



Admissions policy
2013 entry

Admissions arrangements

Parents wishing to apply to the school should do so on line or on the Common Preference form supplied by the local authority in the autumn term of the year preceding entry to reception year. Parents will also be required to complete a supplementary information form (**SIF**) for the school. For admission at other times, please see **In-year transfer requests** below.

If the number of applications does not exceed the number of places available, all applicants will be granted a place.

Children with a statement of special educational need which names the school in the statement will be allocated a place, (this is a statutory entitlement which overrides the oversubscription criteria).

If the number of applications is greater than the admission limit of 30, places are allocated in the following order of priority.

- 1 To children who are in local authority care ('looked-after children').*
- 2 To children who have a brother or sister still on roll at the school when the younger child starts.*
- 3 To children of parents who satisfy the governors that they are practicing, churchgoing Christians. Parents should provide details of the faith leader at their church from whom a reference may be taken, on the school **SIF**, which should be returned to school by parents after completion. Referees will be asked to comment on the level of the family's church commitment using the following scale:-
The family is either:-
 1. at the heart of the church;*
 2. attached to the church or;*
 3. known to the church.*
- 4 Any other children

PLEASE NOTE

- Attendance at Hunslet Children's Centre does not guarantee a place at the school and parents must apply for a place in the reception class using the Local Authority common preference form. The arrangements in this policy are for admission to the main school and do not apply to those being

admitted for nursery provision including nursery provision delivered by the children's centre.

- In the event of having to decide priority between applicants within the same category the criteria of closest straight-line distance from the middle of the school to the middle of the family home will be used. For admission purposes the home address is where the child lives with his or her parent or carer. The governors reserve the right to investigate the question of addresses and withdraw school offers accordingly.

An online application needs to be completed or completed forms can be handed in at the school office from where they will be forwarded to the local authority admissions team. Parents are also able to register their preferences on-line with the local authority, or to return the form directly to the local authority.

The time scale for making applications, and notification to parents of places, will follow the timetable identified in the local authority (Leeds City Council) admissions handbook for that specific year of entry.

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. Parents also have the right for their child to attend on a part time basis before the child reaches compulsory school age.

Waiting List

Unsuccessful applications will be automatically added to a waiting list which is kept in order of the oversubscription criteria, and not in the order in which they were received or added to the list. This list will be formally retained until the end of the academic year for which the application was made.

In-year transfer requests

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.

It is also advisable to complete a school **SIF** for in-year transfers.

Appeals

Parents failing to gain a place after applying have a statutory right of appeal.

The details of how to appeal are automatically sent to unsuccessful applicants and are available on request from the local authority. Parents have 20 school days to appeal.

An independent appeals panel will consider whether or not a place should be given to the child. Their decision is binding on the governors.

Notes*-

Statement of special education needs. This is a legal document which names the school and where the governors have to admit the child.

Brothers and sisters must be living at the same address as the child already on the school roll and also includes half brothers, half sisters, adopted brothers, adopted sisters, step brothers, step sisters foster brothers and foster sisters. It does not include cousins or other family members sharing a house. The sibling rule includes siblings already in the school at the time of application by a younger sibling.

Looked-after children are children in the care of the local authority, children being provided with accommodation by the local authority in the exercise of their social care function or children fostered under an arrangement made by the local authority. Children who have been adopted from local authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.

The Christian commitment criteria are defined as follows:

At the heart of the church - someone whose family worships twice a month or more (to accommodate difficult patterns of work and family relationships weekday worship will be taken into account) - the worshipper might be the child, or one or both parents.

Attached to the church - will be a regular but not frequent worshipper - perhaps attending a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship

Known to the church - an occasional worshipper but not frequent, or someone who is known through a family connection, or one or all of whose family may be involved in church activities such as uniformed organisations.