



## 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 we believe that every child is a unique child of God and lives in a world that God has made. We believe that all adults and children should be given opportunities to, 'Let their Light Shine.' We have a loving, caring community underpinned by our Christian ethos in which everyone, regardless of our differences, feels valued, nurtured, secure and happy.

Agreed date: February 2026  
Review date: February 2027

Chair of Governors: Mrs. R Davies

Date: February 2026

*Let Your Light Shine!*



## Whinmoor St Paul's Church of England Primary School

### **Our Vision – Every Child is a unique child of God**

At Whinmoor St Paul's Church of England Voluntary Aided Primary School we believe that every child is a **unique child of God** and lives in a world that God has made. We believe that all adults and children should be given opportunities to, '**Let their Light Shine.**' We have a loving, caring community underpinned by our Christian ethos in which everyone, regardless of our differences, feels valued, nurtured, secure and happy.

Our vision is underpinned by **Matthew 5:14-16**

**You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead, they put it on its stand, and it gives light to everyone in the house. In the same way, let your Light Shine before others, that they may see your good deeds and glorify your father in heaven.**

Our values enabled our vision to be lived out in school and permeate every area of school life.

### **Christian Ethos:**

Everything we do is underpinned at all times by the Christian ethos of valuing the individual and, in this way, we seek to fulfil the spiritual, mental and physical capabilities of every child—the future adult members of our society.

## **Admissions Policy 2027/28**

- **Latest consultation on this policy: 28<sup>th</sup> October to 6<sup>th</sup> December 2024**
- **Policy determined on: February 2026**
- **Policy determined by: Governing Body**

### **Introduction**

1. This document sets out the admission arrangements of Whinmoor St Paul's Church of England Primary School. For the purposes of this policy, the Governing Body is the admission authority.

### **Process**

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.



2. You apply to your home Local Authority (the council who empty your bins) by the below closing dates. All offers will be made by your home Local Authority on offer day.
3. Any applicants seeking admission under the faith criteria will need to submit a Supplementary Information Form. This needs to be sent directly to the school by the national closing date. The Governors can only apply faith oversubscription criteria if this is verified by the Supplementary Information Form.
4. The Local Authority will inform parents of the offer of a place on behalf of the Governing

Body on the national offer date 16th April or the next working day.

5. The Whinmoor St Paul's Church of England Primary School has a **Published Admission Number** of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply.
6. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below

### **Oversubscription Criteria**

#### **1. Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children.**

A "Looked After Child" (LAC) is a child who is (a) in the care of a local authority, or (b) 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) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

You must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority or state care outside England) with your application.

#### **2. Siblings** of pupils attending the school at the time of application.

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school. This priority does not include cousins or other family members sharing a house

#### **3. Regular attendance at public worship in any Church of England church.**

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

#### **4. Attendance at public worship in any other Christian church.**

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a

member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at [https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_o ct 18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf).

A parent or parents wishing to apply against this criterion must complete a Supplementary Application Form. Attendance at public worship (or its specified equivalent for faith bodies which are not a Christian church where that is provided for in the admissions arrangements) will be established by information provided on the Supplementary

Information Form (including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

#### **5. Practicing member of any religious faith.**

Membership and practice of the faith will be established by information provided on the Supplementary Information Form completed by a designated faith leader of the relevant faith eight times in the twelve months immediately prior to the date of application.

In the event that during the period specified 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.

#### **6. Children living in the catchment area of the school.**

Our school has a defined catchment priority area. You can see the catchment areas on a map below.

If you live in our catchment area your application will receive a higher priority at our school than applicants who live outside the catchment area. Living in the catchment area does not guarantee a place at our school.

Our catchment area is based on those addresses that are nearer to our school than any other Leeds primary school at the time in was created a number of years ago. You can check if your specific address in within the catchment area at <https://forms.leeds.gov.uk/SchoolCatchment>

#### **7. Proximity to the school with those living closest to the school having priority**

##### **Distance measurements**

We use a straight line distance system provided by Leeds City Council admission team. The program measures the straight line distance from a defined LLPG point on the main school building to a defined point on your home address. The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

### **Temporary school sites**

If our school is based on a temporary site for any reason we will base our distance measurements on our school's permanent site.

### **Tie-breaker**

1. In any priority, if children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our school. For example, if there are 4 places remaining at our school and 5 children all live in the priority catchment area, the 4 priority catchment children living closest to the school will be allocated those places.

If two or more children live exactly the same distance from our school (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by a person independent of the school.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the **Published Admissions Number** for our school.

### **Late applications**

If you apply after the national closing date, we cannot guarantee to consider your preferences at the same time as those received on time.

Until 12 February, all applications submitted or changed will be treated as if they were on-time.

After 12 February, any applications submitted or changed will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by us.

All applications submitted after 28 February are considered late and won't be allocated a school place until after national offer day.

### **In-Year admissions**

These are requests to join our school in-year 1 to 6 or for places in reception after the start of the school year in September. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy. Find out more about in-year applications, including current vacancies and apply for a place, on the Leeds application portal at [www.leeds.gov.uk/moveschools](http://www.leeds.gov.uk/moveschools) and on our website at <https://whinmoorstpauls.co.uk/>

### **Admission of children outside their normal age group**

1. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents

should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

### **Waiting Lists**

1. We automatically add all children to the reception waiting list after offer day. The school will operate a waiting list for each year group. The waiting lists will close at the end of the academic year (July).

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places

become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

You must reapply for a new school place to be on the list the following year. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list

### **Appeals Procedure**

1. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code—Information on the timetable for the appeals process is on our website at <https://whinmoorstpauls.co.uk/>.

Our appeals are arranged by Leeds City Council

Appeals submitted for a reception place in the normal round will need to be received by Leeds City Council's deadline to guarantee being heard before the new school year starts.

Find Leeds City Council's appeals timetable containing deadlines and timescales

<https://www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals>

Appeals against a decision for an in-year application can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued).

## School age

1. A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

## Deferred entry for infants

1. A child is entitled to a full time place in the September following their 4th birthday. Parents have the right to defer their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be deferred to the next academic year.

## Address definition

### Which address to use

When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

### If the child lives in different properties (shared care)

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

### If parents disagree on an application made in the normal round

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

## Moving home

When offers are made on national offer day, we assume your address will be the same



when you take up our school place in September. If you are planning to move house, you must still use your current address on your application.

As soon as you move house, you must tell Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you. Find out more on Leeds City Council's making changes to your application page: <https://www.leeds.gov.uk/schools-and-education/school-admissions/making-changes-to-your-application>

## Enquiries

1. Should be to Governors, at Whinmoor Crescent, Leeds, West Yorkshire, LS14 1EG.



**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.

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 15th January.

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.

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

Mrs Vaughan  
Headteacher

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