

# **Cookridge Holy Trinity Church of England (Voluntary Aided) Primary School, Green Lane, Cookridge, Leeds LS16 7EZ**

Cookridge Holy Trinity Primary School is a Church of England Voluntary Aided School and is run in accordance with the trust deeds of such an establishment. The whole life of the school is based on Christian principles and those working there are motivated by a sense of Christian vocation. Because Cookridge Holy Trinity is a Voluntary Aided school, the Governing Body are the “admissions authority”, that is the body legally responsible for admissions.

## **THE SCHOOL'S ADMISSIONS POLICY 2017 - 2018**

All children will be admitted unless the standard number of 60 is exceeded. In the event of there being more than 60 applications for places at the school, places will be allocated by the governors according to the following criteria, in order of priority.

*The closing date for applications for a place in September 2017 will be 15 January 2017. Failure to meet this deadline could severely reduce your child's chances of obtaining a place in the event of over subscription. Parents or carers will be advised of the outcome of their applications on 16 April 2017. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed below and advised of their right of appeal to an independent appeal panel.*

### **Waiting List**

Unsuccessful applications will be automatically added to a waiting list which is kept in order of the admission policy, and not in order in which they were received or added to the list. The waiting list will be maintained to the end of the year for which application is made.

Children who have an Education, Health and Care Plan (formerly a statement of Special Educational Needs) that names Cookridge Holy Trinity Church of England Primary School, Cookridge will be allocated a place; this is a statutory entitlement which overrides the oversubscription criteria

### **Oversubscription Criteria:**

1. Children Looked After (CLA). Children Looked After has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents). Children Looked After also includes adopted children who were in public care, those with a residency order/child arrangement order or special guardianship.
2. Brothers and Sisters of a child already in school who will be on the school roll at the expected time of entry.
3. Children who can demonstrate that they and/ or their family are ‘*At the heart of*’\* Holy Trinity Church, Cookridge
4. Children who can demonstrate that they and /or their family are ‘*Attached to*’\*\* Holy Trinity Church, Cookridge
5. Children who can demonstrate that they and /or their family are ‘*Known to*’\*\*\* Holy Trinity Church, Cookridge
6. Children who can demonstrate that they and /or their family are ‘*At the heart of*’\* St Paul’s Church, Ireland Wood
7. Children who can demonstrate that they and/ or their family are ‘*Attached to*’\*\* St Paul’s Church, Ireland Wood
8. Children who can demonstrate that they and/ or their family are ‘*Known to*’\*\*\* St Paul’s Church, Ireland Wood
9. Children who can demonstrate that they and /or their family are ‘*At the heart of*’\* another Faith Community
10. Children who can demonstrate that they and/ or their family are ‘*Attached to*’\*\* another Faith Community
11. Children who can demonstrate that they and/ or their family are ‘*Known to*’\*\*\* another Faith Community
12. Remaining places will be allocated to children living closest to the school measured by straight line distance “as the crow flies” from the principal entrance, ie front of street, or only door of the family home to the main entrance of the school, as measured by the local authority.
13. Applications received after the published deadline.

## **Tie Breaker**

In the event of there being more applications than places available within any one of the above criteria, priority will be given to children living closest to the school measured by straight line distance from the main entrance of the school to the principal entrance, ie front of street, or only door of the family home, as measured by the local authority.

## **Definitions and interpretation**

\*‘*At the heart of*’ the church/place of worship means someone whose family worships twice a month or more at the church. The worshipper may be the child or one or both parents.

\*\*‘*Attached to*’ the church/place of worship means someone whose family are regular but not frequent worshippers (attendance at one service per month). The worshipper may be the child or one or both parents.

\*\*\*‘*Known to*’ the church/place of worship means someone whose family is an occasional but not frequent worshipper (attends less than one service per month) or someone who is involved in non worship church activities (for example uniformed organisation linked to the church). The worshipper may be the child or one or both parents.

The expression “parent” includes legal guardian.

“Brother” or “sister” includes stepbrothers and stepsisters, half-brothers and half-sisters, fostered and adopted children living at the same household.

## **Application Procedures and Timetable**

Applicants are advised that failure to apply either online or on a Common Preference Form (CPF) would mean that the application is not valid and failure to provide a Supplementary Information Form (SIF) could mean that the applicant is placed in the last criteria.

The Supplementary Information Form attached to this policy must be submitted by 15 January 2017 to the school. A standard application form, known as the Common Preference Form (CPF) can be completed and returned to the Local Authority, Merrion House, 10 West, Leeds LS2 8DT by 15 January 2017. **Do not complete the CPF if you have applied online.** Parents or carers will be advised of the outcome of their applications on 16 April 2017. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

## **Applications on grounds of Church/faith criteria**

Applications based on church/faith criteria will be verified by the school. You should therefore provide the name and address of a priest, vicar, minister, faith leader or other appropriate person who is able to provide such a reference. Applicants should ensure that the school’s Supplementary Information Form (SIF) is completed and returned to the school.

**Please ensure that you have contacted your referee and have been given consent to use his or her name.**

## **Duty to provide all relevant information**

Applicants must provide all relevant information to enable Governors to determine the application. Also a completed Supplementary Information Form including details of referee if applicable

## **Fraudulent or misleading information**

Where an offer of a place is found to be based on a fraudulent or intentionally misleading application which effectively denied a place to another child, the offer of a place may be withdrawn.

We will investigate any queries about addresses and depending on what we find we may change the offer to your child.

## **Date of application**

The date of the application is not relevant to a child’s chances of gaining a place at the school, provided an application is received by the closing date.

## **Number of places**

There are 60 places in each year group.

### Admission of children below compulsory school age

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth 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 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.

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.

### Nursery

Nursery provision does not form part of the admission arrangements for the school's Reception class. Children in a school's nursery will not automatically gain a place in Reception. Parents of these children must apply for a place in the reception class using the Local Authority's online system or the common preference form.

### Appeals

Appeals against the Governors' decision not to offer places to applicants must be made by parents in writing, to the Clerk of the Appeals Panel, through the Head Teacher at the School within 20 days of receiving notice that a place has not been offered to their child. The appeal will be heard by an independent panel and the decision will be sent by letter.

### Applications (other than for standard entry to Reception in September)

1. Parents who show an interest in their child attending the school will be asked to complete the Common Application Form and the school's Supplementary Information Form and will be given a copy of the school's Admissions Policy, and the explanatory notes, "definitions and interpretation". 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. **Applications for places under criteria 3-11 should also complete the school's Supplementary Information Form. It is the parent's responsibility to complete and return this form to the school.**

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.

2. Places will be offered only when a vacancy is available.
3. Applications described in 1 above will be considered by the Governors, based on the criteria system described above. The date order of applications will be irrelevant.