

**BEESTON HILL ST LUKE'S CHURCH OF ENGLAND**  
**(VOLUNTARY AIDED) PRIMARY SCHOOL**  
**ADMISSION POLICY 2018-19**

The admissions number is 60 for the academic year. For admissions to school all applications must be made on the common preference form. A separate supplementary information form (SIF) available from the school must also be completed at the time of application. In the event that there are more than 60 applicants the oversubscription policy will be applied to all applicants except those children in **categories A.B. C.**

**Categories where all children will automatically be offered a place.**

- A.** A child who has a statement of special educational needs which names Beeston Hill St Luke's CofE Primary School.
- B.** Looked after children' including those who were looked after but have become subject to adoption, residency or special guardianship order
- C.** A child or main carer has exceptional medical or mobility needs which can **only** be met at this school. In order to be considered under this category the application must be supported by a written recommendation from the appropriate medical professional.

In the event that there are more applications than there are places available, applications will be allocated on the following oversubscription criteria:

- 1 A child who has a brother or sister and who will still be on the roll of the school at the expected date that the younger child is due to start (brother or sister being blood relations or adopted or fostered and living within the same household)
2. The child and parent/ guardian regularly and frequently worship(s) at St Luke's Church
3. A child who lives within St Luke's Parish. A map is available in school and attached to this policy
4. The child and parent/ guardian regularly and frequently worships at another Christian church which is affiliated to Churches Together in Britain and Ireland or one in full sympathy with its Trinitarian Creed
5. The child and parent/ guardian regularly and frequently attend a place of worship according to any of the following faiths: Buddhism, Hinduism, Islam, Judaism, Sikhism.
6. Any other children

**Tie breaker**

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. Straight line distance will be measured from the centre of the main school building to the centre of the applicant's home address using the information supplied for this purpose by the local authority. The home address to be used for this purpose will be the one submitted on the application form. If the tie break is equal then the places will be decided by Random Allocation.

**APPLICATION NOTES**

**Applications under criteria 2, 4, and 5**

Applicants seeking a place under criteria 2, 4 and 5 will be asked to produce a reference from their minister or religious leader on the Supplementary Information Form (see attached to this policy) to confirm that they attend worship regularly and frequently. 'Regularly and frequently' is defined as attending their place of worship at least once per month and for at least 18months before the closing date of the application. Where a member of the clergy has moved into the catchment area and now regularly attends St Luke's church, they will be placed into category 2.

**The governors will admit pupils in midyear, on the above basis, if vacancies occur.**

### **Admissions outside the normal admission round**

Parent(s) can 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. Parent(s) will also need to complete a supplementary information form (SIF) (see attached to this policy). Parent(s) will be notified by the school of the outcome of the application.

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.

### **Admission of children below compulsory school age**

- Children who are offered a reception place in the school will be able to start 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

The arrangements in this policy are for admission to the main school and do not apply to those being admitted to nursery.

**Attendance at the nursery does not guarantee a place in school and parents must apply for a place in the reception class using the LA common preference form.**

### **Deferred entry to school**

Parent(s) 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 an application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term. Parent(s) 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.

### **TIMETABLE for admission to Reception**

- **16<sup>th</sup> January 2018** is the closing date for applications for a place in Reception.
- Applications can be made either on line or on the common preference form (CPF).
- All application must be accompanied by the school's supplementary information form (SIF). This must also be completed and returned to the school by the same date.
- Completed forms can be handed in at the school office where they will be forwarded to the admissions team. Completed forms may also be return directly to the Local Authority. Parents are also able to register their preferences on-line with the Local Authority.
- Application forms received after the closing date will only be considered when allocations have been made from those applications received on time.
- Parents will be notified of the result of their application by the Local Authority, on behalf of the governors, on **19<sup>th</sup> April 2018**.

### **APPEALS**

Appeals against the refusal of a place must be made by parent(s) in writing to the Clerk of Appeals Panel. These must be sent to the headteacher at the school within 20 days of the parent(s) receiving notice that a place has not been offered. Further details of the appeals procedure is available from the school on request or via the school's website at [www.beeston-st-lukes.leeds.sch.uk](http://www.beeston-st-lukes.leeds.sch.uk)

### **WAITING LIST**

Where an application is unsuccessful, the child's name will automatically be placed on a waiting list which will be maintained until the end of the school year for which the application was made.

