

NORMANTON ALL SAINTS CHURCH of ENGLAND (Voluntary Aided) INFANT
SCHOOL
SCHOOL ADMISSIONS POLICY 2022/2023

The Governing Body of Normanton All Saints Church of England (VA) Infant School is the admissions authority for the school.

The Planned Admission Number for 2022+/2023 is **90**.

Making an application

Applications for admission to the school should be made on the **Wakefield MDC Common Application Form (CAF)** enclosed with the Local Authority's brochure by the **closing date of 15th January 2022**.

If you wish to apply under Christian Commitment Criteria you should obtain a copy of the **School's Information Form (SIF)** from **the School** and return the **SIF to the School** by the closing date for applications. Failure to complete this form will affect the oversubscription classification into which your child is placed because governors will be only able to rank the application based on the information on the **CAF**.

Admission procedures

The Planned Admission Limit for admission to the Reception class in the school year commencing September 2021 will be a maximum of **90**. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to Reception class unless the number of children for whom admission is sought exceeds this number. By law, normally no Foundation Stage and Key Stage One class may contain more than thirty children.

Applications for admission into School in September

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and **the School's** Governing Body ranks the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Body will allocate places using the following criteria, which are listed in order of priority. The Local Authority will inform parents of the offer of a place by **19th April 2022**.

Special Educational Needs

The School will admit children with statements of Special Educational Needs or Education, Health and Care Plan in which Normanton All Saints Church of England (VA) Infant School is named on the Statement or Plan.

Deferred entry to Primary Schools

Where the Governing Body offers a place at a primary or infant school, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday. There may be spring and summer term admissions as a result of parents who have deferred their child's entry.

Any deferred place at the school will be held for that child and will not be available to another child and the deferred place must be taken up during the same school year for which the offer of the school place was made and accepted. Parents cannot defer entry to a school to the next academic year or beyond the beginning of the term following the child's fifth birthday, these types of requests are dealt with under the section below.

Parents can also request that their child attends school part-time instead of full time until the child reaches statutory school age. Schools must accommodate such requests where it appears to be in the best interests of the child.

Admission of children outside their normal age group

Parents can seek school places outside their normal age group. Parents must make an application for their child's normal age group at the usual time however a separate request must also be made at the same time for admission out of the normal age group.

A decision on these types of applications will be made by the Local Authority and Headteacher based on the individual exceptional circumstances of the request based on the information provided by the parents.

Where the decision is to refuse the request there is no right of appeal if the child is offered a place in another year group on the school.

OVERSUBSCRIPTION CRITERIA

- 1 Children in public care or fostered under an arrangement made by the Local Authority (**see note 2**)

VARIATION FOR THE FOLLOWING CRITERIA 2 AND 3.

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 the admission 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.

- 2 A child who, or whose parent/guardian, resides within the parish of Normanton All Saints and whose parent/guardian is on the electoral roll of that church, and who are:

'At the heart of the church'

A regular worshipper. A person who worships at least twice per month for a period of 12 months prior to the closing date for applications. The worshipper could be a parent or the child.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian Commitment is available from **the school**. The form should be signed by the Vicar of Normanton All Saints Parish Church and returned to the school. During an interregnum the form should be signed by a Churchwarden.

A Parent having moved to become resident in the parish mentioned above, having been on the Electoral Roll of and 'At the heart of the church' of another Anglican parish, will qualify upon proof of membership being provided by the Vicar of that other parish. (See notes 1, 3 & 4)

- 3 A child who, or whose parent/guardian, resides within the parish of Normanton All Saints who is in membership of another Christian Church recognised by Churches Together in England (**See Note 5**) and whose parent/guardian is entered on that Church's roll of membership who are:

'At the heart of the church'

A regular worshipper. A person who worships at least twice per month for a period of 12 months prior to the closing date for applications. The worshipper could be a parent or the child.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian Commitment is available from **the school**. The form should be signed by the Minister of that Church and returned to **the school**. During an interregnum the form should be signed by a Churchwarden.

A Parent having moved to become resident in the Parish of Normanton All Saints having been in membership of and 'At the heart of the church' of another Christian Church will qualify upon proof of membership being provided by the Minister of that other parish. (See notes 1, 3 & 4)

- 4 A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school (not nursery) at the proposed date of admission. (**See note 5 – siblings**)

- 5 Children resident within the Admissions Priority Area of the School **(See notes 1 & 4)**
- 6 Children who are attending Normanton All Saints School Nursery immediately prior to date of admission.
- 7 Children resident within the Parish of All Saints, Normanton **(See notes 1 & 4)**
- 8 Other children.

NOTES

1. Map

A map showing the Priority Admission Area is available at the school.

2 Looked after / previously looked after children.

This refers to children who are currently or have been 'looked after':

subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one;

or

Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989;

or

Children who have been adopted from State, Local Authority or other care as defined in the School Admissions Code 2021, 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.

3 Distance

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school. The distance measured will be from the central (centroid) point of applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house and mapping software.

4 Home Address and Residing in

The Home Address is the child's permanent home at the closing date for applications. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of contracts has taken place on the purchase of a property;
or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, or Crown servants returning from overseas, an official letter confirming their date of posting / relocation from the MOD, FCO or GCHQ.

5 **Other Christian churches** (Churches Together in England) – details may be obtained from the school.

6 **Sibling** - The term “Sibling” is defined as:

a full or half brother or sister

a step brother or sister

an adoptive brother or sister

the children of parents living together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household.

Where the admission of siblings from a multiple birth (eg. twins/triplets) would cause the school to rise above its planned Admissions Number, all of the children from the multiple birth will be admitted.

Waiting List

The School Admissions Team at Wakefield MDC on behalf of and in liaison with the school co-ordinates a 1 year waiting list for all year groups. Parents who wish their child to be included on the waiting list must inform the Authority in writing. Any places that become available will be allocated according to the published over-subscription criteria of the Admissions Policy, with no account being taken of the length of time on the waiting list.

The waiting list will be renewed and revised :

- each time a child is added to, or removed from, the waiting list.
- When a child's changed circumstances will affect their order of priority for a school place.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a note of appeal within twenty days of receiving the refusal letter to:

Independent Appeal Clerk
Church of England Voluntary Aided School & Academies
PO Box 1694
Huddersfield
HD1 9DL Tele. 07949707868

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal. If your child is refused a place in Reception or Key Stage 1 because of Government limits on Infant Class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that your child would have been offered a place if the governors' admission arrangements had been implemented.

Admissions Policy REVISION September 2021

SUPPLEMENTARY INFORMATION FORM (SIF) FOR ADMISSIONS TO

NORMANTON ALL SAINTS CHURCH OF ENGLAND (VOLUNTARY AIDED) INFANT SCHOOL

INTRODUCTION

Normanton All Saints Church of England (VA) Infant School is a Church Aided School, which means that members of the Parish of Normanton All Saints and the Diocese of Leeds have contributed towards the building of the school and continue to pay towards its maintenance. The School is designated as a school with a Religious Character and as such is permitted to give application preference to members of a particular faith or denomination.

The purpose of the Supplementary Information Form is to verify the Christian commitment of a parent/guardian applying for a place at Normanton All Saints Infant School. You **must complete this form** if you want your application to be considered using the Christian commitment Oversubscription Criteria of **The Schools** admissions policy.

I – Name	
Of - Address	
Parent / Guardian of (Child's name)	Child's Date of Birth

Declare Christian Commitment, for at least 12 months prior to this closing date for applications, described as:

'At the heart of the church' - A regular worshipper who is on the electoral roll/ membership of the church and worships at least twice per month prior to the closing date for application. The worshipper could be a Parent / Guardian or the Child. Please see NOTE on this attendance criteria below.	Please tick
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Parent / Guardian signature	Please print your name
Date	Date

**PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION
See the schools admissions policy to find out who these persons are**

Verified by	Vicar, Rector, Priest in Charge, Minister of Religion etc. (During an interregnum the form may be signed by a Churchwarden).	Comment
Signature		
Please print your name		
Status within the church		
Date		
Your contact address / telephone no.		

NOTE In the event that during the period specified for attendance at worship the church (or in relation to those 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.

Please return this Form to Normanton All Saints Church of England (VA) Infant School, High Street, Normanton. WF6 1NR

by 15th January 2022