMPLETED WHERE APPLYING UNDER FAITH PRIORITY CRITERIA

Religious faith _____

Church/place of worship attended by parent/child _____

Name and address of Vicar/Priest/Minister/Religious Leader who may be asked for a reference

I wish to apply for ***Local Priority/*Faith Priority** Admission place.

*delete as appropriate

It is important that you indicate clearly if you are applying for a Local Priority or Faith Priority place for your child.

If the SIF is not completed and returned to the school the application will be treated as one for a Local Priority place.

Signed _____ Parent/Carer Date _____

Places will be allocated according to the school's Admission Policy.

Please return completed SIF to Whinmoor St Paul's C of E Primary School, by 15th January 2020.

**RELIGIOUS REFERENCE PRO-FORMA WHICH IS SENT OUT FOR FAITH PRIORITY
ADMISSIONS**

Address

Date

Dear

The parents of *Child's name* have applied for a 'Faith Priority' admission place at Whinmoor St Paul's Church of England Primary for September 2020. I would be grateful if you could confirm the 'faith' status of the family in line with our Admission Policy.

It would be very much appreciated if the information could be returned as soon as possible to aid the admission process.

I thank you for your support with this matter and look forward to hearing from you.

Yours sincerely

Miss M McBride

Headteacher