



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

*Admission Policy
2025/26*

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

ADMISSION POLICY FOR THE SCHOOL YEAR 2025-2026

- Latest consultation on this policy: 3rd Nov 2021 to 16th Dec 2021
- Policy determined on: 28 February 2024
- Policy determined by: Governing Body

This admissions policy applies to Kirkstall St Stephen's Church of England (VA) Primary School. We are a Voluntary Aided Primary school and our school's admission authority is the Governing Body.

Application for admission of pupils into Reception class should be made on-line with the local authority by 15th January 2025.

A paper copy of the common preference form can be obtained from the school if required. Paper copies of the common preference form can be returned to the Local Authority Admissions Team or handed to the school. The national deadline by 15th January 2025.

Children with a school named on their Education, Health and Care (EHC) plan

Children with our school named on their Education, Health and Care (EHC) plan will be given a place at our school.

How we prioritise school places (oversubscription criteria)

If our school has more applicants than places (called being oversubscribed) we will give children priority for places in the following order:

Priority 1 – Looked after and previously looked after children

A looked after child is defined as a child who is (one of the following):

- In the care of the local authority
- Being provided with accommodation by a local authority's social services (see the definition in [Section 22\(1\) of the Children Act 1989](#))

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted
- became subject to a Special Guardianship Order
- became subject to a Child Arrangement Order
- were in state care outside of England and were then adopted

You must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority care or state care outside England) with your application.

Priority 2 – Children who have a brother or sister attending our school

To get this priority, the sibling must:

- live the same address as the child applying
- still go to our school when the child applying starts (in September)
- be a full, half, step or foster sibling (this priority does not include cousins or other family members sharing a house)

Priority 3 – Faith based applications

Up to 50% of the remaining available places will be allocated to children who worship and regularly attend a religious organisation according to the following criteria:

- 3.1 Children whose parents/carer 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.
- 3.2 Children whose parent/carer have worshipped regularly at another Christian Church for two years preceding the date of application

Regular worship for admission purposes 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. If the child has attended church regularly with their wider family (grandparents for example) then providing there is a reference from their faith leader to confirm this, their application will be processed using the faith based priority.

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.

A Christian Church for admission purposes includes only those churches which are affiliated to Churches Together in England, or are in full sympathy with its Trinitarian stance.

If you are applying under priority 3; Faith Places, you need to return a Supplementary Information Form directly to the school by the 15th January 2025. 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.

Priority 4 – Community Places - Children who do not fall into any of the above priorities

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

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

If children meet the same priority (tie break)

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, (i.e. in a block of flats) the remaining places will be allocated by the drawing of lots. This will be witnessed by an independent person.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the Published Admissions Number for our school.

How many children are admitted to a school (Published Admission Number)

Our school has a Published Admission Number (PAN) of 30. This is the number of places we can admit into Reception in September 2025.

Application process (normal round)

When applying to start in the entry year, all applications are coordinated by local authorities across England.

You apply to your home Local Authority (the council who empty your bins) by the closing date of 15 January 2025. All offers will be made by your home Local Authority on offer day 16 April 2025.

Applying after the national closing date

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

Until 12 February, all applications submitted or changed will be treated as if they were on-time.

After 12 February, any applications submitted or changed 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 28 February are considered late and won't be allocated a school place until after national offer day.

Definitions and special circumstances

Pre School

You must apply for a place if you wish for your child to transfer to the reception class. Attendance at pre-school or children's centre does not guarantee a place in the main school and there is no priority for pre-school attendance. Parents must apply for a place in the reception class using the Local Authority online system or the common preference form.

Distance measurements

We use a straight line distance system provided by Leeds City Council admission team. The program measures the straight line distance from a defined point on the main school building to a defined point on your home address.

The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

Temporary school sites

If our school is based on a temporary site for any reason we will base our distance measurements on our school's permanent site.

Which address to use

When you apply you must use the child's permanent address, where they usually live with their parent or carer. 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 place offer.

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 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 will 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 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 – only a family court can do this.

When you apply, you are confirming you have the consent of all other 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 the application
- a Court Order specifying who should apply

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 house, you must still use your current address on your application.

As soon as you move 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 the 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 page](#).

Offer of places

National offer day is 16th April 2025, 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 that they are due to start school.

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.

Waiting lists

After offers have been made in April, you can ask for your child to go on the waiting list for our school.

If you ask that your child is added to a waiting list after offer day and a place becomes available before the new school year starts, your child will automatically be allocated the place at your higher preference school. The Local Authority will also automatically withdraw the place at a lower preference school to give it to another child.

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

- your child's position on the waiting list will be determined solely in accordance with the oversubscription criteria in the school's admission policy'
- each time a child is added or removed, the list is ranked again and your child can move down if another child meets higher criteria
- the waiting list will close at the end of the academic year (July). You must reapply for a new school place to be on the list the following year
- looked after children, 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

The waiting list will remain open until the end of the school year for which the application was made. You will need to reapply for a new school place in any new school year.

When your child must start at school (compulsory school age)

All children can start Reception in the September after they turn four and most children thrive when starting school at age four. If you do not think your child will be ready by then, you can speak to us about whether your child would benefit from starting part time, or after Christmas or Easter break.

You must ensure your child has a full time education from when they reach compulsory school age. Your child reaches this on 31 December, 31 March or 31 August after their fifth birthday (whichever comes first).

If you have been offered a reception school place at our school, the latest your child can start with us is when they become compulsory school age, or after the Easter break.

Admission out of chronological age (including deferment for summer born children)

You can ask for your child to be admitted outside of their normal age group, for example if your child is gifted and talented or has experienced problems such as ill health.

In addition, if your child is summer born child (born between 1 April and 31 August) you may request that your child be admitted out of their normal age group, to reception rather than year one. We recommended 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 for Education guidance on Summer born children](#)

You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by any 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.

To apply, you must send to us a written request that explains:

- why admission 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 make a decision 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 admission out of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application.

[Find out more about starting Reception earlier, later or part time.](#)

If at any time your child needs to change school or when they move to secondary school, you will need to reapply for admission out of chronological age group and a fresh decision will be made.

Moving schools (in-year applications)

We have the responsibility for considering requests to join our school in-year, or for Reception after the start of the school year (1 September).

To apply for a place, go to the Leeds application portal at www.leeds.gov.uk/moveschools to submit an online in-year application to Leeds City Council.

The Council will send the application on to all the school(s) you have applied for at the same time. Our school will decide whether we can offer a place and contact you with a decision. If we refuse to offer a place, we will confirm this in writing to you, explaining our reasons, and that you have the right of appeal. We must give you a written decision within 15 school days

Your child will be added to our school's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

Appeals

If you have applied but not been offered a place at our school, you have the right to appeal. Our appeals are arranged by Leeds City Council

Appeals submitted for a reception place in the normal round will need to be received by Leeds City Council's deadline to guarantee being heard before the new school year starts. [Find Leeds City Council's appeals timetable containing deadlines and timescales](#)

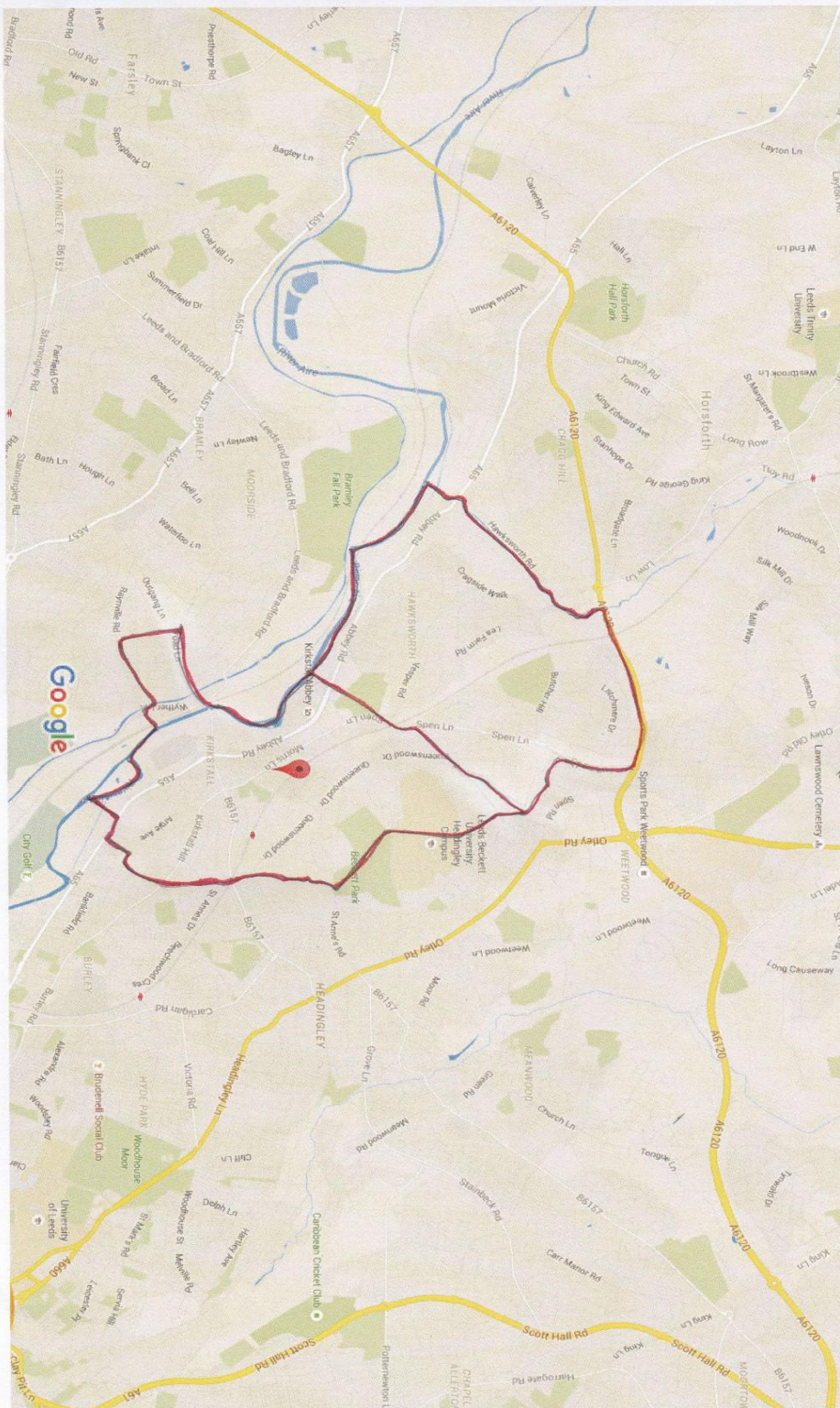
Appeals against a decision for an in-year application can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued).

Fair Access Protocol

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools.

The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible and that no school, including those with places, is asked to take a disproportionate number of vulnerable children.

Leeds City Council's Fair Access protocol can be found at www.leeds.gov.uk/admissions



Appendix 1 – Our parish boundary



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

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

Tel: 0113 382 1960

Supplementary Information Form

Admissions 2025/26

1. Details of the Child:

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

2. Names of Parent/ Guardian:

Full Name:	Contact Telephone Number	Email address	Relationship to Child

3. 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:

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

Signed by parent/guardian:		Date:
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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)	YES / NO
Has the child and/or their family been in regular attendance in your congregation for at least the last two years? <i>‘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’</i> Please state approximate timescale:	YES / NO years
Would you consider the child as suitable for education in a Church of England School?	YES / NO

Thank you for taking the time to complete this reference.

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 31st January 2025.
Thank you for your assistance

Name:
Signed:

Date: