



Kirkstall St Stephen's Church of England (VA) Primary School

Admissions Policy 2026/2027

Introduction

This document sets out the admission arrangements of Kirkstall St Stephen's Church of England (VA) Primary School.

For the purposes of this policy, the Governing Body is the admission authority.

Process

Applications for admission to the school should be made online using the Local Authority Common Application Form by the national closing date of 15th January.

The Local Authority will inform parents/carers of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.

Kirkstall St Stephen's Church of England (VA) Primary School has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if enough applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

1. **'Looked After Children'** in public care or fostered under an arrangement made by the local authority or children previously looked after by the local authority or who were previously in state care outside of England. (See note A)
2. **Siblings** Children who have at least one sibling attending Kirkstall St Stephen's C of E (VA) Primary School at expected time of admission. (See note C)
3. **Faith places** Up to 50% of the remaining available places will be allocated according to the following 'faith based' criteria. If within the faith proportion there are more applicants than places, the remaining places will be allocated to those qualifying applicants in the following priority order:

3.1 Children whose parent/s have worshipped regularly at Kirkstall St Stephen's or St Mary's Church, Hawksworth Wood. (see notes B & D)

3.2 Children whose parent/s/ carers have worshipped regularly at another Christian church. (See note B & D)

A parent or parents/ carers wishing to apply against the faith-based criteria must complete and submit a Supplementary Application Form (SIF) to the school before the deadline date. The parents/carers must ensure that their referee either stamps the form with the Church stamp, or they attach a signed sheet of the church's letterheaded paper. This will help to authenticate the reference. If no reference is provided for the school, the application will be considered under the community places criteria. It is the parent's/carers responsibility to ensure that the completed Supplementary Form is returned to the school before deadline day.

If the remaining places available after the priority 2 allocations leaves an odd number, then priority 4 and 5 will take the high share. (for example, 1 Looked After Children, 10 siblings ranked leaving 19 places left to be ranked- 9 would be offered to faith-based applications and 10 to the remaining applications.)

If an applicant who submits a faith reference is unsuccessful in gaining a place because there are more applicants than places available, they will be considered under the next most appropriate criteria.

4. **Catchment area – Parish Boundaries** Children living within the parish boundaries of Kirkstall St Stephen's or St Mary's Church, Hawksworth Wood (see note E)
5. **Community places** any other children, by straight line distance (see note F)

Tie-breaker

Proximity to the school. We will measure the distance by a straight line. All straight-line distances are calculated electronically using a geographical information system and with the support of the Local Authority where required

If two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Pre School

Attendance at Kirkstall St Stephen's Pre-school does not guarantee a place in the main school and parents/ carers must apply for a place in the Reception Class using the local authority online system or the common preference form.

Applications after the national closing date (15th January)

If you apply after the national closing date, we cannot consider your preference at the same time as those received on time.

Any application submitted or changed after the national closing date and before 28th February will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by us.

All applications submitted after 28th February will be considered as late and won't be allocated a school place until after national offer day (16th April)

Accepting offers

You will need to accept the offer of a school place directly with our school within 21 days of the notification. This will not affect your position on any waiting list for any other school or your right to appeal.

If you refuse the offer, or do not accept the offer within a reasonable time, your place at our school may be withdrawn. This will leave your child without a school place in September.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact School Business Manager at Kirkstall St Stephen's Church of England (VA) Primary School at Morris Lane, Kirkstall, Leeds, West Yorkshire, LS5 3JD within 30 days of the date of the letter refusing your child a place at the school. For information on how to appeal. Information on the timetable for the appeals process is on our website at

<https://www.kirkstall-st-stephens.leeds.sch.uk/>.

This includes our full timetable for the admission's appeals process for the 2026 academic year.

Appeals against a decision for an in-year application can be submitted any time during the academic year.

Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued)

In-Year admissions

These are requests to join our school in-year 1-6 or for places in reception after the start of the school year in September.

Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

Find out more about our in-year application, including current vacancies at <https://www.leeds.gov.uk/schools-and-education/school-admissions/moving-schools> and how to apply on our website.

Admission of children outside their normal age group

You can ask for your child to be admitted outside of their normal age group, for instance, where the child is gifted or talented or where a child has experienced problems such as ill health, or if they are classed as 'summer born'.

If you are considering this, we recommend you:

- Talk to any professionals involved with your child about your request
- Contact us (and any other schools you are considering) to understand what we do to meet the needs of our youngest children
- Read the Department of Education's Guidance on Summer Born Children

[Summer born children starting school: advice for parents/carers - GOV.UK](https://www.gov.uk/guidance/summer-born-children-starting-school)

All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

You still need to apply for a place in their normal age group, in case you don't get permission. You must apply before the deadline date and we recommend you send the request to each school you intend to apply for, as it is possible for one school to refuse a request that another school agrees.

If your child is summer born (Born between 1st April and 31st August) you may request that they be admitted out of their normal age group.

To apply in both cases, you must send us a written request that explains:

- Why admissions out of normal year group is being requested
- The year group you wish your child to be allocated a place

If you have it, you can also attach any available evidence that supports your request.

Our Governing Body will consider each application individually and decide on the basis of the circumstances of the case and in the best interests of the child concerned.

This request is separate to any decision about offering a place at our school, there is no right of appeal against a decision relating to admissions out of chronological age. All decisions about offering places are made applying the admissions policy oversubscription criteria to the child's application.

Waiting Lists

The school will operate a waiting list after national offer day (16th April).

If your child is added to a waiting list after offer day and a place becomes available before the new school year starts, the Local Authority will automatically allocate the place at your higher preference school and automatically withdraw the place at the lower preference school to give another child an opportunity of a place, even if you have accepted that place.

The school holds and manages waiting lists for all class (year 1 – 6) in school. Please contact the school business manager in school and a place will be allocated when any become available according to your place on the list. Places are ranked according to our oversubscription criteria in this Admissions policy.

We hold waiting lists for all the year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in the school's admissions policy (the rules for prioritising places)
- each time a child is added or removed, the list is ranked again, and your child can move down if another child meets a higher criterion.
- The waiting list will close at the end of each academic year (July). You must reapply for a new school place to be on the list the following year.
- Looked after, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

School age

A full-time school place in the reception class is available for children from the September following their 4th birthday. You must ensure your child has a full-time education from when they reach compulsory school age. Your child reaches this on 31st December 31st March or 31st August after their 5th birthday (whichever comes first)

Address definition

When you apply you must use the child's permanent address, where they usually live with their parent/s or carer/s. You must not use any other address on your application,

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses, and we could ask the local authority to change the school offer place.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

If the child lives in different properties (shared care) Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents/carers must agree which address will be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which address is to be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

If parents/ carers disagree on an application made in the normal round Only one parent can submit a school place application and we cannot resolve disputes between parents/ carers – only a family court can do this. When you apply, you are confirming that you have the consent of all persons to make the application. If we (or the local authority) receive two conflicting applications,

both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received either:

- Written evidence that everyone holding parental responsibility agrees to the application
- A court order specifying who should apply

In these cases, your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

Moving home When offers are made on national offer day, we assume your address will be the same when you take up our school place in September. If you are planning to move to a new house, you must still use your current address on your application.

As soon as you move to a new house, you must tell Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address, they may have to change the school place offered to you. Find out more on Leeds City Council's [Making changes to your application](#).

Enquiries

Should be made to:

School Business Manager, Morris Lane, Kirkstall, Leeds, West Yorkshire, LS5 3JD.

Telephone: 0113 3821960 or Email: contactus@kirkstallss.net

Notes

A CLA Looked After Children

A "Looked After Child" (LAC) is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

B 'Parents' include all those people who have a parental responsibility for a child as set out in the Children's Act 1989.

C Siblings must:

- Live at the same address as the child applying
- Be attending the school and still be expected to attend the school when the child starts
- Be a full, half, step or foster sibling (this priority does not include cousins or other family members sharing a house).

D Faith Based Applications – an applicant will be considered a 'regular worshipper where they have worshipped sixteen months out of the last twenty-four prior to the date of the application form.

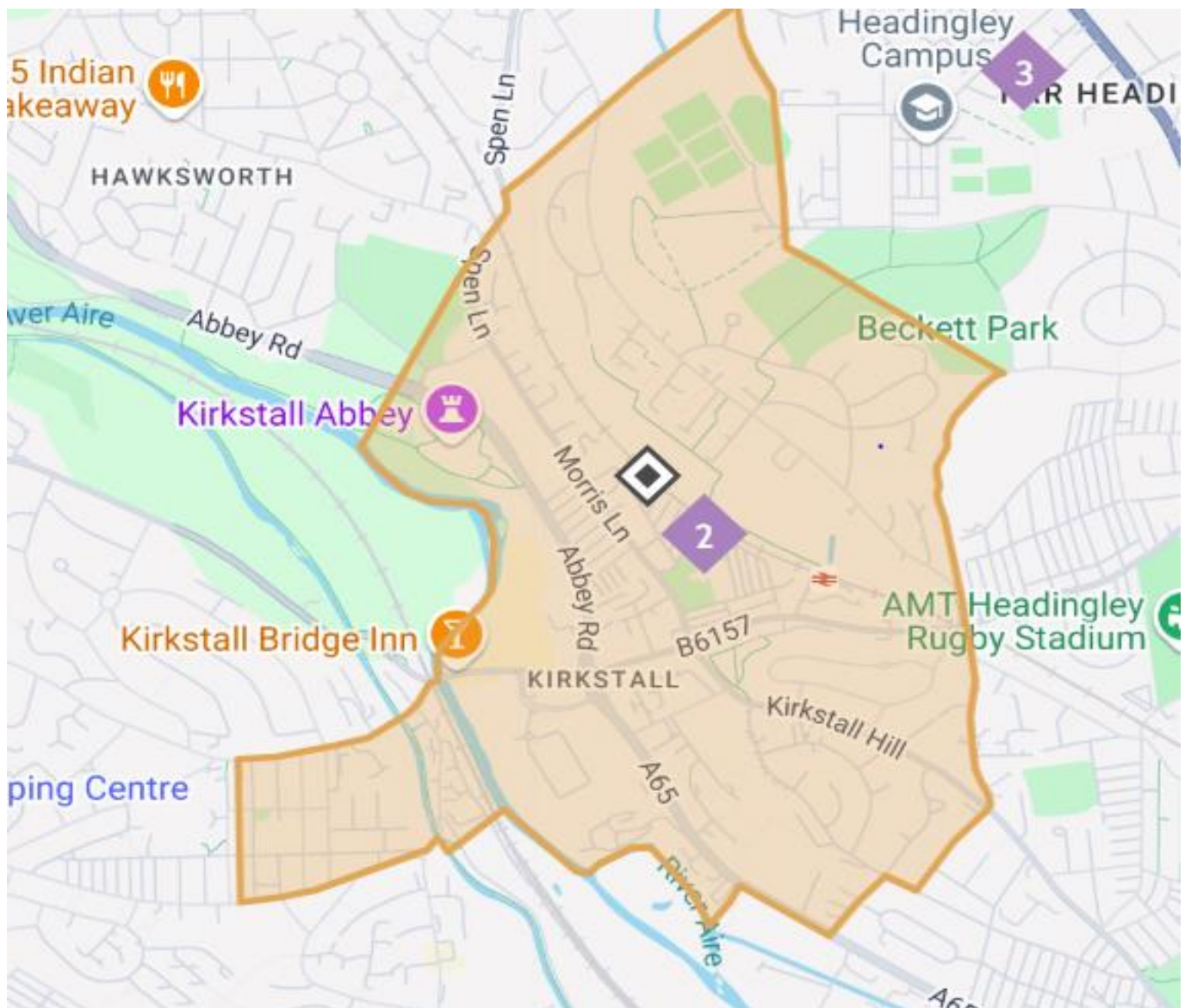
For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at

https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3 OCT 18.pdf.

In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.

E Parish Boundary

[Parish Boundary - St Stephen's, Kirkstall](#) (Click for link)





- F Distance to the school as measured in a straight line by the local authority's electronic mapping system. Leeds Local Authority use a program that measures in a straight line, using Leeds City Council's Geographic Information System (GIS) mapping. The program measures the straight line' distance from a defined LLPG point on the main school building to the home address. The point they measure to at your home address is determined by the Local Land and Property Gazetteer (LLPG). This information provides the Local Authority with coordinates for every dwelling. If they are not able to match your address with the LLPG then they will use the centre of your dwelling.