



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

*Admission Policy  
2020/21*

# **KIRKSTALL ST STEPHEN'S CHURCH OF ENGLAND (VA) PRIMARY SCHOOL**

## **ADMISSION POLICY FOR THE SCHOOL YEAR 2020-2021**

Planned Admissions number for reception Class: 30

Kirkstall St Stephen's Church of England (VA) Primary school is the Admissions Authority for the school.

Application for admission of pupils into Reception class can be made on-line or on the common preference form which can be obtained from the school or the Admissions Team. The completed form can be returned to the Local Authority Admissions Team or handed to the school.

The common preference form must be returned to the local authority by 15<sup>th</sup> January 2020.

Children who have a Statement of Special Educational Need or an Individual Education and Healthcare plan where Kirkstall St Stephen's Church of England (VA) Primary School is the school named in the plan will be allocated a place; this is a statutory entitlement which overrides the oversubscription criteria.

When considering application for places in the school, priority for a school place will be given to all applicants who have named the school in their application.

Where there are more applications than places, the governing body will make its decision for admission on the following criteria, in order of priority:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. (See note 1)
2. Children who have at least one sibling attending Kirkstall St Stephen's Church of England (VA) Primary School at expected time of admission.(See note 3)
3. Faith Places - Up to 50% of the remaining available places will be allocated according to the following 'faith based' criteria.
  - 3.1 Children whose parents/family have worshipped regularly at the church of Kirkstall St Stephen's or St Mary's Church, Hawksworth Wood for two years immediately preceding the application. (see note 2 and 4)
  - 3.2 Children whose parent/family have worshipped regularly at another Christian Church for two years preceding the date of application.(see note 2, 4 and 5)
4. Community Places - The remaining places will be allocated on the following criteria:
  - 4.1 Children living within the parish boundaries of Kirkstall St Stephen's and St Mary's Hawksworth Wood. ( See appendix 1)
  - 4.2 Any other children

If you are applying under priority 3; Faith Places, you need to return a Supplementary Information Form directly to the school by the due date. If you do not do so, we cannot consider your application under priority 3 but will consider your application under our other oversubscription criteria, applied in order.

The above criteria are in order of priority. They will only apply in the event of there being more applicants than places available (30).

**Tie Breaker 1:** Where there are candidates of equal priority, places will be given to those applicants who live closest to the school as measured in a straight line as measured by the Local Authority's electronic mapping system.

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

**Notes:**

- 1) **Looked-after children'** – Looked after and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement, or special guardianship order.
- 2) **Parent/s** relates to any adult who is considered to be the legal guardian of the child looking for a school place.
- 3) **Siblings** include brothers and sisters, stepchildren, half-brothers and half- sisters, fostered and adopted sibling living at the same household.
- 4) **Regular worshipping** is considered to be attendance at least monthly over the two years and will be subject to a reference from a member of the clergy/church leader.
- 5) **Christian Church** includes only those churches which are members of Abbey Churches Together or another Churches Together group on the West Yorkshire Ecumenical Council's list of active Churches together groups in the region.

**Nursery**

Attendance at a nursery or children's centre does not guarantee a place in the main school and parents must apply for a place in the reception class using the Local Authority online system or the common preference form.

**Deferred entry to primary schools**

Parents of children who are offered a place at the school before they are of compulsory school age can defer their child's entry until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Please see section below on 'summer born' children.

Parents can also request that their child attends part-time until the child reaches compulsory school age.

### **Summer born children**

If a child reaches their 5<sup>th</sup> birthday in the summer term, 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. You will need to apply for a place in Year 1 using an In Year Common Preference Form. No place will be held and admission will depend on if there are available places in this year group as class size legislation applies.
- (ii) In exceptional circumstances, defer entry until the next academic year, out of their normal age group, to Reception rather than Year 1. (Parents should still apply in the normal admissions round and indicate this on the preference form and attach any evidence of the need for deferment, including any evidence from an associated professional). Such requests should be addressed to the head teacher. Evidence will be requested from appropriate professionals for (ii) above to be considered.

In both cases the family would have to reapply for a school place and cannot be guaranteed a place where they were originally offered in the Reception class.

Parents of children born between 1 April and 31 August 2016 who wish to defer entry into reception until September 2021 should still apply in the normal admission round for 2019, and indicate this on their preference form, and attach any evidence of the need for deferment from any associated professionals. The parent will be invited to a panel including early years' education experts and head teachers where their individual case will be considered. This will ensure the opportunity to reflect on the long term impact of that decision, and balance this against the child's current needs.

### **Offer of places**

National offer day is the 16<sup>th</sup> April which is a Thursday in 2020 when the Local Authority will make the formal offer of a place to parents/ carers or guardians on behalf of the governing body of the school (by email or letter) before the September they are due to start school. Parents offered a place must indicate acceptance or otherwise of the offer within 21 days of notification direct to the school. If no response is received by that time the Governors reserve the right to withdraw the offer and offer the place to an applicant on the waiting list.

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

### **Waiting List**

Where Governors are unable to offer places because of oversubscription remaining applicants will automatically be placed on a waiting list and offered any vacant places as they occur. Allocation of such places will be subject to the same criteria as applied to the initial admissions above. The waiting list will remain open until the end of the school year for which application was made to facilitate in year applications under the co-coordinated scheme.

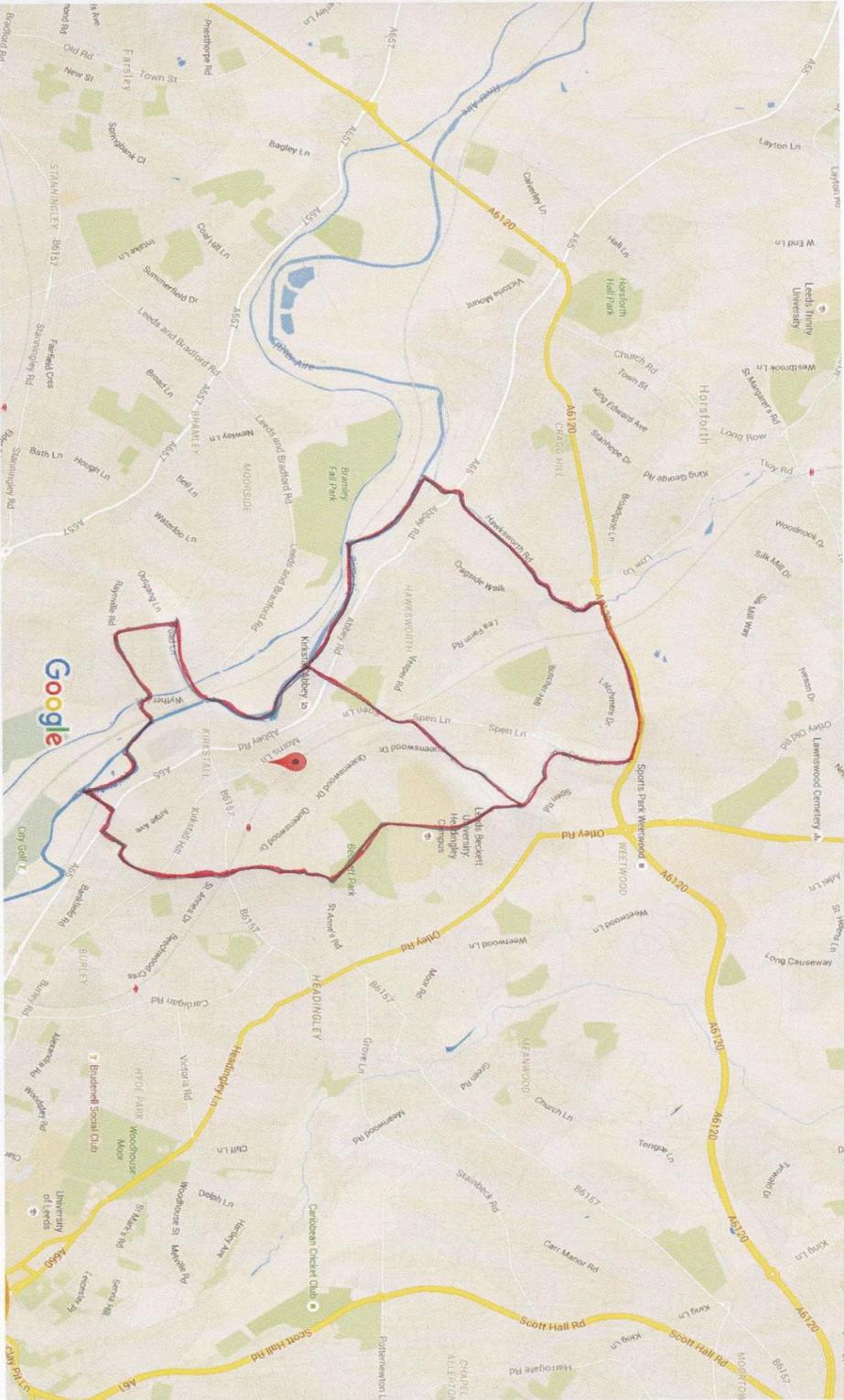
The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **Applications other than at normal admission time**

From September 2020 parents will be able to apply directly to the school at any time for an in-year transfer. An application form is available from the school or from the Local Authority and you will be notified by the school of the outcome of the application. If your child is not offered a place at the school, you can appeal against the refusal as set out above in the sections headed Appeals.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available.

Where parents simply wish for their child to change schools, the application may be considered for the start of the following term



Appendix 1



## *Kirkstall St Stephen's*

Church of England (VA) Primary School  
Headteacher: Mr S Viles  
<http://www.kirkstall-st-stephens.leeds.sch.uk/>  
[contactus@kirkstallss.net](mailto:contactus@kirkstallss.net)

**Morris Lane  
Kirkstall, Leeds  
LS5 3JD**

**Tel: 0113 382 1960**

## **Supplementary Information Form**

### **Admissions 2020/21**

#### **1. Details of the Child:**

<b>FULL NAME</b> (Including Surname)	
<b>Gender:</b> (Delete as necessary) MALE or FEMALE	<b>Date of Birth:</b>
<b>Address</b> ( where the child permanently resides)	
<b>Religion of the Child:</b>	

**2. Names of Parents/ Guardians:**

Full Name:	Contact Telephone Number	Email address	Relationship to Child

**3. If you have other children attending this school at the time of this applicant's admission please state their name(s):**

Name:	Year Group:

**4. Faith based Application:** Please complete section 4 if you wish to have your application considered under the 'Faith Based' criteria.

3.1 Children whose parents/ family have worshipped regularly at the church of Kirkstall St Stephen's or St Mary's Church, Hawksworth Wood for two years immediately preceding the application. (see note 2 and 4 of admission policy)

3.2 Children whose parents/family have worshipped regularly at another Christian Church for two years preceding the date of application.(see note 2, 4 and 5 of admission policy)

**“Christian Church** includes only those churches which are members of Abbey Churches Together or another Churches Together group on the West Yorkshire Ecumenical Council's list of active CT groups in the region”

**Please indicate which church or place of worship you usually attend:**

<b>Name of Church or place of Worship:</b>	
Address of church or place of worship:	
<b>Telephone Number:</b>	
<b>Your Religious Denomination:</b>	
<b>Name and Address of your Vicar/minister:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

<b>Signed by parent/guardian:</b>		<b>Date:</b>
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**CONFIDENTIAL**

**4 For Clergy/ Church Leader's use only:**

**The parents of the child names on page 1 of this application have nominated you as a referee to confirm the information given on the supplementary information form. Would you please complete the following section.**

How are the family known to you:	
Would you consider the child and/or their family to be at the heart of your Church?	
Does the Child and/or their family attend church at least once a month? (Delete where possible)	<b>YES / NO</b>
Has the child and/or their family been in regular attendance in your congregation for at least the last two years?  Please state approximate timescale:	<b>YES / NO</b>  ..... years
Would you consider the child as suitable for education in a Church of England School?	<b>YES / NO</b>

Thank you for taking the time to complete this reference.

Please make any additional comments that you feel we should consider when reviewing this application.

Please also stamp this form with the church's official stamp or attach an official letterhead.

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**Please return the full application form in the envelope provided by 31<sup>st</sup> January 2020.**

Thank you for your assistance

Name:

Date:

Signed: