



# Holy Trinity Church of England (Aided) Primary School

## Policy Statement

### Admissions Policy 2023-24

#### *The Best for Every Child - a Unique Child of God*

At Cookridge Holy Trinity Church of England (A) Primary School we serve the community by providing a happy, secure and caring Christian environment where all are valued and respected. We pride ourselves on being friendly and welcoming. We believe in the uniqueness of the individual as a child of God and recognise the range of contributions that each can make.

We provide for the spiritual, emotional, physical, mental and social development of the whole child, as a child of God. We seek to foster self-esteem and instil a sense of responsibility to others and the world around them through the teaching of our Christian Values.

We are committed to the pursuit of excellence, and the school curriculum aims to offer all children a broad and balanced, relevant and differentiated curriculum which provides consistency and continuity of teaching throughout the school, enabling every child to maximise their potential.

We work in partnership with parents, the local church, the wider community and other schools to provide an education of the highest quality.

Written by: C Hellings

Date: 7<sup>th</sup> February 2022

To be reviewed: February 2023

Cookridge Holy Trinity Primary School is a Church of England Voluntary Aided School and is run in accordance with its Trust Deed. 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 2023-24**

The published admissions number (PAN) is 60. 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.

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 that overrides the oversubscription criteria.

[In the event that during the period specified \(which is for the year prior to the date of application\) for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, 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 in relation to those of other faiths, relevant place of worship or alternative premises, have been available for public worship.](#)

#### **Oversubscription Criteria**

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 (1) If you are making an application under the priority for a previously looked after child, you will need to complete the Local Authority Priority 1a Supplementary Information Form available at the end of this document Appendix 1 and send this to Admissions Team at Leeds City Council, with a copy of the court order, so the Local Authority can verify this priority.
2. Brothers and Sisters (2) 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 a parent (3) are 'At the heart of' (4) Holy Trinity Church, Cookridge
4. Children who can demonstrate that they and/or a parent (3) are 'Attached to' (5) Holy Trinity Church, Cookridge
5. Children who can demonstrate that they and/or a parent (3) are 'At the heart of' (4) any another Anglican Church
6. Children who can demonstrate that they and/or a parent (3) are 'Attached to' (5) any another Anglican Church
7. Children who can demonstrate that they and/or a parent (3) are 'At the heart of' (4) churches, which are affiliated to Churches Together in England, or are in full sympathy with its Trinitarian stance
8. Children who can demonstrate that they and/or a parent (3) are 'Attached to' (5) churches which are affiliated to Churches Together in England, or are in full sympathy with its Trinitarian stance
9. Children who can demonstrate that they and/or a parent (3) are 'At the heart of' (4) faith communities within one of the following world religions (Buddhism, Hinduism, Islam, Judaism or Sikhism)
10. Children who can demonstrate that they and/or a parent (3) are 'Attached to' (5) faith communities within one of the following world religions (Buddhism, Hinduism, Islam, Judaism or Sikhism)
11. Remaining places will be allocated to children living closest to the school measured by straight line distance.

#### **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. Leeds LA use a straight-line distance system called Geographic Information System (GIS) mapping. The program measures the 'straight-line' distance from a defined point on the main school building to your home address. The point measured to at your home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If a match does not register at your address with the LLPG then a manually identified point at the centre of your dwelling will be used. In the event of a further tie due to equal distance a place will be randomly allocated, witnessed by an independent person

#### **Definitions and Interpretation**

- (1) A looked after child 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. Previously looked after children are children who were adopted (or became subject to a child arrangement order or special guardianship order) immediately following having been looked after.
- (2) Brother or sister includes stepbrothers and stepsisters, half-brothers and half-sisters, fostered and adopted children living at the same household.
- (3) The expression parent includes legal guardian.

(4) At the heart of the church/place of worship means someone who is a regular worshipper (attendance twice a month on average) or more at the church. The worshipper may be the child and/or a parent. Midweek services are included in this definition. No more than one service may be counted in any one week. Worship should have been sustained for one year prior to the date of application.

(5) Attached to the church/place of worship means someone who is a regular but not frequent worshipper (attendance once a month on average) or more at the church. The worshipper may be the child and/or a parent. Midweek services are included in this definition. No more than one service may be counted in any one week. Worship should have been sustained for one year prior to the date of application.

(11) The home address is the registered where the child lives with a parent or carer with the exception of children of UK service personnel (UK Armed Forces) Paragraph 2.18 of the School Admission Code 2014.

#### Application Procedures and Timetable

The closing date for applications for a place in September 2023 is **15<sup>th</sup> January 2023**. Applications received after the published deadline will be processed after all on time applications – unless there are extenuating circumstances, which must be outlined in a covering letter. Failure to meet this deadline could severely reduce your child's chances of obtaining a place in the event of oversubscription.

Parents or carers will be advised of the outcome of their applications on **17<sup>th</sup> April 2023**. 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.

Applicants are advised that, although not mandatory, failure to complete the Supplementary Information Form (SIF) would mean that the application will be placed in category 11 (unless applications fulfil criteria 1 or 2) because there would be no additional information with which the application can be ranked.

The Supplementary Information Form attached to this policy should be submitted by **15<sup>th</sup> January 2023** to the school.

The standard application form, known as the Common Preference Form (CPF) must be completed and returned to the Local Authority, PO Box 837, Admissions Team, Leeds City Council LS1 9PZ by **15<sup>th</sup> January 2023** or online at [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions). Parents or carers will be advised of the outcome of their applications on **17<sup>th</sup> April 2023**.

#### 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.

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

#### Fraudulent or Misleading Information

Where an offer of a place is discovered 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 your child's chances of gaining a place at the school, provided an application is received by the closing date of 15<sup>th</sup> January 2023.

#### Expected Age of Entry and Deferred Entry

- Children who are offered a Reception place in the school will be able to start in the September following their 4<sup>th</sup> 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. 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 request that their child attends part-time until the child reaches compulsory school age. Such requests must be addressed to the Headteacher.

#### Admission of children outside their normal age group (including deferment of summer born children).

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, to reception rather than year 1.

**Parents should still apply in the normal admission round for 2022**, and indicate their request on the preference form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

Any such request should be made in writing, attaching any available supporting professional evidence, addressed to the Chair of Governors at the same time as the admission application is made to the Local Authority and no later than closing date of **15<sup>th</sup> January 2023**. When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

There is no right of appeal against a decision relating to admission out of chronological age.

**The Governing Body will consider each request individually based upon the best interests of the child.**

### **Appeals**

Appeals against the Governing Body's decision not to offer places to applicants must be made by parents in writing, to the Clerk of the Appeals Panel, through the Headteacher at the school within 20 days of receiving notice that a place has not been offered to their child. Information about appeals can be found at [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions)

The appeal will be heard by an independent panel and the decision will be sent by letter.

### **In year applications (other than for standard entry to Reception in September)**

1. Parents who wish to apply for a school place mid-way through the school year will be asked to complete the In-Year Common Preference Form (ICPF) 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". A preference 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 parents' 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.
4. If no place is available the parent may appeal and/or be added to the waiting list, the waiting list will be maintained according to the published oversubscription criteria.

### **Waiting List**

Unsuccessful applications will be automatically added to a waiting list which will be maintained to the end of the year for which application is made.

2.14 of the Admissions Code states that:

- the position on the waiting list will be determined solely in accordance with the oversubscription criteria
- each time a child is added child will require the list to be ranked again in line with the published oversubscription criteria.
- Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

## Priority 1a Admissions Supplementary Information Form



To be completed when requesting admission a previously looked after child.

Please do not complete this form if the child is currently looked after – the social worker should complete the online application

Transition stage (Please tick) : Nursery to Reception ☐ Year 6 to Year 7 ☐

### **CHILD DETAILS**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: MALE/FEMALE

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

### **FAMILY/CARER'S DETAILS**

Parent / Carer's Names: \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Other person/s with parental responsibility \_\_\_\_\_

Address (if different) \_\_\_\_\_

The Admission Code gives priority to children who were previously looked after by a Local Authority but have left care through an Adoption Order, Special Guardianship Order or Child Arrangements Order. To claim this priority for admission, please answer the following questions:

**Which Local Authority cared for the child immediately before the order was made:** .....

**Which court order do you hold for the child:**

Adoption Order ☐ Special Guardianship Order ☐ Child Arrangements Order ☐

**Please attach a copy of this order to the form** - you can delete sensitive information (for example the name of the birth parents) if you wish to do so

The fact you have applied for admission under this priority will be known to the school.  
The court order will not stored against your child's records.

## PRIVACY NOTICE

Leeds City Council takes its obligations under the Data Protection legislation very seriously. The Admissions team collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against the Council's and school's policies for admissions. Our service also needs to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child's 25<sup>th</sup> birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council's assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opensdata/your-rights>. To exercise any of your rights, please contact: [dpfoi@leeds.gov.uk](mailto:dpfoi@leeds.gov.uk); or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council's privacy notice including contact information for the Council's Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

### **\*PARENTS/CARERS SIGNATURE REQUIRED\***

Signed.....Date.....

Please return this form to:

[Education.annual.cycle@leeds.gov.uk](mailto:Education.annual.cycle@leeds.gov.uk)

Or By post: Leeds City Council

PO Box 837

School Admissions

Leeds LS1 9PZ



### **Checklist**

Have you included the following?

- ☐ Answered all the questions
- ☐ Attached a copy of the court order
- ☐ Signed and dated the form



**Cookridge Holy Trinity  
Church of England (A) Primary School**

Green Lane Cookridge LEEDS LS16 7EZ  
Telephone 0113 225 3040  
[www.holytrinity.leeds.sch.uk](http://www.holytrinity.leeds.sch.uk)

Supplementary Information Form for entry to the school in September 2023

In the event that during the period specified (which is for the year prior to the date of application) for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, 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 in relation to those of other faiths, relevant place of worship or alternative premises, have been available for public worship.

Child's full name: ..... Sex (M/F).....  
Date of Birth: ..... Present Nursery:.....  
Parent/Guardian Name(s): .....  
Address: .....  
..... Postcode: ..... Tel no: .....  
Mobile : ..... E-mail: .....

The School's Admissions policy is used to determine entry to the School. This form should be read in conjunction with the criteria for admission published in the Leeds City Council Guide & Policy and is also available from the school Office or via links from the School's website.

In the event of oversubscription, family links with a church or faith group will be taken into account when places are allocated. If you wish faith or church connections to be taken into account, please give details of a vicar, minister of religion, faith leader or other appropriate person who may be contacted by the School Governors.

**All applicants should fill in sections 1, 2, 3 and 4 as fully as possible.**

1. Please list here any brother or sister who will be at Cookridge Holy Trinity in September 2023.

Full name and year group / class please. ....

.....

2. **Attendance of the child and/ or a parent at worship** : please tick the box which you think best describes your situation.

☐ 'At the heart of' the church/place of worship : means someone who is a regular worshiper (attendance twice a month on average) or more at the church. The worshipper may be the child and/or a parent. Midweek

services are included in this definition. No more than one service may be counted in any one week. Worship should have been sustained for one year prior to the date of application.

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3. Please indicate which church or place of worship you usually attend.

Your Religious Denomination: .....

Your church or place of worship's name: .....

Address: .....

4. Please give the name and address of your vicar / minister of religion / faith leader or other appropriate person to whom reference can be made to verify the information given in section 2. **Please seek their consent before completing this section.** They will receive a copy of this Supplementary Information Form:

.....

.....

Signed: .....Parent/Guardian    Date: .....

**This form is now sent by the school to your nominated referee. The section overleaf is for your referee to complete.**

**Please return the completed form to:- Mrs Diane Dolphin, School Business Manager, Cookridge Holy Trinity Church of England (Voluntary Aided) Primary School, Green Lane, Leeds LS16 7EZ**

**Closing date for receipt is 15<sup>th</sup> January 2023.**



CONFIDENTIAL

**5. For clergy use only:**

The parents have nominated you to verify the information on this Supplementary Information Form.  
Would you please complete the sections below

Can you confirm to the best of your knowledge that the answers given in section 2 are correct?  
**YES/NO.**

If **NO**, please indicate into which category the family would most appropriately fit.

b) Can you confirm that the church or place of worship given in Section 3 is the applicant/child's  
normal place of worship? **YES/NO**

Please print the name of the child.....

Signed: ..... Date: .....

Vicar / Minister of Religion / Faith Leader / Other appropriate person\*

\* Delete as appropriate

**Please return this form to Mrs Diane Dolphin School Business Manager, Cookridge Holy Trinity Church of England  
(Aided) Primary School, Green Lane, Leeds LS16 7EZ.**

**Closing date for receipt is 12<sup>th</sup> February 2023.**