



Proposed criteria for Admissions Policy 2013-14

The governing body is the admission authority for the school. The school's admission number each year is 30 places.

Children who have a statement of special educational needs which names the school will be allocated a place. This is a statutory entitlement under S.324 of the Education Act 1996.

If the number of applications is greater than the admission limit of 30, places are allocated according to the following categories in order of priority:

1. Looked after children including children who have been adopted from local authority care, children with a residency order and those with special guardianship immediately following being Looked After.
2. Children who have been allocated Level 2 Funding for Inclusion. Applications seeking a place on the grounds of special educational needs other than an educational statement, must be supported in writing from a doctor or other relevant professional explaining why their needs can only be met at this school.
3. Children who have a brother or sister* currently at All Saints School and who will be attending the school when the younger child starts.
4. Children who live in the parishes of Leeds All Saints, Osmondthorpe St Philip, Leeds Richmond Hill, Cross Green St Hilda ** whose family regularly and frequently attend a Christian church which is a member of Churches Together in Britain and Ireland or in full sympathy with its Trinitarian stance. *(applications must be supported by a reference from the minister)****
5. Children whose family regularly and frequently attend Christian church which is a member of CTBI or in full sympathy with its Christian stance situated within the parishes of Leeds All Saints, Osmondthorpe St Philip, Leeds Richmond Hill, Cross Green St Hilda**. *(applications must be supported by a reference from the minister)****
6. Children who live in the parishes of Leeds All Saints, Osmondthorpe St Philip, Leeds Richmond Hill, Cross Green St Hilda** whose family regularly and frequently attend a place of worship of a faith other than Christian *(applications must be supported by a reference from the religious leader)****
7. Children whose family regularly and frequently attend a place of worship of a faith other than Christian situated within the parishes of Leeds All Saints, Osmondthorpe St Philip, Leeds Richmond Hill, Cross Green St Hilda**. *(applications must be supported by a reference from the religious leader)****
8. Children who live within the parishes of Leeds All Saints, Osmondthorpe St Philip, Leeds Richmond Hill, Cross Green St Hilda**
9. Any other children.

Tie breaker - In the event of a tie, priority between applicants within the same category will be the closest straight line distance from home to the school. The Governors will use the local authority computerised systems to calculate distances from the middle of the school building to the home address.

Notes:

Applicants should complete the section of the Supplementary information form which asks for the name and contact details of the priest or vicar or minister or religious leader.

*Bothers and sisters must be living at the same address as the child for whom a place is being requested. This also includes children living with the family. For example, foster children and stepchildren are also included. The definition does not include cousins or families sharing a house.

** A map of the parish boundaries of of Leeds All Saints, Osmondthorpe St Philip, Leeds Richmond Hill, Cross Green St Hilda is available from the school.

***regularly and frequently' for the purpose of this policy means attendance and worship on at least one occasion per month. The worshipper may be the child or one or more parent or carer.

Making an Application

Applying for a place to start in Reception Year- parents can apply online or complete the 'the local authority' Common Preference Form. Copies of the form are available from 'the local authority'.

Completed forms should be returned to the 'the local authority' Admissions Team or can be handed in at the school office from where they will be forwarded to 'the local authority' admissions team. Parents may also return the CPF directly to the Local Authority. Parents are also able to register their preferences on-line with 'the local authority'.

All applicants should also complete a Supplemental Information Form (available from the school office once the Common Preference Form request has been received) these forms should be returned to school as soon as possible so we have the necessary information to process the application correctly.

APPEALS

Parents failing to gain a place after applying have the statutory right of appeal, and should contact the school for details of the appeals system. An independent appeals panel will consider if a place should or should not be given to a child. Their decision is binding on the Governors. The Governors will not consider a repeat appeal in the same academic year unless there has been a major change in circumstances, for example a move of house. Appeals need to be made in writing. Parents have 20 school days to appeal.

WAITING LISTS

In addition to the right of appeal unsuccessful parents can apply to be placed on a waiting list. This waiting list will be kept in the order of the admission criteria given above and not in the order which applicants are received or added to the list. The list will be kept **until the end of the school year for which the application was made.**

Admission of children below compulsory school age

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.

Where the school has a nursery or co-located children's centre:

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 school 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 common preference form.

Deferred entry to primary schools

Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made.

It should be noted, however, that such children will only be allowed to start at the beginning of a term.

Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

Admissions Outside The Normal Admission Round (In Year Applications)

From September 2013 parents will be able to apply directly to the school at any time for an in-year transfer. An application form is available from the school or from the Local Authority and you will be notified by the school of the outcome of the application.

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 may be considered for the start of the following term.