Admissions: Sample Policies
Guidance for Governors
July 2019
Sample Policies: Guidance on Admissions Arrangements
Diocese of Leeds - updated July 2019

The sample policies in this document are intended for schools where the governing board are the admissions authority, for guidance purposes, and are not exhaustive. These policies should be read in conjunction with our ‘Admissions: Guidance for Governors’ document.

Whilst every care is taken to ensure the accuracy of information, admissions is a complex and rapidly changing aspect of education and therefore all information contained below should be checked before implementation. Sample policies are attached as appendices, for guidance.

It is the governors’ responsibility to ensure that the school’s admission arrangements comply with the relevant School Admissions Code and takes account of associated Diocesan guidance.

Sample Admissions Policies:

A: includes social/medical need, church criteria and siblings + SIF

B: includes church, sibling and world faith criteria +SIF

C: includes social /medical need, siblings, pupil premium and children of staff

D: includes faith and community proportions

E: secondary specific with church and community proportions and post 16 admissions + SIF and Religious reference

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A: Sample Admissions Policy includes social/medical need, church criteria and siblings + SIF

<INSERT NAME OF SCHOOL>
SAMPLE ADMISSIONS ARRANGEMENTS (Primary) <Insert year 20..-20..>

The Governing Board of <insert name of school> is the admissions authority for the school.

The planned admissions number for admission to the reception class in the school year commencing <insert date September 20..> will be a maximum of <insert PAN>.

The school will admit children with statements of Special Educational Need or an Education and Health Care Plan in which the school is named on the Statement/ EHCP.

Making an application for entry to Reception year
Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of <insert date ............... 20..>.

By law, no infant class may normally contain more than thirty children. The Governing Board will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

Admission procedures
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 Governing Board allocates the available places in accordance with its published admissions arrangements. In the event that there are more applications than places available, the Governing Board will allocate places using the criteria on page 2, which are listed in order of priority.

If you wish to apply under a Christian commitment criteria you must complete the Supplementary Information Form (SIF) and return it to the school by <insert date .... 20..> It is a parental responsibility to return this completed form to the school. If you do not do so the school will not be able to rank the application against any of the Christian commitment criteria.

The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date <.... April 20..>.

Over subscription criteria
Where the number of applications received exceeds the planned admission number of the school the Governing Board will apply the following criteria in strict order of priority:

1. Children who are ‘looked after’ by the Local Authority in accordance with section 22 of the Children Act 1989 (i.e. a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were ‘looked after’ but have been adopted or have become subject to a child arrangement order or special guardianship order.

2. Children who have a medical or social need who are recommended by the appropriate designated medical officer or social worker where this school is deemed to be the most suitable school, (supporting evidence, in writing, should set out the particular reasons, and the difficulties that would be caused if the child had to attend another school).
3. A child who, or whose parent(s)/guardian(s), reside(s) within the parish of <insert name of Parish> and who are:
   a) ‘At the heart of the church’ See notes 5a, 5c, 5d
   b) ‘Attached to the church’ See note 5b, 5c, 5d

4. A child who has a sibling (including a half-, step- or adoptive brother or sister) who will be attending the school at the proposed date of admission.

5. A child whose parent(s)/guardian(s), reside(s) within the parish of <insert name of Parish>, who are members of another Christian Church recognised by Churches Together in Britain and Ireland or one which fully subscribes to a Trinitarian creed and who are:
   a) ‘At the heart of the church’ see note 5a, 5c, 5d
   b) ‘Attached to the church’ see note 5b, 5c, 5d

6. A child who resides within the parish of <insert name of Parish>

7. Other children

For definitions and additional explanations, please see Notes section at the end of the arrangements

Tie Breaker
Where there are more applications than available within any one of the above criteria applications will be allocated to those living closest to the school.

Where two or more applicants live equidistant from the school, as measured by the Local Authority, the remaining places will be allocated by random allocation; this process will be independently supervised.

Waiting Lists
Where an application has been unsuccessful parents/guardians may request that the child’s name is added to the waiting list. The waiting list will be maintained until the end of the autumn term. Any places that become available will be allocated according to the published oversubscription criteria of the admission arrangements with no account being taken of the length of time on the waiting list.

In accordance with the School Admissions Code as soon as school places become vacant the Governing Board must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child’s name on a waiting list does not affect a parent’s/guardian’s right of appeal against an unsuccessful application.

It should be noted that children, who are subject of direction by a Local Authority to admit or who are allocated in accordance with an In-Year Fair Access Protocol (The School Admission Code), must take precedence over those on a waiting list.
Appeals
Where governors are unable to offer a place because the school is oversubscribed, 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 Board’s decision to refuse admission must submit a notice of appeal in writing within 20 days of receiving the offer letter to <insert name and contact details of Appeals Clerk or Chair of Governors>

Please note the right of appeal against the governors’ decision does not to prevent you from making an appeal in respect of any other school.

In-year admissions
Parents/carers seeking to transfer a child to the school/academy during the school year should make an application by completing the In-Year Admissions Form which is available from ……………………… Forms should be returned to ………………………
Following receipt Governors will inform parents/carers whether a place has been offered within ……………………… days.

Where more applications are received than places available the over-subscription criteria will be used to support the decision.

Parents/carers making an application under the faith criteria should complete a Supplementary Information Form and return to the school at the same time as the in-year common application form.

Children below statutory school age
- 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.
- 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.
- 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 the 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.

Summer born children (children born between 1st April and 31st August)
The majority of parents/carers apply and take up a reception place in the school year in which their child will reach the age of five. However, there may be exceptions where parents feel this is
not in the best interest of the child and request that the child’s place is deferred. The non-statutory guidance issued by the Department for Education (DfE July 2013) states:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

Applications need to be made under the normal round expressing the wish that the child be admitted the following year. This will be discussed through a joint agency meeting and a decision will be made in the best interests of the individual child.
Notes

1. A map showing the ecclesiastical parish boundary(ies) is available <at the school/ on the school website / attached to this arrangements>. 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 being calculated (in a straight line) from the school to the child’s permanent address using the Local Authority electronic mapping system.

2. Parents
   ‘Parents’ include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms.

4. The home address and residing in
   The address must be where the child lives permanently. If the residency is split between two parents the address must be where the child lives for the majority of the time. If the residency is split equally between two parents they can nominate the address they wish to use for the allocation of a school place.

   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, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

5a. At the heart of the church
   ‘At the heart of the church’ refers to a regular worshipper. This means a person who worships at least twice per month and has done so for the <12/24> months prior to the closing date for applications. The worshipper could be the child or one or more parent(s)/guardian(s).

5b. Attached to the church
   ‘Attached to the church’ refers to a regular but not frequent worshipper. This means a person who usually worships at least once a month and has done so for the <12/24> months prior to the closing date for applications. The worshipper could be the child or one or more parents/guardians.

5c. A Supplementary Information Form (SIF) to provide confirmation of Christian commitment is attached to this document. The 2 part form should be completed and signed by the parent/guardian and Minister of the Church or during a vacancy by the Church Warden.

5d. Where the child, or parent(s)/guardian(s) have recently moved into the parish evidence of attendance/involvement at the previous parish church will be required and taken into account upon completion of the 2 part Supplementary Information Form (SIF). The form should be completed and signed by the parent/guardian and the Minister of the previous parish.
Please note that it is the parent’s/guardian’s responsibility to return both sections of this form to the school (please ask the Minister to complete section B). If you do not do so the school will not be able to rank the application against any of the faith commitment criteria (i.e. oversubscription criteria 3 and/or 5).

**Part A (to be completed by parent/guardian)**

The school to which you are applying is a voluntary aided Church of England school. The school is designated as a school with a religious character and as such the Governing Board is permitted to give priority to applicants who are of the faith of the school.

The Supplementary Information Form is to verify the Christian commitment of the parent(s)/guardian(s) applying for a place at a voluntary aided Church of England school. This form should be completed if you want your application to be considered using the Christian commitment oversubscription criteria of the school Admissions Arrangements.

Please read the school’s Admissions Arrangements before completing this form.

**<Insert School Name>**

School address

Supplementary Information Form

Child’s Full Name

______________________________

Date of Birth ________________________________

Address ____________________________________________________________________________

Postcode ________________________________

Parent/Guardian Name______________________________Tel. No. __________________________

Declaration of Christian commitment for at least the previous <12/24> months prior to the closing date for applications

Do you regularly worship in an Anglican Church or any other Christian Church? Yes/No

If yes do you consider yourself to be:

**At the heart of the church?**  
(please see Admission Policy notes)  
Yes/No

**Attached to the church?**  
(please see Admission Policy notes)  
Yes/No

Name and address of church:

__________________________________________

__________________________________________

__________________________________________
Part B (to be completed by Minister)

Please ask the Minister of your church to complete the section below:

The parent(s)/Guardian(s) have given your name as a referee to support the Admissions Application for their child to be admitted to <insert name of school>.

Please confirm the following:

To the best of my knowledge the above child, parent(s)/guardian(s) worship at this church at least twice per month hand have done so for the last <12/24> months

Yes/No

or

To the best of my knowledge the above child, parent(s)/guardian(s) have attended a monthly service and/or are regularly involved in a weekday church activity including an element of worship and have done so for the last <12/24> months.

Yes/No

Name ________________________________ (signed)

______________________________ (printed)       Date ______________________________

Church/Parish ________________________________

Tel No: ________________________________

Email: ________________________________

THE COMPLETED SUPPLEMENTARY INFORMATION FORM SHOULD BE RETURNED TO THE SCHOOL NO LATER THAN <insert date>
School Vision/Ethos Statement
<Insert school vision/values/ethos statement>

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Admissions
<Insert school name> is a Church of England voluntary aided primary school and as a voluntary aided school, the Governing Board is the admissions authority. The school has a planned admission number of <Insert PAN> places per year group.

Children with a statement of Special Educational Need or an Education and Health Care Plan which names this school will be admitted to the school without reference to the oversubscription criteria below.

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of <Insert date>.

Oversubscription Criteria
In the event of there being more applicants than there are places, the Governors’ Admission Policy will be applied as follows:

1. ‘Looked after’ children (i.e. a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were previously ‘looked after’ but have been adopted or have become subject to a child arrangement order or special guardianship order.

2. A child who, or whose parent(s)/guardian(s) reside(s) within the parish boundary(ies) of <Insert name of parish> and are connected to a Christian Church in the following order:
   (a) At the heart of the church
   (b) Attached to the church
   (see notes 2, 2a, 2b, 2c, 6 and 7)

3. Children who have siblings who will still be attending the school at the expected time of admission. (see note 3)

4. A child who, or whose parent(s)/guardian(s) resides within the parish boundary(ies) of <Insert name of parish> and who is a worshipping member of a place of worship of one of the major world faiths represented in Britain, other than Christianity. (see note 4 and 4a)

5. Other children.
**Tie Breaker**
Where there are more applications than available within any one of the above criteria applications will be allocated to those living closest to the school.

Where two or more applicants live equidistant from the school, as measured by the Local Authority, the remaining places will be allocated by random allocation; this process will be independently supervised.

**Appeals**
Parents/guardians of children who are not offered a place have the right to appeal. If a parent / guardian wish to appeal they must do so in writing within 20 days of being informed of the offer of a school to <insert name and contact details>

**Waiting lists**
Where a child is refused an offer of a place in the school, the parents may request that the child’s name be placed on the school’s waiting list. The waiting list will be maintained for the remainder of the academic year for which the application was made. Waiting lists will be maintained in order of the oversubscription priorities.

**In year admissions**
Parents/carers seeking to transfer a child to the school/academy during the school year should make an application by completing the In-Year Admissions Form which is available from .................................. Forms should be returned to ..........................................

Following receipt Governors will inform parents/guardians whether a place has been offered within.............................. days.

Where more applications are received than places available the over-subscription criteria will be used to support the decision. Parents/guardians making an application under the faith criteria should complete a Supplementary Information Form and return to the school.

**Notes**
1. Attendance at nursery does not guarantee a place in a main school. Parents must complete the Local Authority Common Application Form for a place in reception and apply within the normal admissions procedures.

2. Christian Church means a church that is affiliated to the Council of Churches of Great Britain and Ireland, or a church which is in full sympathy with its Trinitarian stance.

2a. A Supplementary Information Form (SIF) is required to provide confirmation of Christian commitment and is attached to this policy. The 2 part form should be completed and signed by the parent/guardian and Minister of the church, or during a vacancy by the Church Warden.

2b. At the heart of the church refers to a regular worshipper. This means a person who worships at least twice per month and has done so for the <12/24> months prior to the closing date for applications. The worshipper could be the child or one or more parent(s)/guardian(s).

2c. Attached to the church refers to a regular but not frequent worshipper. This means a person who usually attends worship at least once a month and has done so for the <12/24> months prior to the closing date for applications. The worshipper could be the child or one or more parents /guardians.

3. Siblings include a half, step or adoptive brother or sister.

4. For the purposes of this policy, the major world faiths represented in Britain, other than
Christianity comprise: Buddhism, Hinduism, Islam, Judaism and Sikhism.

4a. A Supplementary Information Form (SIF) to provide confirmation of your faith commitment is attached to this policy. The 2 part form should be completed by the parent/guardian and the Faith Leader of your place of worship.

5. A map showing the parish boundary is available at the school

6. The ‘home address’ and ‘residing in’, refers to the address where the child lives permanently. If the residency is split between two parents the address must be where the child lives for the majority of the time. If the residency is shared equally between two parents they can nominate the address they wish to use for the allocation of a school place.

Admission of pupils below statutory school age

- Children will be admitted in to Reception in September after their 4th 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.
- 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 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.

Summer Born Children (children born between 1st April and 31st August)

The majority of parents/carers apply and take up a reception place in the school year in which their child will reach the age of five. However, there may be exceptions where parents feel this is not in the best interest of the child and request that the child’s place is deferred. The non-statutory guidance issued by the Department for Education (DfE July 2013) states:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

Applications need to be made under the normal round expressing the wish that the child be admitted the following year. This will be discussed through a joint agency meeting.
Please note that it is the parent’s/guardian’s responsibility to return both sections of this form to the school (please ask the minister/faith leader to complete section B). If you do not do so the school will not be able to rank the application against any of the faith commitment criteria (Oversubscription criteria 2 and/or 4).

Part A (to be completed by parent/guardian)

The school to which you are applying is a voluntary aided Church of England school and as such the Governing Board is permitted to give priority to applicants based on faith criteria.

The Supplementary Information Form is to verify the faith commitment of the parent(s)/guardian(s) applying for a place at a voluntary aided Church of England school. This form should be completed if you want your application to be considered using the faith commitment oversubscription criteria of the school Admissions Policy. Please read the school’s Admissions Policy before completing this form.

Child’s Full Name

________________________________________

Date of Birth ____________________________

Address  ________________________________________________________________________

Postcode ____________________________

Parent/Guardian Name ____________________ Tel. No. __________________

Declaration of faith commitment for at least the previous <12/24> months prior to the closing date for applications:

Please complete section A or B as relevant.

A. Do you regularly worship in a Christian Church? Yes / No

If yes do you consider yourself to be:

At the heart of the church (please see Admission Policy notes) Yes/No

Attached to the church (please see Admission Policy notes) Yes/No

B. Are you a worshipping member of a place of worship of one of the major world faiths represented in Britain? Yes/No

(Please see Admission Policy notes)

Name and address of church/place of worship:

________________________________________
Part B (to be completed by Minister/Faith Leader)

Please ask the Minister/Faith Leader of your church/place of worship to complete the section below:

The parent(s)/guardian(s) have given your name as a referee to support the Admissions Application for their child to be admitted to <insert name of school>.

Please confirm the following to the best of your knowledge:

The above child and/or one or more parent(s)/guardian(s) worship at this church/place of worship at least twice per month and have done so for the last <12/24> months. 

Yes/No

or

The above child and/or one or more parent(s)/guardian(s) worship at this church/place of worship on a monthly basis and/or are regularly involved in week day activities which includes an element of worship and have done so for the last <12/24> months.

Yes/No

Name____________________________(signed)

____________________________(printed) Date____________________________

Position in the Church/Place of Worship ________________________________

Church/Place of Worship ________________________________

Tel No: ________________________________

Email: ________________________________
The school’s Governing Board is the admissions authority for this school. The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally.

The school covers an age range of <insert age range> and the maximum admission number is <insert PAN>. If the number of applications received does not exceed the admission number, all preferences will be met. If there are more applications received than places available the Governing Board applies the school’s published admission criteria. The admission criteria are set out below in the order in which places will be offered.

Parents applying for a place in this school must complete a Local Authority Common Application Form expressing up to three school preferences in order.

The closing date for applications for a September 20.. start is <insert date 20..>. The Local Authority will inform parents of the offer on the national offer date <insert date>.

Special Educational Needs
The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure and complies with the Special Educational Needs Code of Practice. The school will admit children where statements of Special Educational Need or an Education Health Care Plan names this school.

Oversubscription Criteria
Where there are more children seeking places than there are places available, places will be allocated using the following order of priority:

Priority 1 Children who are ‘looked after’ by a local authority in accordance with section 22 of the Children Act 1989 (i.e. a child who is in the care of a local authority or provided with accommodation by that authority) and children who were ‘looked after’ but have been adopted or become subject to a child arrangement order or special guardianship order.

Priority 2 Children who have a medical or social need who are recommended by the appropriate designated medical officer or social worker where this school is deemed to be the most suitable school, (supporting evidence, in writing, should set out the particular reasons, and the difficulties that would be caused if the child had to attend another school).

Priority 3 Children who reside within the parish boundary(ies).

Priority 4 Siblings of children already attending the school who will still be on roll at the time the younger child is admitted, and who live outside the parish boundary(ies).

Priority 5 Children who are eligible for the early years pupil premium, the pupil premium and also children eligible for the service premium.
**Priority 6** Children of a member of staff who has been (a) employed by the school for two or more years at the time at which the application is made or (b) recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Priority 7** Any other children, giving priority to those whose home is nearest to the school, the distance being calculated (in a straight line) from the school to the child’s permanent address using the Local Authority electronic mapping system.

**Notes**
- Siblings include half-, step- or adoptive brothers or sisters.
- Admission to Nursery does not guarantee a place in main school.
- Early years pupil premium is additional funding paid to support disadvantaged children receiving government-funded early education, per section 7 of the Childcare Act 2006. Pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. Service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel
- A map of the parish boundary(ies) is available on the school website or from the school office.

**Tie Breaker**
Where there are more applications than available within any one of the above priority levels applications will be allocated to those living closest to the school.

Where two or more applicants live equidistant from the school, as measured by the Local Authority, the remaining places will be allocated by random allocation; this process will be independently supervised.

**Appeals**
If a child is refused entry on any of these criteria the parents have the right to appeal in writing to the Admissions Appeal panel within 20 days of receiving the offer letter. Details of this can be obtained from the school office and school website: <insert school web-address>.

**Waiting lists**
Where a child is refused an offer of a place in the school, the parents may request that the child’s name be placed on the school’s waiting list. The waiting list will be maintained for the remainder of the academic year for which the application was made. Waiting lists will be maintained in order of the oversubscription priorities.

**Admissions outside the normal admission round (in year transfers)**
Parents/carers seeking to transfer a child to the school/academy during the school year should make an application by completing the In-Year Admissions Form which is available from …………………. Forms should be returned to ……………………………
Following receipt Governors will inform parents/carers whether a place has been offered within …………………. days.

Where more applications are received than places available the over-subscription criteria will be used to allocate please.
N.B. The following two sections are only for schools admitting children to Reception year.

Admission of children below compulsory school age
- 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.
- 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.
- 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.

Summer born children (children born between 1st April and 31st August)
The majority of parents/carers apply and take up a Reception place in the school year in which their child will reach the age of five. However, there may be exceptions where parents feel this is not in the best interest of the child and request that the child’s place is deferred. The non-statutory guidance issued by the Department for Education (DfE July 2013) states:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

Applications should be made under the normal round expressing the wish that the child be admitted the following year. This will be discussed through a joint agency meeting.
D: Sample Admissions Policy includes faith and community proportions + SIF

<INSERT NAME OF SCHOOL and Nursery>

Sample Admissions Policy <20.. – 20..>

School Vision/Ethos Statement
<Insert school vision/values/ethos statement>

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Admissions
<insert school name> is a Church of England voluntary aided primary school and as a voluntary aided school, the Governing Board is the admissions authority. The school has a planned admission number of <insert PAN> places per year group.

Children with a statement of Special Educational Need or an Education and Health Care Plan which names this school will be admitted to the school without reference to the oversubscription criteria below.

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of <insert date>.

Children are admitted into school at two stages; either into the Nursery unit or into the main school. 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 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.

Children will enter school on a full time basis* during the academic year (September to August) in which they will be five. All children will be admitted in September, with a phased entry during the early weeks, based upon date of birth.

*Notes.
  * 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.

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.

**Summer born children**

Parents or guardians may request that their child:
(i) defer entry until the next academic year but remain within the same chronological year group, entering in Year 1
(ii) defer entry until the next academic year, out of their normal age group, e.g. to Reception rather than Year 1. (parents should still apply in the normal admissions round and indicate this on the preference form). Such requests should be addressed to the headteacher. Evidence will be requested from appropriate professionals for (ii) above to be considered.

**Church proportion places**

Applicants to the school under the Church proportion must complete the school supplementary information form, in addition to the Local Authority application form. The supplementary information form must be submitted to the school at the same time as the Local Authority application form is submitted.

Children with a statement of special educational needs or Education and Health Care Plan that names the School, will be admitted without reference to the oversubscription criteria below.

The Governors have agreed that the following criteria shall apply to all applications for admission to main school (not Nursery):

**Section 1. The Church Proportion shall be 50% (15 children)**

*If within the Church Proportion there are more applicants than places available, the remaining places will be allocated to those qualifying applicants in the following priority order. Applications for places in this category should be supported by a written reference from the relevant vicar / minister (categories 2-5) or a copy of a Baptism or Dedication Certificate (category 6).*

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangement or special guardianship order
2. The child has a brother or sister (including stepbrother/sister living at the same address) already attending the school who will continue at the school in the year for which the applicant is applying.
3. Family and/or child involvement in worship at a church in the parishes of *<name of parish(es)>.*
4. Family and/or child involvement in worship of other Church of England Parishes which have no Church School and for whom this is the nearest Church of England Primary School.
5. Family and/or child involvement in worship of congregations of any other Christian Church for whom this is the nearest Church of England Primary School.
6. Children who have been baptised or dedicated within a Christian Church and for whom this is the nearest Church of England Primary School.

**NOTES.**

- In the event of oversubscription tie breakers will be used, in the order published, to determine fair allocation:
A) Those children whose permanent home address is nearest to the school. (Nearest means a direct line between the child’s permanent home address and the main entrance of the school building, as defined by the computer software used by the Local Authority)

B) In the unlikely event of two or more applicants still being equal random allocation will be used.

- Multiple siblings: Where one or more of the siblings would meet a place under normal criteria, it is expected that all remaining multiple birth siblings will be admitted as excepted pupils.
- If the church concerned is NOT a member of the Council of Churches of Britain and Ireland or its national boards, the minister will be asked to confirm that the church (1) accepts the doctrine of the Holy Trinity as commonly understood and (2) is in sympathy with the basis of Churches Together in England.
- ‘Nearest Church of England Primary School’ is determined by a direct line measurement between the child’s home and the school including C of E schools in neighbouring authorities.
- Family and/or child involvement in worship is judged against the following criteria:
  - Priority a) – Parent(s) and/or children who are **At the heart of the church**, (worship at least twice a month or more frequently)
  - Priority b) – Parent(s) and/or children who are **Attached to the church**, (worship monthly) Priority c) – Parent(s) and/or children who are **Known to the church**, (infrequent worshippers)

  The qualifying period is a minimum of 24 months prior to the closing date for applications

Any places not allocated within this proportion will be added to the percentage allocated under the Non-Church Proportion.

Section 2. The Non-Church Proportion shall be 50% (15 children)

*If within the Non-Church Proportion there are more applicants than places available, the remaining places will be allocated to those qualifying applicants in the following priority order:*

1. The child has a brother or sister (including stepbrother/sister living at the same address) already attending the school who will continue at the school in the year for which the applicant is applying.
2. Those children whose permanent home address is nearest to the school. (Nearest means a direct line between the child’s permanent home address and the main entrance of the school building, as defined by the computer software used by the Local Authority)

**NOTES.**

- In the event of oversubscription tie breakers will be used to determine fair allocation:
  - A) Those children whose permanent home address is nearest to the school. (Nearest means a direct line between the child’s permanent home address and the main entrance of the school building, as defined by the computer software used by the Local Authority)
  - B) In the unlikely event of two or more applicants still being equal random allocation will be used.
- Multiple siblings: Where one or more of the siblings would meet a place under normal criteria, it is expected that all remaining multiple birth siblings will be admitted as excepted pupils.
- Any places not allocated within this proportion will be added to the percentage allocated under the Church Proportion.
**Appeals and Waiting List**

If parents receive notice that a place has not been offered to their child they may, if they wish, appeal, in writing, within 20 days to <name of Chair of Governors / Clerk / Local Authority Appeals>. In addition to their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria and will be maintained to the end of the year for which the application was made.

**In year applications** are made directly to the school, in line with nationally agreed admissions practices. All in year applicants should, in the first instance, contact <name of school> on <telephone number>. Please refer to the school’s waiting list policy for further clarification.
Applications for a Church place **MUST COMPLETE THIS FORM.**

If you are applying for a community place it would be very helpful to us if you would complete sections 1 and 2. Everyone filling in the form should complete section 5.

**EVERYONE TO COMPLETE**

1. **YOUR CHILD**

Full name ....................................................................................................................................................

Gender..................................

Date of birth ..................

Parent(s) names
...............................................................................................................................................................
...............................................................................................................................................................

Permanent address
...............................................................................................................................................................
...............................................................................................................................................................
...............................................................................................................................................................
Post code ...........................

Tel ....................................................

2. **BROTHERS OR SISTERS ALREADY AT <name of school>**

Do you have a child already attending the school? YES /
NO Will they be there in September <year> YES /
NO

Name(s)
............................................................................................................. Class ........
............................................................................................................. Class ........
............................................................................................................. Class ........
............................................................................................................. Class ........

**IF APPLYING FOR A CHURCH PLACE - PLEASE COMPLETE SECTIONS 3 & 4 IF NOT GO TO SECTION 5 AND SIGN & DATE.**
3. **CHURCH PLACE APPLICATIONS**

**LINKS WITH CHURCH**

This section MUST be completed (if applicable)

Your religious denomination
........................................................................................................................................

Your Church’s name (e.g. St Philip’s)
........................................................................................................................................

What are your / your child’s links with this Church?
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

Has your child been baptised or dedicated as a Christian. YES / NO (Copy of Certificate
or written Reference Attached)
........................................................................................................................................

4. **CHURCH REFERENCE**

This section MUST be completed (if applicable)

Name of Vicar / Minister / Pastor
........................................................................................................................................

Address
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................Post code ........................................................................

Tel ............................................................

We will contact the name you have given as a Church reference. We will also ask to see proof of
dedication/baptism. It is advisable to contact the Vicar/Minister/Pastor in advance to inform them that
you have named them as a Referee.
........................................................................................................................................

5. I wish to apply for my child to be admitted to <Name> Primary School in the Academic Year
beginning September <year>

Signed ...............................................................................................................................Parent /
Guardian

Date ........................................

----------------------------------------------------------------------------------------

YOU MUST RETURN THIS FORM TO <name of school> BY <date>:
Aims of Policy
<To outline school policy regarding admissions>

Policy Statement
<Name of School>, reflecting its Christian ethos, welcomes those who are members of the Church community and those who are members of the local community.

Children with statements of Special Educational Need or Education Health Care Plans, naming Immanuel College, will be allocated a place at the school. This is a statutory entitlement (under Section 324 of Education Act 1996) and is not part of the oversubscription criteria.

We are a Church of England <Voluntary Aided School /Academy> and therefore the governors are the admissions authority for the school.

The admission number for Years 7 – 11 is 240 per year group

Governors will apply the following policy only in the event that there are more applications than places available.

APPLICATIONS TO YEARS 7-11

Priority 1
Governors give first priority to all students who are in Local Authority Looked After care including Adopted children; those with a Residency Order, Child Arrangement Order and those with Special Guardianship immediately following being ‘Looked After’

After this allocation, places will be offered as follows:

Priority 2: ‘Church Places’ Category
Up to 50% of the remaining places will be allocated in the following order:

a) Frequent worshippers at a Christian\(^1\) church. The worshipper may be the child, or one or more parents/carers. A frequent worshipper is one who attends worship at least twice a month or more frequently at a Christian\(^1\) church for the last two years.\(^4\)

b) Regular but not frequent worshippers at a Christian\(^1\) church. The worshipper may be the child, or one or more parents/guardians. A regular worshipper is one who attends worship at least once a month at a Christian\(^1\) church for the last two years.\(^4\)

c) Children who have had a service of baptism, blessing or dedication within a Christian\(^1\) church.

d) Children who are at the time of application pupils at a Church of England school within the school’s Priority Area\(^5\) (a list of these schools is included at appendix< x>).

e) Children who are at the time of application pupils at a Catholic Primary inside the school’s Priority Admission Area\(^5\) (a list of these schools is included at appendix< y>).
f) Children who are at the time of application pupils at a Church of England school outside of the school’s Priority Admission Area\(^5\) but for whom this is the nearest Church of England Secondary provider.

g) Those children of <School name> staff who have shown their commitment to the church school ethos by working at the school for two years or more at the time at which the application is made.

*In the event of oversubscription in any one of the above oversubscription criteria the following tie breakers will be used:*

**Tie Breaker 1:** those children who have a permanent address nearest\(^2\) to the school.

**Tie Breaker 2:** In the unlikely event of two or more applicants living equidistant from the school, the remaining places will be allocated by the drawing of lots.

Any unallocated places within the ‘Church Places’ will be added to the number of ‘Community Places’ available.

Applications for places within this ‘Church Places’ category of Priority 2 should be supported by the Supplementary Form (Appendix A) and the Minister’s Confidential Reference Form (Appendix B) completed by the relevant Vicar/Minister. The forms are published below as Appendix A and Appendix B and can be obtained from school and also from the Local Authority. The completed supplementary forms should be returned to <school name> by <closing date>. Please note: if the sole grounds for applying for a church place is attendance at a Church of England or Catholic school, it is not necessary to complete a Supplementary Form.

Please note it is the parental responsibility to ensure that the Supplementary form is submitted to the school, failure to do this will result in the application being ranked within ‘Community Places’ below.

**Priority 2: ‘Community Places’ Category**

*Up to 50% of the remaining places will be allocated in the following order:*

a) Those children whose permanent address is inside the local authority’s Priority Admission Area\(^5\) for <school name> and have a brother or sister\(^3\) already attending <school name> who will be continuing at the school in the year for which the application is made.

b) Those children whose permanent address is inside the local authority’s Priority Admission Area\(^5\) for <school name>.

c) Those children whose permanent address is outside the local authority’s Priority Admission Area\(^5\) for <school name> and have a brother or sister\(^3\) already attending <school name> who will be continuing at the school in the year for which the application is made.

d) Those children whose permanent address is outside the local authority’s Priority Admission Area\(^5\) for <school name> and have a permanent address nearest\(^2\) to <school name>.

*In the event of oversubscription in any one of the above oversubscription criteria the following tie breakers will be used:*

**Tie Breaker 1:** Those children whose permanent home address is nearest\(^2\) to the school.

**Tie Breaker 2:** In the unlikely event of two or more applicants living equidistant from the school, the remaining places will be allocated by the drawing of lots.

Any unallocated places within the ‘Community Places’ will be added to the number of ‘Church Places’
Right of appeal
Unsuccessful applicants have the right of appeal to an independent appeals panel. Appeal forms are available from the Local Authority’s Admission Team, telephone 01274 385967. Appeals should be made in writing within 20 days of receipt of the letter and sent to the address on the form.

APPLICATIONS TO POST 16
All existing year 11 students at <school name> who wish to enrol for post 16 places are entitled to do so, providing that an appropriate viable course is available and students meet the requirements for entry to the chosen post 16 courses.

External applications for a place in year 12
Places are available for external applicants. Places will be offered subject to appropriate, viable courses being available and students meeting the entry requirements.

The maximum number of places from other schools for academic year <20..-20..> will be <insert appropriate PAN > students.
If the number of external applicants exceeds the number of places available, the over-subscription criteria for pupils entering Year 7 will apply.

The application process for external candidates is as follows:
   i.  Post 16 application form (appendix <2>) provided by the school office, completed and returned by < insert closing date>
   ii. Student invited to discuss provisional subject choices appropriate to the student’s ability, interests and predicted GCSE results up to October half term 2016
   iii. Letter of acceptance sent after the interview.
   iv.  Current school contacted for information on predicted grades (appendix <β>)
   v.   Students to provide proof of external examination results before attending <school name> Post 16 provision.

Footnotes
1.  Christian in this policy is defined by those churches who are members of the ‘Churches Together in Britain and Ireland’ or who assent to the Nicene Creed.
2.  Nearest in this policy is calculated by a direct line from the Ordnance Survey address point of the child’s permanent address to the main Reception entrance of Immanuel College as defined by the computer software used by Bradford Local Authority
3.  Brother or sister in this policy are brothers or sisters who are blood relations, step brothers and sisters and adopted and fostered children who live at the same address.
4.  Two years in this policy means that if a child or parent/carer has moved place of worship within the two years the previous place of worship can be used but this must be evidenced by another Minister’s Confidential Reference.
5.  Priority Admission Area in this policy is defined by the area shown by the map attached at the end of this policy (Appendix <μ>) and is also on the school’s and Local Authority’s website: (insert link).

Notes for “Transition” Admissions for September start for Year 7
Please note that in the case of any Year 6 student applying for a Year 7 ‘Community Place’ at <school name>, the applicant should name this school on the Common Application Form.

For any Year 6 student applying for a Year 7 ‘Church Place’, <school name> own Supplementary information Form and the Minister’s Confidential Reference form must also be completed. The Supplementary Form and Minister’s Confidential Reference Form are attached to this policy as Appendix A and Appendix B and are also
available from school as well as the Local Authority. These should be returned to <school name> by the closing date, <date>.

The closing date for applications is 31 October and national offer date is 1 March unless either of these falls on a weekend or school holiday. In the event that 31 October or 1 March is not a ‘school day’ the date will be the nearest working day after that date.

**Waiting List**
Where a Year 6 child is refused an offer of a Year 7 place at <school name> due to oversubscription, parents and carers may contact the Local Authority Admissions Team and request that their child’s name be placed on the waiting list. The waiting list will be maintained by the Local Authority until 31 December of the academic year for which application was made. Waiting lists will be maintained in order of the oversubscription criteria.

**Notes for Admissions to Years 7-11 at any time of year (in year admissions)**

Any parent or carer who would like to apply for a place at <school name> for Years 7-11 at any time other than transition (see above) must complete an ‘in-year common application form’ which is available from the Local Authority and should be returned to them. If the application is for a church place, a Supplementary Information form and Minister’s Confidential Reference form should also be completed and returned to <school name>. The Supplementary Form and Minister’s Confidential Reference Form are attached to this policy as Appendix A and Appendix B and are also available from school as well as the Local Authority and should be returned to <school name> separately from the ‘in-year common application form’ after completion.

Please note that all admissions to <school name> for Years 7-11 are co-ordinated by the Local Authority.
### APPENDIX A

**<SCHOOL NAME>**

**SUPPLEMENTARY INFORMATION FORM**

**APPLICATION FOR A CHURCH PLACE**

<table>
<thead>
<tr>
<th>(CHILD)</th>
<th>First name(s)</th>
<th>Section 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last name</th>
<th></th>
</tr>
</thead>
</table>

**Date Received**

**Date of Birth**

**Present School**

**Parent(s)/Guardian(s) name(s)**

**Permanent Address**

<table>
<thead>
<tr>
<th>Postcode:</th>
<th>Tel:</th>
</tr>
</thead>
</table>

**BROTHERS OR SISTERS AT SCHOOL**

This section should be completed if applicable

Will the child have a brother or sister* at **<school name>** who will be continuing at this school in the year for which the applicant will be admitted? Yes / No  *Brother or sister in this policy are brothers or sisters who are blood relations, step brothers and sisters and adopted and fostered children who live at the same address.*

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Form(s)</th>
</tr>
</thead>
</table>

**LINKS WITH CHURCH**

This section should be completed if applicable

**Your religious denomination**

**Your church’s name (e.g. St John’s)**

**What are the child’s links with this church?**

**What are the parent(s)/guardian(s)’ links with this church?**

**CHURCH REFERENCE**

**Name of Vicar/Minister/Pastor**

**Address**

<table>
<thead>
<tr>
<th>Postcode</th>
</tr>
</thead>
</table>

| Tel No: |

It is essential that you tell this person that you have given his/her name as a referee and ask him/her to submit the confidential reference direct to the address below.

**LINKS WITH SCHOOL** (Only for staff members who have worked at **<school name>** for two or more years)

**Date when present employment commenced**

I apply for my child to be admitted to Immanuel College

<table>
<thead>
<tr>
<th>Signed</th>
<th>(Parent/Guardian)</th>
<th>Date:</th>
<th>(Year)</th>
</tr>
</thead>
</table>

**Completed application should be sent on this form to: The Principal, **<school name and address>**
APPENDIX B

<SCHOOL NAME>

Minister’s Confidential Reference

CHILD:  

Parent(s)/Guardian(s)’ name(s):  

Ministers, Vicars, Priests - please tick the appropriate boxes after reading the NOTES at the foot of this page

I can confirm that....

PRIORITY 2a – The child or one or more parent(s)/guardians(s) [delete as applicable] is a ‘frequent worshipper’ at my church
ie worships* at least twice a month or more frequently for the last 2 years

PRIORITY 2b – The child or one or more parent(s)/carer(s) [delete which is not applicable] is a ‘regular but not frequent worshipper’ at my church
ie worships* at least monthly for the last 2 years

PRIORITY 2c – The child has had a service of baptism, blessing or dedication in this church

If the child and parent(s)/carer(s) are unknown to you, or do not meet any of the above criteria, please tick the box

NOTES TO MINISTER – PLEASE READ BEFORE COMPLETING FORM ABOVE

1. * ‘worship’ can mean weekday activities at your church that include an element of Christian worship.

2. The frequency of worship* should be determined over a two year period. If the applicants are new to the area, applicants will also need to contact the Minister of their previous church who will also need to fill in a Confidential Reference

Signed: ____________________________  Vicar/Minister/ Priest/Pastor of: ____________________________  Date: ______

Please return this form to: The Principal , <school name and address>  THANK YOU

FOR YOUR KIND ASSISTANCE
If your question has not been answered by these FAQs, please contact the named adviser for your school or email info.ed@leeds.anglican.org

Useful resources:

These policies should be read in conjunction with our ‘Admissions: Guidance for Governors’ document. Available on the diocesan website.

School admissions Code 2014:  

School Admissions Appeals Code 2014:  

Fair Access Protocols:  

Office of the Schools Adjudicator  