

“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: January 2022

Review date: January 2023

Signed: Chair of Governors: Mrs R Davies

Date: 19 January 2022

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

**ADMISSIONS POLICY  
2023-2024**

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.

#### **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.**

Application should be made using the Local Authority on line service which opens on 1 November 2022 or the common preference form, which should be completed and returned by 15 January 2023 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 19 April 2023 by the Local Authority of the school offered.

A child with a statement of Special Educational Needs or Education Health and Care Plan (EHCP) 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 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.

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:

## CRITERIA FOR ADMISSION

1. Priority will be given to 'looked after'\*\*\* children and those children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order or special guardianship order and for whom St Paul's has been expressed as a preference. This includes internationally adopted previously looked after children (see definitions)
2. Pupils without a statement but who have Special Educational Needs, exceptional medical or mobility needs, that can only be met at Whinmoor St.Paul's. [see note C]
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. We will give priority to parents who include a preference for their nearest priority school (see note 6). 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.

*In the event that during the period specified (which is the year prior to the date of application) for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship.*

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).

**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.

**Deferment for summer born children.**

Parents of children born between 1 April and 31 August 2019 who wish to defer entry into Reception until September 2024 should still apply in the normal admission round for 2023, 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.

**Children educated outside of their chronological 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 2023, 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. In addition, applications should be made by letter addressed to

the Headteacher and any relevant accompanying evidence should be attached. These applications must be submitted to the school by the closing date. These applications will be put before the Governing Body who will consider the applications and notify the parents in writing whether the request is agreed. There is no right of appeal against a decision relating to admission out of chronological age.

## **Waiting List**

If parents are unsuccessful in obtaining a place at Whinmoor St Paul's, they will be asked whether they would like their child to remain on the waiting list. All waiting lists will be held in criteria order of the admission policy and will close at the end of the academic year. Each time a child is added, the list is ranked again in line with the 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**

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**

We have the responsibility for considering requests to join our school in-year, or for Reception places after the start of the school year.

We are part of the Leeds coordinated in-year application scheme. To apply for a place, an in-year online application form should be completed and returned to Leeds City Council. This is available on [www.leeds.gov.uk](http://www.leeds.gov.uk). The Application will then be sent on to all school(s) you have applied for and our school will decide whether we can offer a place.

If we refuse to offer a place, we will confirm this in writing to you, explaining the reasons, and that you have the right to appeal and we must tell you our decision within 15 school days. Your child will be added to our school's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

## Definitions

\*'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.

### \*\*\*Looked After

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order\* including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A looked after child is a child who 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 any child who was previously looked after but stopped being so because they were (one of the following)

- adopted
- became subject to a Special Guardianship order
- became subject to a Child Arrangements Order

\*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians

*This group includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (or became the subject to a child arrangements order or special guardianship order)*

### **Note 6**

#### If you live in Leeds

If you live in Leeds and your closest school is a school in another local authority, then your closest Leeds school by straight-line distance will be your nearest priority school. You can apply for any school but the nearest priority only applies to Leeds schools. It includes all community and voluntary controlled schools, as well as Foundation Schools and Academies which have chosen to include a priority for nearest.

### If you don't live in Leeds

If you live in another local authority and the closest school to your home in a straight line is a Leeds community, voluntary controlled, Foundation School, or Academy, you will be given the relevant priority under our admissions policy.

The home address must be the child's permanent address. If parents use a fraudulent address (such as a relative's home) to gain a place the child is not entitled to, the place could be withdrawn.

## **Notes**

- A. Parents seeking a place on religious grounds under "criteria for faith places" 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. 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.
- D. Attendance at the nursery does not guarantee a place at the school.

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 15<sup>th</sup> January 2023.***

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**

*In the event that during the period specified (which is the year prior to the date of application) for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship.*

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 15<sup>th</sup> January 2023.

**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 2023. 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 must 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