

## St Giles CE (VA) J & I Proposed School Admission Policy 2011/12

Pontefract St Giles CE (VA) Primary School was founded by the Church of England to provide education for parents seeking a Church School Education for their children. The school is conducted by its Governing Body as part of the Church of England in accordance with its Trust Deed and the Instrument of Government, and seeks at all times to live the message of Christ, in school and through its community.

Whenever there are more applications than places available, priority will always be given to Church going families, in accordance with the over-subscription criteria listed below. In expressing preference for St Giles parents/guardians are declaring their support for the aims and ethos of the school.

The Governing Body has responsibility for admissions to this school and will admit 30 pupils to Upper Foundation (Reception) in the school year which begins in September 2011.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure between September 2010 and the closing date of 15 January 2011. If you wish to apply under Christian Commitment Criteria you should obtain a copy of the **Supplementary Information Form** (SIF) from **The School** and return the SIF to **The School** by 15 January 2011. Failure to complete this form may affect the oversubscription criteria in which your child is placed.

### Admission procedures

**The Planned Admission Limit** for admission to the reception class in the school year commencing **September 2011** will be 30. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to reception class unless the number of children for whom admission is sought exceeds this number. **By law, no infant class may contain more than thirty children.**

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and **The School's** Governing Body allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Body will allocate places using the following criteria, which are listed in order of priority. The closing date for applications is 15 January 2011 The Local Authority will inform parents of the offer of a place on 11 April 2011.

### Point of Entry

**For all children due to start full time school either reception or upper foundation in any academic year the admission process will be as follows:**

<b>Date of 5<sup>th</sup> birthday</b>	<b>-</b>	<b>1 September to 31 March</b>	<b>-</b>	<b>full time in September (Autumn Term)</b>
		<b>1 April to 31 August</b>	<b>-</b>	<b>full time in January (Spring Term)</b>

### **Special Educational Needs**

**The School** will admit children with statements of Special Educational Needs in which **The School** is named on the Statement.

## Oversubscription Criteria

- 1, Looked after children as defined in Section 22 of the Children's Act 1989
- 2 A child who, or whose parents/guardians, resides within the parishes of St Giles, Pontefract and All Saints, Pontefract, or whose parents/guardians are on the electoral roll of that church, and who are:
  - a) **'At the heart of the church'**  
A regular worshipper. A person who worships at least once per month. The worshipper could be one or both parents or the child.
  - b) **'Attached to the church'**  
A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden.*

*Parents having moved to become resident in the parish(es) mentioned above, having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish.*

**(See Notes 1, 2 & 3)**

- 3 A child who has a brother or sister (including a half-, step or adoptive brother or sister) attending this school at the proposed date of admission. **(see note 5)**
- 3 A child whose parents/guardians reside within the parish of St Giles, Pontefract and All Saints, Pontefract, who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, who are:

**(See note 4)**

  - a) **'At the heart of the church'**  
A regular worshipper. A person who worships at least once per month. The worshipper could be one or both parents.
  - b) **'Attached to the church'**  
A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Minister of Religion.*

*Parents having moved to become resident in the parish(es) mentioned above, having been Members of another Christian Church recognised by Churches Together in England and Wales, will qualify upon proof of membership being provided by the Minister of that other Church.*

**(See Notes 1, 2 & 3)**

- 4 Children who live within the Admission Priority Area of the school (the parishes of St Giles, Pontefract and All Saints, Pontefract). A map detailing the admission priority area is available from the school).

6 Other children with priority being given to those living nearest to school. **(see note 3).**

## **1 Tie-break**

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school.

The distance measured will be from the central (centroid) point of applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house and mapping software.

A map showing the ecclesiastical parish boundary(ies) is available at the school.

A map showing the admissions priority area for admissions is available at the school.

## **2 Parents**

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

## **3 Home Address and Residing in**

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

## **4 Other Christian Churches (Churches Together in England)**

**The Baptist Union of Great Britain**

**Cherubim and Seraphim Council of Churches**

**Church of England**

**Church of Scotland**

**Congregational Federation**

**Council of African and Afro-Caribbean Churches**

**Methodist Church**

**Moravian Church**

**New Testament Assembly**

**Religious Society of Friends**

**Roman Catholic Church**

**Russian Orthodox Church**

Council of Oriental Orthodox Christian Churches  
Free Churches' Council  
Greek Orthodox Church  
Independent Methodist Churches  
Joint Council for Anglo-Caribbean Churches  
Lutheran Council of Great Britain

Salvation Army  
United Reform Church  
Wesleyan Holiness Church  
Ichthus Christian Fellowship  
International Ministerial Council of Great Britain

5 **The term “Sibling”** is defined as:

- a full or half brother or sister
- a step brother or sister
- an adoptive brother or sister
- the children of parents living together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. **The Governing Body** will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the infant class size regulations.

6 **Waiting List**

Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

In accordance with paragraph 3.27 of The Admissions Code. - As soon as school places become vacant **The Governing Body** must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's right of appeal against an unsuccessful application.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

It should be noted that children who are the subject of direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol (paragraph 3.28 of The Admissions Code), **must** take precedence over those on a waiting list. Where an admission authority holds a waiting list, they **must** make clear in their admission arrangements that these children will take precedence over any child already on that list. Legislation enables this to be done immediately without the need to apply to the Schools Adjudicator for a variation in determined admission arrangements<sup>1</sup>.

7 **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

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<sup>1</sup> The School Admissions (Alteration and Variation of, and Objections to, Arrangements) (England) Regulations 2007 (SI 2007/xxxx)

Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to:

The Clerk to Aided School Appeal Panel  
Wakefield Diocesan Board of Education  
Church House  
1 South Parade  
Wakefield  
WF1 1LP

Telephone : 01924 371802

Within twenty one days of receiving the refusal letter.

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO**

**Pontefract St Giles CE (VA) Primary School**

**SCHOOL YEAR 2011/2012**

**INTRODUCTION**

St Giles is a Church Aided School, which means that members of the Parishes of St Giles, Pontefract and All Saints, Pontefract and the Diocese of Wakefield have contributed towards the building of the school and continue to pay towards its maintenance.

The School is designated as a school with a Religious Character and as such is permitted to give application preference to members of a particular faith or denomination.

The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at St Giles School. **This form should be completed if you want your application to be considered using the Christian commitment oversubscription criteria of the Schools admission policy. Failure to complete this form may affect the oversubscription criteria in which your child is placed.**

I / We – Name(s)	
Of - Address	
Parent(s) of (Child's name)	

**Declare Christian Commitment, for at least the previous two years described as:**

<b>'At the heart of the church'</b> - A regular worshipper who is on the electoral roll of the church and worships at least twice per month. The worshipper could be one or both parents or the child.	<b>Please tick</b>
<b>'Attached to the church'</b> - A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.	<b>Please tick</b>

Parental Signature(s)	Please print your name(s)
(1)	(1)
(2)	(2)
Date	Date

**PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION**  
See the school's admission policy to find out who these persons are

<b>Verified by</b>	Vicar, Rector, Priest in Charge, Minister of Religion etc. (During an interregnum the form may be signed by a Churchwarden).
Signature	
Please print your name	
Status within the church	
Date	
Your contact address / telephone	

**Please return this form to: Pontefract St Giles CE (VA) J & I School, Skinner Lane, Pontefract WF8 1HG**

**BY THE FOLLOWING DATE - 15 January 2011**