KIRKSTALL ST STEPHENS C/E PRIMARY SCHOOL ADMISSION POLICY FOR THE SCHOOL YEAR 2013-2014

Admissions number for reception Class: 30

Application for admission of pupils into Reception class can be made on-line or on the common preference form which can be obtained from the school or the Admissions Team. The completed form can be returned to the Local Authority Admissions Team or handed to the school. In addition, the governors require a supplementary information form, which can be obtained from the school or Local Authority website. This form must be completed and returned to the school by the deadline of 15 January 2013

Children who have a statement of special educational needs where Kirkstall St Stephen's is the school named in the statement will be allocated a place; this is a statutory entitlement which overrides the oversubscription criteria.

When considering application for places in the school, priority for a school place will be given to all applicants who have named the school in their application. Where there are more applications than places, the governing body will make its decision for admission on the following criteria:

1. Looked after children, previously looked after children and the local authority wishes to place the child in Kirkstall St Stephen's school. [see note 1]
2. Whether there are any special educational needs (not statemented) which are supported by written appropriate professional endorsement.
3. Children who have any brothers or sisters attending the school in the September when the younger child starts. [See note 2]
4. Whether the parent or the child are regular worshipping members of Kirkstall St Stephen's church. [See note 3]
5. Whether the parents or the child are regular worshipping members of another Christian church. [See note 3]
6. Whether the child lives within the parish of Kirkstall St Stephen's. A map showing the parish boundaries is available at the school and attached to this policy.
7. Whether the parents although worshipping in another faith [other than Christian], wish their child to attend a Christian school. [See note 3]
8. Any other children

The above criteria are in order of priority. They will only apply in the event of there being more applicants than places available (30). Where there are candidates of equal priority, places will be given to those applicants who live closest to the school as measured in a straight line. The distance measured will be from the centre of the school building to the middle of the applicant's home address.

Nursery
Attendance at a nursery or children's centre does not guarantee a place in the main school and parents must apply for a place in the reception class using the Local Authority online system or the 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 can defer their child's entry until later in the school year or until the child reaches compulsory school age in that 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. Parents can not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.
Parents can also request that their child attends part-time until the child reaches compulsory school age.

Appeals against an unsuccessful application must be made by parents, in writing, to the Clerk of the Appeals Panel, through the Headteacher at the school, within 20 school days of the parent receiving the notice that a place has not been offered to the child.

Notes: 1) Looked-after children 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.

Notes: 2) Brothers and Sisters includes stepchildren, half-brothers and half-sisters, fostered and adopted children living at the same household**.**

Notes: 3**)** Regular worshipping is considered to be attendance at minimum monthly intervals over a year and will be subject to a reference from a member of the clergy/faith leader.

On 16 April 2013 the Local Authority will make the formal offer of a place to parents and carers or guardians on behalf of the governing body of the school before the September they are due to start school. Parents offered a place must indicate acceptance or otherwise of the offer within 21 days of notification direct to the school. If no response is received by that time the Governors reserve the right to withdraw the offer and offer the place to an applicant on the waiting list. Where Governors are unable to offer places because of oversubscription remaining applicants will automatically be placed on a waiting list and offered any vacant places as they occur. Allocation of such places will be subject to the same criteria as applied to the initial admissions above. The waiting list will remain open until the end of the school year for which application was made to facilitate in year applications under the co-coordinated scheme.

Applications other than at normal admission time

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.

Leeds City Council Department of Education

Kirkstall St Stephen's

Church of England Aided Primary School
Headteacher : Mr Steven Viles
kssa01@leedslearning.net

Morris Lane
Kirkstall
Leeds
LS5 3JD
☎0113 214 4630
Featurenet
44630

Supplementary Information Form

Surname:		Christian name(s):		Sex M / F
Middle name(s)		Date of Birth:		

Address:

Post Code:

☎Home: ☎Mob:
email address:

Full Name of Parent/Carer:

Church attended

Name and address of Vicar/Priest/Minister or Religious leader to whom reference will be made: *Please inform them that you are using them as a referee*

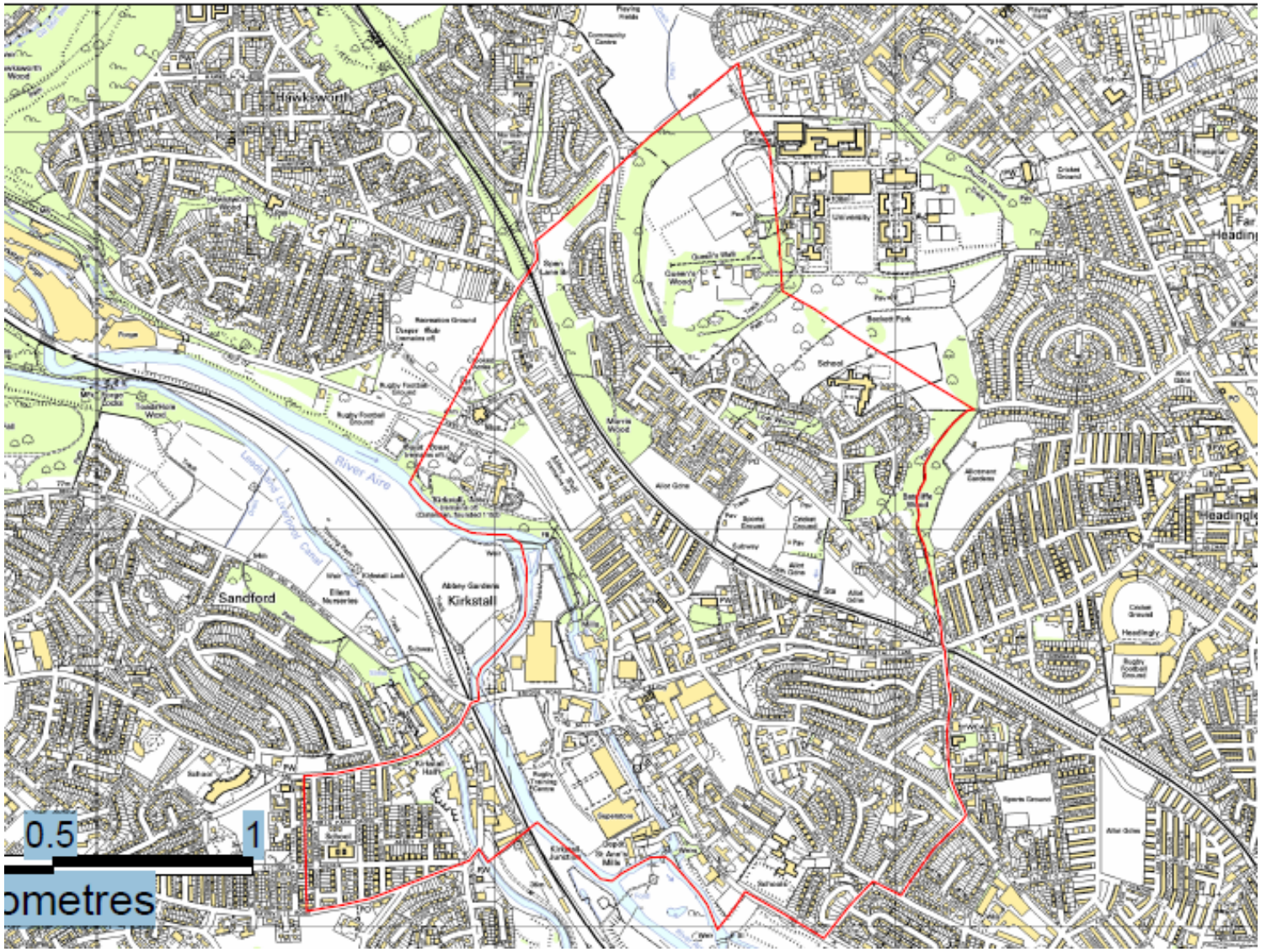
Name of any siblings currently within school

Name of Current School/Nursery/Pre-School

Other information you may wish to add in support of your application	

Signature of parent/guardian		Date:

Date form received in school	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