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### **Note**

The information given in this booklet, which relates to the 2012/13 academic year, is correct at the present time. It should not be assumed that there will be no changes affecting these arrangements before the start of the academic year which it refers to or in subsequent years. Changes in policy either following legislation or by decision of Calderdale Council, or conversions of schools to academy status, may take place at any time and therefore the provisions as stated in this booklet can form no guarantee.

### **Feedback Welcome**

If you would like to provide any feedback regarding the layout and content of this booklet, please write to The Admissions Officer, Northgate House, Halifax, HX1 1UN

## Everyone different – everyone matters

Dear Parent/Guardian

Starting school is one of the most important milestones in a child's life. It is a very exciting time both for the child and the family but it may also cause some anxieties. I hope the information contained in this booklet will allay some of these concerns. The booklet is intended to give you information about admission to primary schools and academies in the Calderdale area. It covers general information which applies to all Calderdale primary schools and academies. I hope you find it clear and helpful.

The information in this booklet is also available online at

[www.calderdale.gov.uk/education/schools/admissions/index.html](http://www.calderdale.gov.uk/education/schools/admissions/index.html)

If you require information about a particular school, please contact the school directly for a copy of the school prospectus. School prospectuses are also available in the Central Library for reference.

If you are a Calderdale resident, the Common Application Form must be filled in and returned to your first **preference** school or directly to the Local Authority by no later than 15 January 2012. Alternatively, you may submit an online application between 21 November 2011 and 15 January 2012. Non Calderdale residents should apply through their home Local Authority.

The headteacher of the school of your **preference** will not be able to tell you immediately whether your child will be admitted since the Authority will need to know the final demand for each school before offers of places can be made. Offers of places will be made on 20 April 2012.

Please note that the Local Authority operates a Co-ordinated Admissions Scheme for pupils starting school in September. This is in accordance with legislation and the Government's School Admissions Code. Please see Part A, Section 2 for more information about the Co-ordinated Admissions Scheme.

I do urge you to read the booklet very carefully and, in particular, to take note of the over-subscription criteria for the schools in which you have an interest. If you require any further information before finalising your **preferences**, please do not hesitate to contact the Admissions Team, Children and Young People's Services, Northgate House, Halifax HX1 1UN on telephone 01422 392617 or email [cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk)

Yours sincerely



Janet Donaldson  
Director, Children and Young People's Services

## Important Dates

<b>Sunday 15 January 2012</b>	Last date for Common Application Form together with any supplementary forms (as required) to be returned via first <b>preference</b> school or directly to the Local Authority. This is also the last date for submitting online applications.
<b>Friday 20 April 2012</b>	Parents/guardians notified of allocations.
<b>Friday 4 May 2012</b>	Last date for parents/guardians to request re-allocation.

## PART A: APPLICATION PROCEDURE AND GENERAL INFORMATION

### 1. Introduction

This booklet has been produced for those parents/guardians whose children are due to enter 'infant', 'junior and infant' or 'junior' schools (all known as primary schools) in Calderdale in September 2012. The Local Authority has published this booklet after consultation with the governors of all primary schools in Calderdale. Parents/guardians are asked to read the booklet carefully before completing the Common Application Form or submitting an online application.

The information in this booklet is also available online at:

[www.calderdale.gov.uk/education/schools/admissions/index.html](http://www.calderdale.gov.uk/education/schools/admissions/index.html)

Individual school prospectuses are available in the Central Library for reference and if you need a personal copy, please contact the school directly.

If you require any further information about admissions arrangements in Calderdale, please contact the Admissions Team, Children and Young People's Services, Northgate House, Halifax HX1 1UN.  
Telephone: 01422 392617  
Email:  
cyps.admissions@calderdale.gov.uk

### 2. Co-ordinated Admissions Scheme

The Education Act 2002 requires every local authority to operate a co-ordinated admissions scheme for children who are due to start school in

September 2012. The co-ordinated admissions scheme seeks to ensure that every child in a local authority receives only one offer of a school place.

Calderdale's co-ordinated admissions scheme for 2012 operates in such a way that all parental **preferences** are considered equally. However, the schools have to be expressed in order of **preference**. In the event of a child being eligible for a place at more than one school, only one offer of a place will be made. This will be at the highest expressed **preference** of school for which the child is eligible. (For the purpose of clarity, this is not a 'First **Preference** First' scheme and priority will not be given to first **preferences** over second or third **preferences**).

Parents of children resident in Calderdale can express up to three **preferences** for schools/academies including schools in other local authorities. For out of authority schools however, they should contact the relevant local authority for information about the school's over-subscription criteria. (Contact details of neighbouring local authorities are given in Appendix 3).

Parents of children who reside outside Calderdale must not complete Calderdale's Common Application Form or online application, even if their child currently attends a Calderdale nursery. They must complete their home authority's application form to express any **preferences** for Calderdale schools.

Eligibility for school places is determined by the over-subscription criteria published for each school. Parents/guardians should read Part B: Over-subscription Criteria for

Calderdale Primary Schools/Academies, very carefully before expressing their **preferences**. This details how priority will be determined for applications to a school in the event that there are more applications received than places available.

The Common Application Form must be completed and returned to your first **preference** school or directly to the Local Authority by 15 January 2012. Alternatively, you may submit an online application between 21 November 2011 and 15 January 2012.

Some schools require a supplementary application form. If any parents/guardians submit a supplementary application form, it will not be regarded as a valid application unless accompanied by a completed Common Application Form or an online application with that school expressed as a **preference**.

Due to the high volume of applications received, it will not be possible to reply to telephone or email queries about whether an application has been received. However, those parents/guardians who require confirmation should send a stamped, self-addressed envelope with the application form. Receipt of online applications will be acknowledged via an automated email.

### 3. Primary Schools/ Academies in Calderdale

All maintained schools in Calderdale are co-educational day schools. There are 86 maintained primary schools and academies in Calderdale which are broken down into the following categories.

Category	Infant	Junior	Junior and Infant
Community	4	1	45
Voluntary Aided	1	2	18
Voluntary Controlled			7
Foundation		1	3
Academy			2
Special			2

- **Infant School**  
Reception through to Year 2
- **Junior School**  
Year 3 through to Year 6
- **Junior and Infant School**  
Reception through to Year 6

The Local Authority is responsible for determining admission arrangements for community and voluntary controlled schools. Please refer to Part B, Section 1 for the over-subscription criteria of these schools. In voluntary controlled schools, no account is taken of church membership or affiliation.

The governing body is responsible for determining admission arrangements for foundation and voluntary aided schools. Please refer to Part B, Section 2 for the over-subscription criteria of these schools. Voluntary aided schools are denominational schools and priority for admission to most of these is based on the grounds of faith.

Children are admitted to the special schools through a Statement of Special Educational Needs. If your child has a statement, he/she may be eligible for admission to one of the special schools

in Calderdale. Decisions regarding admission to special schools rest with the Local Authority, however, parents/guardians are closely involved in the decision making process.

A list of all primary schools and academies in Calderdale is given in Appendix 1.

#### **4. Provision for Children with Special Educational Needs**

The Authority operates to general principles. The guidance in these pages is informed by these general principles and should be read with them clearly in mind.

- A child with Special Educational Needs should have their needs met.
- The Special Educational Needs of children will normally be met in mainstream schools or settings.
- Parents/guardians have a vital role to play in supporting their child's education.
- Children with Special Educational Needs should be offered full access to a broad, balanced and relevant education, including an appropriate curriculum for the foundation stage and the National Curriculum.

If it seems that a child has complex or severe learning difficulties then consultation with other professionals (such as Educational Psychologists, School Medical Officers etc) will take place after parents/guardians have been consulted. The Authority may take the decision to carry out an assessment under Part 4 of the Education Act 1996 and may issue a

statement of Special Educational Needs. The statement is a formal summary of the child's Special Educational Needs and the provision that will be made to meet these needs.

Arrangements within the Authority allow for the progressive extension of professional involvement from the class teacher to the head teacher, and then, if necessary, to professionals external to the schools (such as Specialist Teachers, Educational Psychologists, Education Welfare Officers, Area Health Authority Personnel, Social Services etc).

Organisationally, there are the following three options regarding the way Special Educational Needs may be met:

- (a) At a maintained school with appropriate intervention. The support may be provided from the school's own resources or by an outside agency. A formal statement under the Education Act 1996 is not always necessary to provide this option.
- (b) At a special unit or maintained special school.
- (c) At a non-maintained, independent or special school.

In options (b) and (c) above, a statement must be written.

In each case, the decision to move a child from a mainstream to a special school or from within the Authority to a placement outside is not taken unless it is not possible to provide appropriately for the child otherwise. Parental views are always sought and due regard given to those views.

Parents/guardians, who feel that their child has Special Educational Needs

which have not been addressed in one of the ways described above, should make their initial contact through the head teacher of their child's present school. More general enquiries concerning special educational provision should be made to the Special Needs Section of the Children and Young People's Services.

The Code of Practice on the Identification and Assessment of Special Educational Needs states, "The parents' **preferred** school may be further away from the child's home than another school which is appropriate to the child's special educational needs. In such a case it is open to the local authority to name the nearer school, because that would be compatible with the efficient use of the local authority's resources. It would also be open to the local authority to name the school **preferred** by the child's parent(s), so long as the parent(s) met the transport costs."

Please contact the SEN Team on telephone 01422 394130 or email [lynda.canning@calderdale.gov.uk](mailto:lynda.canning@calderdale.gov.uk)

For further information, please visit [www.calderdale.gov.uk/education/parents/sen/index.html](http://www.calderdale.gov.uk/education/parents/sen/index.html)

The Parent Partnership Service is also here to help and give advice on issues related to Special Educational Needs. The Service can be contacted on telephone 01422 399500 or email [cpps@calderdale.gov.uk](mailto:cpps@calderdale.gov.uk)

For further information, please visit [www.calderdaleparentspartnership.org.uk](http://www.calderdaleparentspartnership.org.uk)

## 5. Admission to Primary Schools/Academies

It is the Authority's policy to admit children to Reception classes at the start of the academic year in which they attain the age of five ie if their fifth birthday falls between 1st September of the year of admission and 31st August of the following year, both dates inclusive. This ensures that all children can have three full years of education in an infant department. Although parents/guardians are not required by law to send their children to school until the beginning of the term following their fifth birthday, it should be noted that the first two terms give a most important foundation for future education. A Reception place cannot be deferred beyond the summer term of the academic year in which the child becomes five.

Parents of children who are not of compulsory school age may also request that their child only attends a Reception class on a part time basis.

Children in infant schools transfer to junior schools at the start of the academic year in which they attain the age of eight (ie Year 3).

Appendix 1 gives contact details of all Calderdale primary schools and academies and also shows the number of pupils which the Authority (governors in the case of voluntary aided and foundation schools and academies) plan to admit to each school in the 2012/13 academic year. Parents/guardians should also give regard to information in Appendix 2, which provides admission figures for the 2011/12 academic year.

## 6. Parental Preferences

Parents/guardians have the legal right to state the school they wish their child to attend. The admissions authority has a duty to meet their stated **preference** unless:

- (a) this would prejudice the provision of efficient education or the efficient use of resources, or
- (b) for a voluntary aided or denominational school, this would be incompatible with the admission arrangements made by the school governors which are designed to preserve the religious character of the school.

In the case of (a), each school has an Admission Number, which indicates the number of pupils which the admissions authority can admit to the school. Details of the Admission Number for each school are given in Appendix 1.

In the context of the 'School Admissions Code' issued by the Department for Education (Dfe) on admissions to schools and the relating legislation, the Local Authority is responsible for administering the co-ordinated admissions arrangements for all maintained schools and academies in Calderdale.

Parents/guardians are asked to complete their application very carefully, giving particular attention to the over-subscription criteria for the schools in which they have an interest and to ensure that they make realistic **preferences** for schools.

If you require advice and guidance when considering your **preferences** and completing the common application form, please contact the

admissions team on 01422 392617 before 15 January 2012.

Please note that naming only one school will not necessarily ensure your child is allocated a place at that school and parents/guardians are urged to use the opportunity to express three **preferences** for schools in order of **preference**.

It is important for parents/guardians to give details of any brothers or sisters (including step/half brothers and sisters) permanently resident in the same household and currently attending the **preferred** school or associated junior school excluding pupils in their final year. Please note that cousins living in the same household do not count as siblings.

Parents/guardians must give their correct address. This must be the child's current permanent place of residence and not a childminder's or grandparents' address. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property where the parent receives child benefit. **An offer of a place may be withdrawn if a false address is given.**

Parents/guardians should note that when allocating places, the Authority considers the child's current permanent place of residence and an intention to move to another address is not taken into consideration.

Parents/guardians should also note that childcare and travel arrangements are not taken into account when allocating places.

Evidence of residency may be required where there is a discrepancy with an

address. This may be in the form of a council tax bill, utility bill, tenancy agreement and/or child benefit documentation. Further information and documentation may be requested if deemed necessary.

As nursery provision is not available at every school, admission to a nursery class of a particular school does not guarantee a subsequent place at a Reception class of that school.

No advantage is given to any parents/guardians on the grounds that they made an application for admission to a particular school at an earlier date than other parents (providing the applications are received before the closing date of 15 January 2012).

Any changes made to **preferences** after the closing date of 15 January 2012 will result in the application being treated as a late application with the exception of a house move over 3 miles. Please see Section 8 'Late Applications' for further information. Please note that **preferences** cannot be changed after 15 February 2012.

If you require any further information before finalising your **preferences**, please contact the Admissions Team, Children and Young People's Services, Northgate House, Halifax HX1 1UN. Telephone: 01422 392617  
Email: [cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk)

## 7. Online Applications

Calderdale Council is pleased to be able to provide a facility for parents/guardians to apply for a primary school place online.

The same timetable applies for online applications as for paper applications.

Applications may be made from 21 November 2011 until the closing date of 15 January 2012. You will be able to view as well as amend your online application any time throughout this period up to 15 January 2012. Receipt of online applications will be acknowledged via an automated email.

Only one application may be submitted for a child. Parents/guardians must not submit an online application in addition to a paper common application form as multiple applications will not be accepted.

**Do not complete an online application if you are not a Calderdale resident.**

Please visit

[www.calderdale.gov.uk/education/schools/admissions/index.html](http://www.calderdale.gov.uk/education/schools/admissions/index.html)

## 8. Late Applications

Late applications will be considered after all applications received before the closing date. However, in 'exceptional circumstances' defined below, it may be possible for an application received after the closing date to be considered as on time. 'Exceptional circumstances' are:

- where a single parent living alone with their child has been ill for some time. The application must be supported by a doctor's note and evidence of being a single parent;
- where a house move over 3 miles (as determined by a straight line measurement) within or into Calderdale has been completed between 15 January 2012 and 15 February 2012. This applies to house moves into and within

## Part A: Application Procedure and General Information

Calderdale. The application must be supported by appropriate evidence (for example a solicitor's letter confirming the completion of a house purchase or copy of a rental agreement for a property within Calderdale).

A house move of less than 3 miles will not be considered as exceptional circumstances.

Exceptional circumstances can only be taken into consideration where a Common Application Form has been received before 15 February 2012 and where accompanied by all supporting evidence and any supplementary forms.

Applications received between 20 April 2012 and 4 May 2012 will be processed along with any reallocation requests (see Section 10), with notification of an offer being made on 18 May 2012.

Applications received after 4 May 2012 will be dealt with in order of date received.

### 9. Allocation of Places

Parents/guardians are assured that every effort is made to offer their child a place at their **preferred** school. However, if more applications are received for a school than there are places available, then the admissions authority will decide between applicants by the use of the over-subscription criteria of the school. The over-subscription criteria of all Calderdale primary schools are given in Part B.

Calderdale Council will determine which school should be allocated:

- Where a child is eligible for a place at only one of the **preferred** schools, that school will be allocated to the child.
- Where a child is eligible for a place at more than one of the **preferred** schools, they will be allocated a place at whichever of these is the higher ranked **preference**.
- Where a child is resident in the Local Authority and is not eligible for a place at any of the **preferred** schools, they will be allocated a place at the school nearest to their home where vacancies exist within Calderdale.

An allocation of a primary school place will be confirmed in writing to parents/guardians on 20 April 2012. Offer letters will be sent to parents/guardians via the allocated schools. The letter will contain the following:

- The name of the school at which a place is offered and the deadline for accepting the place. If a parent/guardian does not respond by the deadline, it will be assumed that they have accepted the place they have been offered.
- The reason why the pupil has not been offered a place at any other schools **preferred**.
- Advice to parents/guardians if they wish to be considered in the re-allocation process for any places that might become available. (Please see Section 10 'Re-allocation Process').
- Information about the statutory right of appeal against any decision to refuse a place at a

**preferred** school. (Please see Section 11 'The Right of Appeal').

**If none of the preferred schools can be allocated, due to oversubscription, the Authority will offer a place at the closest school to the family home where vacancies exist. (Distance in this instance will be calculated using a suitable walking route. This applies to Calderdale residents only.)**

Calderdale Council will not confirm the allocation of a school place to any parent/guardian under any circumstances prior to the offer day. Please also note that confirmation of places will not be given over the telephone.

## 10. Re-allocation Process

Parents/guardians who are not happy with the school place they have been offered can request the name of their child to be added to this list for places which may become available after 20 April 2011.

- If re-allocation is requested at a higher **preference** school than has been allocated, the place offered can be retained.
- If re-allocation is requested at a lower **preference** school than has been offered, or a school which was not originally indicated on the application form, the higher **preference** school must be given up. (Please note that giving up a place does not guarantee re-allocation to another school and the original place offered will be re-allocated to another child).
- If a school has been offered which was not originally **preferred**,

parents/guardians can request re-allocation to all **preferred** schools or a school which was not originally indicated on the application form.

The deadline for requesting re-allocation is 4 May 2012.

Parents/guardians will be notified of the outcome in writing by 18 May 2012. Re-allocation requests received after 18 May 2012 will be dealt with in order of date received. Please note that information regarding the outcome of re-allocations will not be given over the telephone.

The Authority will maintain the re-allocation list until the end of the first term of the academic year beginning September 2012.

## 11. The Right of Appeal

It is our aim to offer your child a place at your **preferred** school. However, if more applications are received than there are places available at your **preferred** school, and your child is not offered a place at that school after applying the admission criteria, you have the right to appeal to an Independent Appeals Panel. These panels are set up in accordance with the requirements of the School Standards and Framework Act 1998.

It is not necessary to provide full details of your reasons for appealing at this stage. Further information regarding the appeal process will be provided by the relevant admissions authority.

For an appeal for a community or voluntary controlled school, please write to the Admissions Officer, Children and Young People's Services, Northgate House, Halifax HX1 1UN.

## Part A: Application Procedure and General Information

For an appeal for a foundation, voluntary aided catholic school, or academy please write to the governing body of the school.

For an appeal for a voluntary aided Church of England school, please write to The Clerk to the Aided Schools Appeals Panel, Church House, 1 South Parade, Wakefield, WF1 1LP.

You may present your appeal in person, have someone else present the case for you or request that a written appeal be considered.

The Appeals Panel will take all your reasons and the admission authority's admission arrangements into consideration when reaching its decision. The Appeals Panel's decision will be completely independent of any previous decision taken by the admissions authority and will be binding upon all parties, that is the Local Authority (governors in case of voluntary aided, foundation schools and academies) and the parents/guardians.

Please note that only one appeal for a school in the same academic year will be considered unless there have been significant changes in the circumstances relevant to the application.

### 12. Casual Admissions and Transfers

In general, the Authority does not encourage transfers between primary schools for reasons other than a house move (this excludes children in a nursery setting). Evidence strongly indicates that they are rarely in the best educational interests of the pupil because of the disruption this would cause to their learning experience.

#### (a) Transfer requests from pupils within Calderdale

If a parent, having considered carefully the effects that such a transfer would mean, still wishes to request a transfer, to a Calderdale school or a school outside the authority, they should complete an 'In Year Application Form', available from Children and Young People's Services, Northgate House, Halifax HX1 1UN.

A report from the Head Teacher of the pupil's current school will be required. Additionally, a report from the Education Welfare Service may be required if deemed appropriate to assist in the transfer process.

The application will then be sent to the school requested.

Parents are informed of the outcome of the request in writing by the local authority.

#### (b) Transfer requests from pupils living outside Calderdale

Parents living outside Calderdale should contact their home local authority to request an application form. This applies even if the school requested is within Calderdale.

The relevant authority will then liaise with Calderdale and notify parent of the offer of a school place.

#### (c) Transfer of Pupils with Statements of Special Educational Needs

Parents wishing to transfer a child who is in receipt of a Statement of Special Educational Needs should not complete an 'In Year Application Form', but should send a request in writing to the Special Needs Manager, Children and Young People's Services, Heath Training and Development

Centre, Free School Lane, Halifax HX1 2PT.

**(d) Transfer of Pupils in public care ('Looked After' children)**

In the case of 'Looked After' children, requests for transfers should be made to the Service Manager, Looked After Children Education Service, Heath Training and Development Centre, Free School Lane, Halifax HX1 2PT.

### **13. School Meals and Assistance Towards Educational Visits**

**M**id-day meals are available to pupils in most primary schools. Charges, dining arrangements and menus are available from the schools.

Pupils are entitled to free school meals if their parents are in receipt of any of the following support payments.

- Income Support.
- Income-based Job Seeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The Guarantee element of State Pension Credit.
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,040.
- Working Tax Credit during the four-week period immediately after their employment finishes or after they start to work less than 16 hours per week.

In schools where meals are currently not available, provision will be made for children entitled to free school meals.

Applications for free school meals should be made to the Benefits Assessment Unit, Finance Department, Princess Buildings, Halifax HX1 1TS. Forms are available from all Districts Offices, Housing Offices, Education Offices and Finance Cash Collection Offices.

Some assistance towards the cost of school educational visits of more than one day's duration is paid in certain cases where parents of pupils are in receipt of any of the following support payments:

- Income Support.
- Income-based Job Seeker's Allowance.
- The Guarantee element of State Pension Credit.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,040.

Applications are made by the school to Children and Young People's Services on behalf of such pupils.

### **14. School Uniform**

**T**he governing body of each school is responsible for establishing a dress code for pupils and developing appropriate policies in respect of school uniform. The Authority is not able to assist parents/guardians to purchase items of school uniform or

supply school clothing. In exceptional circumstances or dire emergency, parents/guardians should seek advice from the Education Welfare Officer attached to the school.

## 15. Education Welfare

The Education Welfare Team seeks to enable pupils to gain maximum benefit from educational opportunities. It acts to ensure that each child of compulsory school age receives efficient full-time education and is encouraged to make full use of educational resources and facilities. It has legal responsibilities in respect of pupils who are subject to Education Supervision Orders and a duty to protect children from harm and exploitation as a consequence of illegal employment.

The Team seeks to promote and encourage partnership and co-operation between parents/guardians, pupils, school staff and a range of support services. This is achieved by providing information and advice regarding educational provision and procedures, counselling individual pupils whose behaviour or attitude is cause for concern and supporting parents/guardians who experience difficulties which affect the academic progress or school attendance of their children.

Contact with the Education Welfare Team can be made through the school or on any of the following telephone numbers:

Halifax: 01422 266125  
 Brighouse: 01422 393791  
 Todmorden: 01706 548129

## 16. Associated Infant and Junior Schools

Following is a list of infant and their associated junior schools. Please note that attendance at a particular infant school does not automatically guarantee a place at the associated junior school. Please refer to individual schools' over-subscription criteria in Part B.

Infant School	Associated Junior School
Tuel Lane Infant	Christ Church CE (VA) Junior
Castlefields Infant	Longroyde Junior
Central Street Infant	Riverside Junior
Stubbings Infant	Riverside Junior
St Andrew's CE (VA) Infant	St Andrew's CE (VA) Junior

## 17. Complaints Procedure

The Authority has established procedures for dealing with complaints relating to the Curriculum, Sex Education, SEN, Child Protection Investigations, Admissions and Exclusions<sup>1</sup>. Any queries about these issues should be addressed in writing to the Director, Children and Young People's Services, Northgate House, Halifax HX1 1UN in the first instance.

Where a parent/guardian has a complaint not related to the above, they should discuss the matter informally with the head teacher. If the matter is still not resolved, they should request a copy of the school's

<sup>1</sup> Complaints relating to Admissions and Exclusions in Foundation, Voluntary Aided schools and Academies should be addressed to the Governing Body of the school.

complaints procedure from the Governing Body of the school concerned.

## 18. Further Information

Individual school prospectuses are available in the Central Library for reference and if you need a personal copy, please contact the school directly.

OFSTED reports about schools are available in the Central Library for reference and also online at the OFSTED website at:

[www.ofsted.gov.uk/reports](http://www.ofsted.gov.uk/reports)

Performance tables for schools are available online at the Department for Education (DfE) website at:

[www.dfe.gov.uk/performancetables](http://www.dfe.gov.uk/performancetables)

If you need any further information about admissions arrangements in Calderdale, please contact the Admissions Team, Children and Young People's Services, Northgate House, Halifax HX1 1UN.

Telephone: 01422 392617

Email:

[cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk)

## **PART B: OVER-SUBSCRIPTION CRITERIA FOR CALDERDALE PRIMARY SCHOOLS/ACADEMIES**

### **1. Community and Voluntary Controlled Primary Schools and Academies**

The Local Authority is responsible for admission arrangements in community and voluntary controlled schools. A list of primary schools is given in Appendix 1.

#### **Over-subscription Criteria**

Places will be allocated in community and voluntary controlled primary schools in the following order of priority:

1. Pupils who are in public care ('Looked After' children).
2. Pupils who have a brother or sister (including step/half brothers and sisters) permanently resident in the same household and currently attending the school or its associated junior school (excluding pupils in their final year).

Parents/guardians should be aware that a sibling link cannot be claimed where a sibling in receipt of a Statement of Special Educational Needs is attending a resourced unit within a mainstream primary school.

3. Other children.

#### **Notes**

- (i) If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's permanent home to the school.

Distance will be calculated using a straight line measurement from the pupil's permanent home to the closest **designated** school gate.

Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the Local Authority's GIS system and no other method of measuring distance will be considered.

Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from.

- (ii) In voluntary controlled schools, no account is taken of church membership or affiliation.
- (iii) The oversubscription criteria shown on this page also applies in respect of admission to The Greetland Academy and Whitehill Community Academy, where there are more applications received than there are places available.

## 2. Foundation, Voluntary Aided Primary Schools and Academies

The governing body is responsible for determining admission arrangements for foundation, voluntary aided schools and academies.

other method of measuring distance will be considered.

Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from.

### All Saints CE (VA) J & I School

The Planned Admission Limit is 30. Where total applicants for admission into the Reception class exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. 'Looked After' children defined as children who are in the care of the Local Authority (in accordance with section 22 of the Children Act 1989).
2. Where the child has a sibling attending the school at the proposed date of admission. (See note 1)
3. Proximity of the child's **permanent address** to the school with those living nearer, as measured by the **shortest distance**, being accorded the higher priority. Distance is defined as the distance from the pupil's home to the school in a straight line as measured by Calderdale Metropolitan Borough Council. (see note 2)

Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the Local Authority's GIS system and no

### Notes

1. For the sibling criterion to be applicable, one of the following conditions must exist:
  - brother and/or sister to be permanently resident at the same address at the proposed date of admission.
  - step-brother and/or step-sister to be permanently resident at the same address at the proposed date of admission (to include half brothers/sisters).
2. The child's permanent place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child reside for a minimum of 6 (six) months prior to and including the closing date for receiving applications for admission to school into Reception class.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's permanent place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

## Barkisland CE (VA) Primary School

The Planned Admission Number for admission to the Reception year in the school year commencing September 2012 is 25.

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

Where the number of applications for Barkisland CE (VA) Primary School received during the normal admissions round exceeds the admission number of the school, the Governing Body will apply the following criteria in strict order of priority:

1. Children in care (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989).
2. A child who, or whose parents/guardians, reside(s) within the parish of Christ Church Barkisland, or whose parents/guardians are on the electoral roll of that church, and who are:
  - (a) 'At the heart of the church'
  - (b) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

3. A child of parents residing within the ecclesiastical parish of Christ Church, Barkisland and Dean Head, West Scammonden.
4. A child whose parents/guardians reside within the parish of Christ Church Barkisland, and who are

members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, and who are:

- (a) 'At the heart of the church'
- (b) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

5. A child who has a brother or sister (including a half, step or adoptive brother or sister) attending the school at the proposed date of admissions.
6. Other children

***Please refer to page 35 for further information relating to the oversubscription criteria.***

## Christ Church CE (VA) Junior School

The Planned Admission Limit for admission to the Y3 cohort in the school year commencing September 2012 will be a maximum of 40. Those parents/guardians who wish to apply under Christian Commitment Criteria must obtain a copy of the Supplementary Information Form (SIF) from the school and return to the school by the date stated on the form. The school will admit children with statements of Special Educational Needs in which the school is named on the Statement.

Where the number of applications for Christ Church CE (VA) Junior School received during the normal admissions round exceeds the admission number

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of the school, the Governing Body will apply the following criteria in strict order of priority.

1. 'Looked After' children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989).
2. A child who has a brother or sister (including half-, step- or adoptive brother or sister) attending the school at the proposed date of admission.
3. A child who, or whose parents/guardians, reside(s) within the parish of Christ Church Sowerby Bridge, or whose parents/guardians are on the electoral roll of that church, and who are:

- (a) 'At the heart of the church'
- (b) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

4. A child whose parents/guardians, reside within the parish of Christ Church Sowerby Bridge, who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, and who are:

- (a) 'At the heart of the church'
- (b) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

5. Children from our associated school, Tuel Lane Infant School.
6. Other children.

***Please refer to page 35 for further information relating to the oversubscription criteria.***

## Elland CE (VA) J, I & N School

**B**ased on the Church of England foundation, the governors will apply the following criteria, in the order given, to determine the admission of children to the school:

1. Looked after children where the Local Authority and school governors, after discussion, deem the school to be the most suitable to deal with the individual needs of the child.
2. Children whose parents are active worshipping members of the Church of England, whose names are on the Parish Church Electoral Roll at St Mary's or All Saints Churches, Elland.
3. Children who have a sibling registered at the school on the proposed date of admission.
4. Children whose parents seek admission for them on medical or social grounds; this includes any children with disabilities. Such applications must be supported by a letter from the Area Medical Officer, or the Director Children and Young People's Services, or the Director Health and Social Care.
5. Children whose parents are active worshipping members of the Church of England, whose names

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are on the Parish Electoral Roll of other churches.

6. Children of parents who are active worshipping members of the congregations of other churches within the Parish of Elland which accept the doctrine of the Trinity.
7. Children of other faiths whose parents positively select a school with a religious ethos.
8. Children living in the ecclesiastical parish of Elland.
9. Other children.

### Notes

- (i) If the above criteria are insufficient to distinguish between applications, then the governors will allocate a place to the children who live nearest to the school by the shortest route as the crow flies, from the front door of the dwelling to the closest designated school entrance point.
- (ii) Parents seeking admission under criteria 1 or 4 should meet with the headteacher and the chair of governors to discuss the suitability of the school before application.
- (iii) Parents seeking admission under criteria 2, 5 or 6 should complete a supplementary application form for admission on religious grounds. This form is in addition and not instead of the Common Application Form or online application form.

## Hebden Royd CE (VA) Primary School

The Planned Admission Limit for admission to Reception class in the school year commencing September 2012 will be a maximum of 21. Those parents/guardians who wish to apply under Christian Commitment Criteria must obtain a copy of the Supplementary Information Form (SIF) from the school and return to the school by the date stated on the form.

The school will admit children with statements of Special Educational Needs in which Hebden Royd CE (VA) Primary School is named on the Statement.

Where the number of applications for Hebden Royd CE (VA) Primary School received during the normal admissions round exceeds the admission number of the school, Governors will apply the following criteria, in the order given, to determine the admission of children to the school:

1. Looked After children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989).
2. A child who, or whose parents/carers, reside(s) within the parish of St James, Hebden Bridge or St Thomas, Heptonstall, or whose parents/carers are on the electoral roll of the above mentioned churches, and who are:
  - (a) 'At the heart of the church'
  - (b) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian*

## Admission to Primary School 2012

- commitment is available from the school.*
3. Brothers or sisters of pupils registered at the school on the proposed date of admission.
4. A child whose parents/carers, reside within the parish of St James, Hebden Bridge or St Thomas, Heptonstall, who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, and who are:
- (a) 'At the heart of the church'  
(b) 'Attached to the church'
- A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*
5. A child of parents residing within the parish of St James, Hebden Bridge or St Thomas, Heptonstall.
6. Other children.
- Please refer to page 35 for further information relating to the oversubscription criteria.***
- ### Holy Trinity CE (VA) Primary School
- In determining admissions, the Governors will apply the following criteria in order of priority:
1. Looked after children.
2. Children whose parents/guardians are on the Ecclesiastical Electoral Roll of the benefice of Halifax Holy Trinity and St Jude, the
- Parish of St Paul's or the Halifax Parish Church (Halifax Minster)
- Parents/guardians who have moved to become resident in the parishes shown, 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.
3. Children who are baptised members of the Church of England or other Christian Church which subscribes to the doctrine of the Holy Trinity.
4. Children who do not meet any of the above criteria. Priority will be given to children of families who are worshipping members of:
- (i) An Anglican Church.
- (ii) Other Christian Churches accepting the doctrine of the Holy Trinity. (Supporting letters will be required).
- Other Christian Churches (Churches Together in England) – ***please refer to page 35***
5. Other children, who will amount to no less than 30% of the published admissions number, if there is a demand from children falling within this category which will include:
- (i) Siblings of children registered as pupils of the school on the proposed date of admission.
- (ii) Other children.
- Where the above criteria are not adequate to distinguish between

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requests for admission which cannot all be accepted without exceeding the Planned Admission Limit, priority will be decided on the basis of radial distance (ie 'as the crow flies') from the school to the home of the applicant. Distances will be measured from the front entrance of the school on Savile Park Road to the nearest point of the applicant's residential property.

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

### Lightcliffe CE (VA) Primary School

The Planned Admission Limit for admission to the Reception class in the school year commencing September 2012 will be a maximum of 60.

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

Where the number of applications for Lightcliffe CE (VA) Primary School received during the normal admissions round exceeds the admission number of the school, the Governing Body will apply the following criteria in strict order of priority:

1. Looked After children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989).
2. A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admission.
3. A child whose home address is the parish of St Matthew's and can be confirmed by the Church leadership as attending St Matthew's Church at least twice a month for at least the previous two years.  
  
*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*
4. Other children.

***Please refer to page 35 for further information relating to the oversubscription criteria.***

### Longroyde Junior School

The number of intended admissions for the academic year commencing September 2012 will be 66. Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. 'Looked After' children.
2. Children whose medical or social circumstances prompt admission when supported by appropriate professional advice eg Area Medical Officer, Director of

- Children and Young People's Services or Social Services.
3. Children who have a brother or sister attending the school at the time of admission.
  4. Children transferring from Castlefields Infant School, our associate infant school.
  5. Proximity of the child's home to the school, by straight line measurement, with those living nearest being accorded the higher priority.
  6. Children whose parents or carers confirm in writing that they are in empathy with the aims and ethos of the school.
  7. Other children.

***Please refer to page 37 for further information relating to the oversubscription criteria.***

### **Salterlee Primary School**

The number of intended admissions for the academic year commencing September 2012 is 15. Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, when allocating places:

### **Sacred Heart Catholic Primary School**

The Governing Body has responsibility for admissions to the school and intends to admit 25 pupils to Reception in the academic year which begins in September 2012. Where there are more applications for admission than the number of places available, places will be offered in the following order of priority:

1. 'Looked After' children from Catholic families.
2. Baptised Catholic children who live in the parishes of St Patrick's, Bolton Brow or The Good Shepherd, Mytholmroyd.
3. Other baptised Catholic children.
4. Other 'Looked After' children.
5. Children of other Christian denominations, or of other faiths, whose parents or carers are in empathy with the aims and ethos of the school and whose application is supported in writing by a minister of religion or an appropriate religious leader.
1. Looked after children ie. children who are in the care of the local authority or provided with accommodation by that authority (in accordance with section 22 of the Children Act 1989).
2. Where the child has a brother or sister attending the school.
3. Children residing within the designated priority area of the school.
4. Other children.

Where there is over-subscription within any of the above criteria, priority will be decided on the proximity of the child's home to school. The distance is that measured in a straight line between the nearest point on the road or pathway outside the pupil's registered address to the closest designated school entrance point. A map detailing the designated priority area is available from the school.

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When considering allocation of places the Governing Body will only consider applicants' current permanent address of residence and disregard any intention to move to another address.

Where a child lives at different addresses as a result of parents enjoying shared responsibility then the parents must declare one of these addresses as the registered address for the purpose of determining an application for admission to the school.

Criterion 2 includes step brother/sister, adopted brother or sister, an existing pupil living at the same address where one or more of the parents is common to the applicant, at the time of the admission.

### St Andrew's CE (VA) Infant School

The Planned Admission Limit for admission to Reception in the school year commencing September 2012 will be a maximum of 60. Those parents/guardians, who wish to apply under the Christian Commitment Criteria, must obtain a copy of the Supplementary Information Form (SIF) from the school and return it to the school by the date stated on the form.

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

Where the number of applications for St Andrew's CE (VA) Infant School received during the normal admissions round exceeds the admission number of the school, the Governing Body will apply the following criteria, in strict order of priority:

1. Looked After children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989).
2. A child who, or whose parents/guardians, reside(s) within the Team Parish of Brighouse and Clifton, or whose parents/guardians are on the electoral roll of that church and who are:
  - (a) 'At the heart of the church'
  - (b) 'Attached to the church'
3. A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending this school or St Andrew's CE (VA) Junior School at the proposed date of admission.
4. A child whose parents/guardians reside within the Team Parish of Brighouse and Clifton who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish and are:
  - (a) 'At the heart of the church'
  - (b) 'Attached to the church'
5. A child whose parents/guardians, reside outside the Team Parish of Brighouse and Clifton but for whom this is the nearest Voluntary Aided School who are members of another Christian Church recognised by Churches Together in England and Wales and who fulfil the criteria in notes 4 and 5.
  - (a) 'At the heart of the church'
  - (b) 'Attached to the church'

6. A child of parents residing within the parish of the Team Parish of Brighouse and Clifton.

7. Other children.

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

***Please refer to page 35 for further information relating to the oversubscription criteria.***

### **St Andrew's CE (VA) Junior School**

The number of children that we can admit in each year group, agreed with the Local Authority is 67. Those parents/guardians who wish to apply under Christian Commitment Criteria must obtain a copy of the school's Supplementary Information Form (SIF) from the school and return to the school by the date stated on the form. The school will admit children with statements of Special Educational Needs in which the school is named on the Statement.

Where the number of applications for St Andrew's CE (VA) Junior School received during the normal admissions round exceeds the admission number of the school, the Governing Body will apply the following criteria, in strict order of priority:

1. Children in care (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989).
2. A child who, or whose parents/guardians, reside(s) within the Anglican Team Parish of Brighouse and Clifton, or

whose parents/guardians are on the electoral roll of that church, and who are:

- (a) 'At the heart of the church'
- (b) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

3. Children transferring from St Andrew's CE (VA) Infant School, Brighouse.
4. A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school or St Andrew's CE (VA) Infant School, Brighouse at the proposed date of admission
5. A child whose parents/guardians reside within the Anglican Team Parish of Brighouse and Clifton, and who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, and who are:

- (a) 'At the heart of the church'
- (b) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

6. A child of parents residing within the ecclesiastical Anglican Team Parish of Brighouse and Clifton.
7. Other children

***Please refer to page 35 for further information relating to the oversubscription criteria.***

### **St Augustine's CE (VA) J & I School**

The Planned Admission Limit for admission to the Reception class in the school year commencing September 2012 will be 25. Those parents/guardians, who wish to apply under the Christian Commitment Criteria, must obtain a copy of the Supplementary Information Form (SIF) from the school and return it to the school by the date stated on the form.

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

Where the number of applications for St Augustine's CE (VA) J & I School received during the normal admissions round exceeds the admission number of the school, the Governing Body will apply the following criteria in strict order of priority:

1. 'Looked After' children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989).
2. A child who, or whose parents/guardians worship in the parish of St Augustine's Church and its sister churches All Souls, Boothtown and St George's, Lee Mount or whose parents/guardians are on the electoral roll of those churches, and who are:
  - (a) 'At the heart of the church'
  - (b) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

3. A child who has a brother or sister (including a step-, half- or adoptive brother or sister) attending the school at the proposed date of admission.
4. Children who live within the parish of St Augustine's.
5. A child whose parents/guardians are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, and who are:
  - (a) 'At the heart of the church'
  - (b) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

6. Other children.

***Please refer to page 35 for further information relating to the oversubscription criteria.***

### **St Chad's CE (VA) Primary School**

The number of children that can be admitted to the Reception class each year is currently 30. The school will admit children with statements of Special Educational Needs in which St Chad's CE (VA) Primary School is named on the Statement.

## Admission to Primary School 2012

If more children than 30 apply, the criteria below will be used in order of priority when allocating places:

1. 'Looked After' children (children who are in public care).
2. Children who, or whose parents/guardians, regularly and frequently worship in St Chad's Church, St Martin's Church or St John's Church in the Anglican Parish of Brighouse and Clifton.  
  
*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*
3. Children with brothers or sisters already registered as pupils of this school at the proposed date of admission.
4. Children who, or whose parents/guardians, regularly and frequently worship at an Anglican Church not mentioned in category 2.  
  
*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

5. Children who, or whose parents/guardians, regularly and frequently worship at a Christian Church other than Anglican. Supporting written evidence will be required.

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

6. Proximity of the child's home to the school. Distance will be calculated using a straight line measurement from the pupil's home to the closest designated school gate. Those living nearest will be awarded the highest priority.

If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's home to the school. Proximity will be determined by the shortest distance as described in category 6.

### Notes

For the sibling criterion to be applicable, one of the following conditions must exist:

- brother and/or sister to be permanently resident at the same address.
- step-brother and/or step-sister to be permanently resident at the same address (to include half brothers/sisters).

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child reside(s) at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

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

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permanent address is nearest to the school - the distance being calculated as in category 6.

### St John's CE (VA) Primary School, Clifton

The number of intended admissions for the academic year commencing September 2012 will be 30. The school will admit children with statements of Special Educational Needs in which the school is named on the Statement.

Where the number of applications for St John's CE (VA) Primary School received during the normal admissions round exceeds the Published Admission Number then admission will be determined in accordance with the following priority of admission criteria:

1. 'Looked After' children (A child who are looked after by the Local Authority in accordance with Section 22 of the Children Act 1989).
2. Children living within the neighbourhood of Clifton Admissions Priority Area. *(A map detailing the neighbourhood of Clifton is available from the school). (See notes 2 and 3)*
3. Children with a brother or sister attending the school at the proposed date of admission. *(See note 1)*
4. A child who, or whose parents/guardians, worship at St John's Church, Clifton, or whose parents/guardians are on the electoral roll of that church, and who are:
  - (a) 'At the heart of the church'
  - (b) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

5. A child who, or whose parents/guardians, worship at St Martin's Church, Brighouse or whose parents/guardians are on the electoral roll of that church, and who are:
  - (a) 'At the heart of the church'
  - (b) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

6. A child who, or whose parents/guardians worship at St Chad's, Hove Edge, St Matthew's Lightcliffe, St John's Rastrick or St Matthew's Rastrick or whose parents/guardians are on the electoral roll of that church, and who are:
  - (a) 'At the heart of the church'
  - (b) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

7. A child whose parents/guardians are members of another Christian Church recognised by Churches Together in England and Wales, who are:
  - (c) 'At the heart of the church'
  - (d) 'Attached to the church'

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school.*

8. Children outside the neighbourhood of Clifton Admissions Priority Area.

In all of the categories, where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the Published Admissions Number, priority will be decided on the basis of the distance calculated using a straight line measurement from the pupil's home to the closest designated school gate.

### Notes

1. For the sibling criterion to be applicable, one of the following conditions must exist:
  - brother and/or sister to be permanently resident at the same address.
  - step-brother and/or step-sister to be permanently resident at the same address (to include half brothers/sisters).
2. The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child reside(s) at the closing date for receiving applications for admission to the school.
3. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be

deemed to be that property at which the child resides for the greater part of the week including weekends.

4. For the worshipping members of St John's Church criteria to apply, parents/guardians should have been regular and frequent worshippers at St John's Church for a minimum of twice per month, during the year prior to the beginning of the relevant school year. This is verified by a member of the clergy of St John's Church or their representative.
5. For the worshipping members of St Martin's criteria to apply, parents/guardians should have been regular and frequent worshippers for a minimum of twice per month, during the year prior to the beginning of the relevant school year. This needs to be verified by a member of the clergy or their designated representative.
6. For the worshipping members of St Chad's, St Matthew's Lightcliffe, St John's Rastrick and St Matthew's Rastrick criteria to apply, parents/guardians should have been regular and frequent worshippers for a minimum of twice per month, during the year prior to the beginning of the relevant school year. This needs to be verified by a member of the clergy or their designated representative.
7. For worshipping members of a Christian church as recognised by members churches of 'Churches together in England' to apply, parents/guardians should have been regular and frequent worshippers for minimum of twice per month, during the year prior to

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the beginning of the relevant school year. This needs to be verified by a member of the clergy or their designated representative.

***Please refer to page 35 for further information relating to the oversubscription criteria.***

### **St John's CE (VA) Primary School, Rishworth**

The number of children that can be admitted to the Reception class each year is currently 20. Places will be allocated to applicants on the basis of the priorities contained in this policy.

1. Pupils who are in public care.
2.
  - (a) Children with brothers and sisters registered as pupils of the school at the proposed date of admission and whose parents regularly and frequently worship at St Bartholomew's, St John's, Barkisland and Deanhead churches.
  - (b) Children with brothers and sisters registered as pupils of the school at the proposed date of admission and whose parents regularly and frequently worship at other Churches (within the parish) whose denomination is not necessarily Church of England.

(In all cases, a supporting letter from the Parish Priest will be required as evidence).

- (c) Children with brothers and sisters registered as pupils of the school at the proposed date of admission.

3.
  - (a) Children whose parents regularly and frequently worship at St Bartholomew's, St John's, Barkisland and Deanhead churches.
  - (b) Children whose parents regularly and frequently worship at other Churches (within the parish) whose denomination is not Church of England.

(In all cases, a supporting letter from the Parish Priest will be required as evidence).

4. Proximity of the child's home to the school, as measured by a straight line measurement from the pupil's home to the closest designated school gate.

***Please refer to page 35 regarding distance measurements.***

#### **Notes**

For the sibling criterion to be applicable, one of the following conditions must exist:

- brother and/or sister to be permanently resident at the same address.
- step-brother and/or step-sister to be permanently resident at the same address (to include half brothers/sisters).

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child reside(s) at the closing date for receiving applications for admission to the school

Where more than one person holds responsibility and those persons reside

in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

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 the school - the distance being calculated as in category 4.

### **St Joseph's Catholic Primary School, Brighouse**

**T**he Governing Body has responsibility for admissions to this school and intends to admit 30 pupils to Reception in the academic year which begins in September 2012.

At any time where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. 'Looked After' children from Catholic families.
2. Baptised Catholic children who are resident in the parish of St Joseph's, Brighouse.
3. Other baptised Catholic children.
4. Other 'Looked After' children.
5. Children of other Christian denominations or of other faiths whose parents/carers confirm they are in empathy with the aims and ethos of the school and wish a Catholic education for their child and whose application is supported by a minister of religion or an appropriate religious leader.

6. Other children whose parents/carers wish them to attend our school and receive a Catholic education.

### **Supplementary Information Form**

If an application is to be considered under categories 1,2,3 or 5, parents should complete a supplementary information form (SIF) in order that the Governing Body can give this consideration. This is in addition to the common application form (CAF). If a CAF is not completed, the application is not valid.

*Please refer to page 37 for further information relating to the oversubscription criteria.*

### **St Joseph's Catholic Primary School, Halifax**

**T**he Governing Body has responsibility for admissions to this school and intends to admit 30 pupils to Reception in the academic year which begins in September 2012. At any time where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. 'Looked After' children from Catholic families.
2. Baptised Catholic children living in the parish of St Bernard's, Halifax.
3. Baptised Catholic children living in the parishes of St Theresa's, Queensbury and St Columba's, Halifax.
4. Baptised Catholic children from parishes other than those stated above.
5. Other 'Looked After' children.

## Part B: Over-subscription Criteria for Calderdale Primary Schools

6. Children of other Christian Denominations, or of other faiths, whose application is supported in writing by a minister of religion or an appropriate religious leader.
7. Other children.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

If there is over-subscription in any category, then pupils will be admitted in proximity of the pupil's home to the school. Proximity will be determined by straight line measurement as determined by Calderdale Local Authority.

### St Joseph's RC Primary School, Todmorden

The Governing Body has set the planned admission number at 22. Admission to the school will be made in accordance with stated parental preferences received subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available. In each category, children with a sibling<sup>1</sup> attending the school at the time of admission will be given first priority.

1. Baptised Roman Catholic children who are in public care.
2. Baptised Roman Catholic children who are resident<sup>2</sup> in the parishes

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<sup>1</sup> **Sibling** means a full, half or step brother or sister or legally adoptive sibling.

<sup>2</sup> **Resident** refers to the child's permanent home at the proposed date of admission. Where a child lives with parents with shared responsibility each for a part of the week,

of St Joseph's, Todmorden or Good Shepherd, Mytholmroyd.

3. Other baptised Roman Catholic children in another parish.
4. Other children who are in public care.
5. Other children.

### Notes

- (i) Each Roman Catholic applicant will be required to produce a baptismal certificate at the time of application.
- (ii) If there are more applications than places available, priority will be given on the basis of proximity to the school; this is defined as the shortest walking route (using routes assessed and deemed as suitable by the Authority), from the nearest point on the road or pathway outside the pupil's home to the closest designated school entrance point.

### St Malachy's Catholic Primary School

The Governing Body has responsibility for admissions to the school and intends to admit 30 pupils to Reception in the academic year which begins in September 2012.

At any time where there are more applications than the number of places available, places will be offered in the following order of priority:

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parents must state which is the predominant address together with details. Over-subscription criteria will be considered on the basis of the predominant address and parental preference.

## Admission to Primary School 2012

1. 'Looked After' children from Catholic families.
2. Baptised Catholics who live in the parish of St Malachy.
3. Other baptised Catholic children.
4. Other 'Looked After' children.
5. Children of other Christian denominations or of other faiths whose parents or carers are in empathy with the aims and ethos of the school and whose application is supported by a minister of religion or an appropriate religious leader.
6. Other children.

### Supplementary Information Form

If an application is to be considered under categories 1,2,3 or 5, parents should complete a supplementary information form (SIF) in order that the Governing Body can give this consideration. This is in addition to the common application form (CAF). If a CAF is not completed, the application is not valid.

***Please refer to page 37 for further information relating to the oversubscription criteria.***

### St Mary's Catholic Primary School, Halifax

The Governing Body has responsibility for admissions to this school and intends to admit 40 pupils to Reception in the academic year which begins in September 2012.

At any time where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. 'Looked After' children from Catholic families.
2. Baptised Catholic children who live in the defined parishes of St Marie's & St Alban's and St Columba's.
3. Other baptised Catholic children.
4. Other 'Looked After' children.
5. Children of other Christian denominations, or of other faiths, whose application is supported in writing by a minister of religion or an appropriate religious leader.
6. Other children.

***Please refer to page 37 for further information relating to the oversubscription criteria.***

### St Michael and All Angels CE Primary School

The number of children that can be admitted to the Reception class each year is 30. Pupils in receipt of a statement of Special Educational Needs where the Local Authority has named this school as necessary to meet the pupil's needs, will be admitted before the over-subscription criteria is applied. The criteria to be applied in the event of over-subscription are:

1. Pupils who are in public care (Looked After Children).
2. Children with a brother or sister (or step-brother or step-sister) living in the same household and attending the school at the time of admission.
3. Children of parents or children who are active worshipping

## Part B: Over-subscription Criteria for Calderdale Primary Schools

members of the Church of England, attending a minimum of once per month for six months and who are supported by the Clergy of the Church they attend.

4. Proximity of the child's home to the school. Proximity will be determined by the shortest walking route (using routes assessed and deemed as suitable by the Local Authority), from the nearest point on the road or pathway outside the pupil's home to the closest designated school entrance point.

### St Patrick's Catholic Primary School

The Governing Body has responsibility for admissions to this school and intends to admit 17 pupils to Reception in the school year which begins in September 2012.

At any time where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. 'Looked After' children from Catholic families.
2. Baptised Catholics who are resident in the parish of St Patrick's.
3. Other baptised Catholic children.
4. Other 'Looked After' children.
5. Children of other Christian denominations or of other faiths whose parents/carers are in empathy with the aims and ethos of the school and whose application is supported by a

minister of religion or an appropriate religious leader.

6. Other children.

### Supplementary Information Form

If an application is to be considered under categories 1,2,3 or 5, parents should complete a supplementary information form (SIF) in order that the Governing Body can give this consideration. This is in addition to the common application form (CAF). If a CAF is not completed, the application is not valid.

***Please refer to page 37 for further information relating to the oversubscription criteria.***

### Todmorden CE (VA) J & I School

If there are more applications for admission than the number of places available, places will be allocated in the following order of priority:

1. (a) Pupils who are in public care.  
(b) Consideration will also be given to children recommended for admission by the Area Medical Officer or the Group Director of Health and Social Care.
2. Pupils who have either a brother or sister registered at the school at the proposed date of admission.
3. Children of parents who are practising members of the Church of England in the following order of priority. Evidence in the form of a letter from a church minister or warden should be submitted:

## Admission to Primary School 2012

- (a) Children whose parents are regular/frequent worshipping members of St Mary's, Todmorden.
- (b) Children whose parents' names appear on the Ecclesiastical Electoral Roll of the Parish.
- (c) Children whose parents are regular worshipping members of other Anglican Churches in the area.
- (d) Children whose parents' names appear on the Ecclesiastical Electoral Roll of other Anglican Churches in the area.
- (e) Reference from the Vicar or Church Warden.
4. Children whose parents wish them to be admitted to the school on social, medical or religious grounds. Such applications to be supported by a letter from (as appropriate) Social Worker, General Practitioner, Minister of Religion or other appropriate person.
5. Any other children.

allocated at the school in the following order of priority:

1. 'Looked After' children ie children who are in the care of a local authority or provided with accommodation by that authority (in accordance with Section 22 of the Children Act 1989).
2. Where a child has a brother or sister (to include step and half brothers/sisters) attending the school and permanently resident at the same address at the proposed date of admission.
3. Other children.

If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's home to the school.

Distance will be calculated using a straight line measurement from the pupil's home to the closest designated school gate.

Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the Local Authority's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey address-point data. This is the point which distance measurements will be taken from.

If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's home to the school.

***Please refer to page 35 regarding distance measurements.***

## West Vale Primary School

The number of intended admissions for the academic year commencing September 2012 is 26. Places will be

## **Church of England, Voluntary Aided Schools – additional information relevant to the oversubscription criteria**

There are a number of voluntary aided schools within Calderdale which share common elements of their oversubscription criteria. The following information should be read in conjunction with the individual school's criteria where this has been highlighted as being applicable.

### **Notes**

1. A map showing the ecclesiastical parish boundary is available at the school.
2. A map showing the admissions priority area for admissions is available at the school
3. If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's home to the school. Distance will be calculated using a straight line measurement from the pupil's home to the closest designated school gate

### **'At the heart of the church'**

A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents or the child.

### **'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.

### **'Supplementary Information Form'**

If a parent is submitting a 'Supplementary Information Form' (SIF) to provide confirmation of

Christian commitment, the form (which is available from the school) should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden.

Parents/guardians having moved to become resident in the parish mentioned within the school's oversubscription criteria, 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.

### **'Distance Measurements'**

If there is over-subscription within any category, then pupils will be admitted in the order of proximity of the pupil's home to the school. Distance will be calculated using a straight line measurement from the pupil's home to the closest designated school gate. Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the Local Authority's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from.

### **'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.

### **'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.

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

- Independent Methodist Churches
  - International Ministerial Council of Great Britain
  - Joint Council for Anglo-Caribbean Churches
  - Lutheran Council of Great Britain
  - Methodist Church
  - Moravian Church
  - New Testament Assembly
  - Religious Society of Friends
  - Roman Catholic Church
  - Russian Orthodox Church
  - Salvation Army
  - United Reform Church
  - Wesleyan Holiness Church.
- 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.

## **Catholic Primary Schools – additional information relevant to the oversubscription criteria**

There are a number of catholic primary schools within Calderdale which share common elements of their oversubscription criteria. The following information should be read in conjunction with the individual school's criteria where this has been highlighted as being applicable.

Catechumens are to be given priority next after baptised Catholics in each of the categories.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the following terms will be applied:

The attendance of a brother or sister at the school at the time when the younger child starts school will increase the priority of an application within each category.

### **Tie Break**

Where the offer of places to all the applicants in any of the categories listed above would still lead to over-subscription, the available places will be offered to those living nearest to the school. 'Straight Line Distance' will be used as the measure. Straight Line Distance will be measured from the main entrance of the school to the home.

### **Pupils with Statements of Special Educational Needs**

The admission of pupils with a statement of Special Educational Needs is dealt with a completely

separate procedure. This procedure is set out in Education Act 1996. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

**Catholic** means a member of a Church in communion with the See of Rome. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church will normally evidence this. This includes the Eastern Catholic Churches.

**Catechumens** are those children who have given an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation. A letter from the Catholic priest preparing the child is required.

**Eastern Christian Church** includes Orthodox Churches and proof is normally a certificate of baptism or reception from the authorities of that Church

**Looked After Child** 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 (eg children with foster parents).

**Siblings (Brothers and Sisters)** include children with brothers and sisters (including step-brothers or sisters) of statutory school age, living at the same address, in attendance at the school, or a school on the same site, on the date of admission.

**Twins or Triplets** – where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to

decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.

**Parish Boundaries** are as shown on a map available for inspection in the school.

**Direct / Straight Line Distance –**  
Distance will be calculated using a straight line measurement from the pupil's home to the closest designated school gate.

Distances will be calculated using the Local Authority's GIS system (Geographical Information System). To ensure consistency applies, all measurements will be carried out by the Local Authority's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point from which distance measurements will be taken.

## PART C: HOME TO SCHOOL TRANSPORT POLICY

### Sustainable Travel and Transport Strategy

#### Introduction

Section 508A of the Education and Inspections Act 2006, came into force from April 2007 and places a general duty on local authorities to promote the use of sustainable travel and transport. Incorporated into this is the requirement to produce a strategy to develop the sustainable travel and transport infrastructure within the authority so that the travel and transport needs of children and young people are better catered for.

#### Vision and objectives

The sustainable travel and transport strategy has been developed to reflect the Children and Young People Services' priority to provide the best services possible to the children and young people of Calderdale to allow them to:

- be healthy;
- stay safe;
- do as well as they can at school or college;
- help themselves and their communities; and
- grow to be responsible adults.

The vision is to increase the number of young people in Calderdale using healthier travel options which will improve their physical well-being and safe guard the environment.

The objectives of the sustainable travel and transport strategy are to:

- encourage young people to cycle to school;
- encourage the use of "walking to schools" initiatives;

- increase participation in car sharing;
- increase bus usage;
- increase participation in the independent travel scheme;
- improve the environment by lowering kerbs for young people with special needs;
- improve behaviour on home to school transport provision;
- raise personal safety awareness of young people transferring to secondary schools;
- improve the quality of data;
- improve the quality of information to parents and young people transferring to secondary education; and
- take account of sustainable transport issues when building new residential properties.

The full strategy document detailing how the Council intends to address the priorities identified is available at:

[www.calderdale.gov.uk/education/schools/admissions/index.html](http://www.calderdale.gov.uk/education/schools/admissions/index.html)

#### 1. General

- 1.1 The following policy applies to all pupils residing in Calderdale who attend a 'qualifying school' as set out in the Education and Inspections Act 2006.
- 1.2 It is the responsibility of the parents or carers of a pupil to ensure that he/she attends school. However, in certain circumstances, which are detailed below, the Council will provide assistance to a pupil with transport from home to school.
- 1.3 The duty of a Children's Service Authority in regard to the provision of home to school transport is contained primarily in

s.509 of the Education Act 1996 which provides that authorities shall “make such arrangements for the provision of transport and otherwise as they consider necessary... for the purpose of facilitating the attendance of persons receiving education”. The circumstances where it is required by law to determine that it is necessary to provide transport derive from s.444 (4) of the Education Act 1996. A failure to provide free transport to an eligible pupil would be a legal defence for a non-attendance prosecution.

- 1.4 The new Schedule 35B to 1996 Act (inserted by the Education and Inspections Act) includes an extension of rights to free school travel arrangements for children from low income groups.
- 1.5 Where transport assistance is provided by the authority it remains the parents'/carers' responsibility to ensure their child's safety by making any necessary arrangements for their child to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey to school if required.

## 2. Meanings

### 2.1 Compulsory age

'Compulsory age', is defined as 5 years of age to the day prior to the young person's 16th birthday. In practice, because Calderdale admits children to school before their 5th birthday, transport assistance will not be refused because the child is under 5. Similarly transport assistance will be provided to the end of the

school year in which the young person attains 16 years of age subject to satisfactory attendance.

### 2.2 Nearest suitable and available school

'Nearest suitable and available school' is defined as the nearest 'qualifying' school including schools situated outside the Calderdale boundary where education is provided according to the child's age, aptitude, ability and faith.

### 2.3 Distance

- 'Distance' is defined as the distance from the pupil's home address by the nearest walking route which, wherever reasonable, should be on lit, metalled roads. Distance is measured from the nearest point on the road or pathway outside the pupil's home to the designated school entrance point.
- For those children from low income families the distance is measured as above. However, the distance to the upper limits (set out below) is determined as those passable using a suitable motorised vehicle (road routes).

### 2.4 'Qualifying' schools are:

- community, foundation, voluntary aided or voluntary controlled schools;
- community or foundation special schools;

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- non-maintained special schools;
  - pupil referral units;
  - maintained nursery schools;
  - city technology colleges (CTC), city colleges for the technology of the arts (CCTA) or Academies;
  - in relation to a child with SEN, an independent school (other than a CTC, CCTA, or Academy) will be a 'qualifying' school if it is the only school named in the child's statement, or it is the nearest of two or more schools named in the statement.
- nearest qualifying school where the distance to that school is over 2 miles from their home.
- (iii) Transport eligibility for a child or young person from a low income family will be determined at the point at which places are allocated. Once eligibility has been confirmed on income grounds the pupil would be eligible for the entirety of the school year for which the assessment has been made.

### 2.5 Home to school

The duty to provide free home to school transport is for the journey at the start of the school day and end of the school day only. The school day is deemed to be the session times as approved by the governing body of a qualifying school.

## 3. Eligibility criteria

### 3.1 Children from low income families

- (i) Children from low income families, ie those entitled to free school meals, or whose parents are in receipt of their maximum level of Working Tax Credit will be eligible for home to school transport assistance if they meet the following criteria.
- (ii) Primary aged children are entitled to free travel arrangements to their

### 3.2 Statutory walking distance

- (i) For pupils who do not qualify under 3.1 to be eligible for school transport assistance they will normally have to travel more than 2 miles if under 8 years of age, or 3 miles if over 8 years of age and be attending the nearest suitable and available school to the child's home address.
- (ii) Where the parent has expressed a **preference** for a school which is the nearest qualifying school within the Calderdale boundary, rather than the true nearest qualifying school which is outside the Calderdale border, transport assistance will be available to that school subject to the distance criteria in 3.2(i) above.
- (iii) Where the Authority is not able to admit a child to the nearest suitable and available school, assistance

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will be provided to the next nearest suitable and available school, subject to the distance to school exceeding 2 miles (under 8 years) or 3 miles (over 8 years).

### 3.3 Parental preference

Where a parent arranges for his/her child to attend a school other than the nearest suitable and available school assistance will not normally be provided by the Authority unless they qualify under 3.1 above.

### 3.4 Denominational schools (also see section 4)

(i) For a child to receive assistance to a denominational school, a denominational school must be the parent's highest ranked **preference** on the common application form and be the nearest suitable and available denominational school from their home address.

(ii) Pupils attending a denominational school outside of Calderdale will only be considered providing they meet the above criteria and can provide evidence that they were admitted under faith grounds subject to a 12 mile limit.

### 3.5 Pupils with SEN (also see section 5)

(i) All pupils who attend the three Calderdale special schools receive transport assistance from home to

school subject to the 2 or 3 mile limit.

(ii) Where the Authority names a mainstream school where the needs of a child with a statement of special educational needs (SEN) can be met, free transport assistance will be provided subject to the 2 or 3 mile limit.

(iii) Consideration will be given to providing transport assistance where the distance is less than the mileage limits. However, in such cases an assessment of need will be undertaken as outlined in section 5 below.

(iv) Where a parent chooses to send his/her child to a school which is not the nearest appropriate school (and is not named as the 'appropriate school' in the child's statement of SEN) the Authority will not provide assistance with transport in accordance with The Education Act 1996 and paragraph 8:87 of the associated SEN Code of Practice.

(v) Sometimes the statement of SEN will specify that transport assistance is to be provided and in such cases the Authority will name an appropriate school in the statement. Transport assistance will then be provided to that school.

### 3.6 Change of home address

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- Where a pupil changes his/her home address but the parent(s) does/do not wish to change schools, assistance will not normally be provided except for children in their last year of primary school (Year 6). Proof of move will be required.
- 3.7 Relocation of schools
- (i) Where a school re-opens on a new site the Access Team will determine the transport implications for the pupils attending the school at the time of the move.
- (ii) All pupils who now have to travel more than two miles, if under 8 years of age, or three miles, if over 8 years of age will receive a bus pass. All new pupils will be assessed in line with the Home to School Transport Policy as detailed in this document.
- (iii) Pupils already attending other Calderdale schools (ie their school HAS NOT been relocated) will not be re-assessed in light of the effects of the relocation of another school on their transport application.
- 3.8 Pupils who reside at more than one address
- Eligibility for transport is assessed on the child's home address. Where parents are divorced or separated the home address will be deemed as that where the parent receives child benefit unless the contrary is proved. The Authority will issue only one bus pass from one address during an academic year. Where there is joint custody for which both parents qualify, individual agreements will be reached between both parents and the Authority.
- 3.9 Temporary medical conditions
- Children with a mobility problem caused by a temporary medical condition such as a broken leg may receive transport assistance if they are attending a qualifying school within the statutory walking distance. Medical evidence will be required to support the application.
- 3.10 Excluded pupils
- (i) Transport assistance will be provided to those pupils who have been permanently excluded from school to the nearest suitable, available and mutually agreeable school, subject to the 2 and 3 mile limits.
- (ii) Where a pupil is registered at a school, but is attending a place other than a school following an exclusion, the duty to make travel arrangements will apply to the other place rather than the school where they are registered.
- 3.11 Looked after children
- (i) Calderdale Council's Policy on "The Education of Looked After Children (Children in Public Care)" acknowledges that these children are amongst the most vulnerable and disadvantaged groups and recognises the importance

of education to looked after children as a passport to better life chances.

Calderdale Council is fully committed to its role as Corporate parent to looked after children and endorse the 'duty' placed upon it to promote the educational achievements of looked after children (Section 22 (3)(a) of the Children Act 1989 amended by Section 52 of the Children Act 2004).

- (ii) In order to provide continuity of education, transport assistance will be provided to those pupils who reside in the Calderdale boundary who are looked after subject to the 2 and 3 mile limits.
- (iii) To ensure that Calderdale Council is able to fully discharge these duties, some discretion will be available to the Principal Officer, Access and Capital, in making decisions about transport in relation to looked after children.
- (iv) Any decisions which stand outside 'conventional procedural practices' will be fully transparent and agreed as a multi-agency care plan as being in the particular child's best interests.

#### 4. Religion or belief

- 4.1 Section 509AD of the 1996 Act (inserted by the Education and Inspections Act 2006) places a duty on local authorities in fulfilling their duties and exercising their powers relating to

travel to have regard to parent's religion or belief.

- 4.2 'Belief' equates to 'conviction' and has to be more than an opinion or idea. A belief must be genuinely held and the parent bears a heavy burden of showing that it is the real reason for whatever it is they are doing.

- 4.3 Beliefs which are not included in the duty are:

- a wish for a child to attend a particular category of school (eg a grammar school);
- **preference** for a particular type of management or governance which does not affect the curricula or teaching at the school;
- a belief that a child should be educated privately;
- a wish for a child to attend school where they will be taught in a particular language;
- objection to rules requiring that a school uniform must be worn;
- content of school curriculum (sex education) provided that the curriculum did not amount to indoctrination incompatible with a parent's religious or philosophical convictions;
- objections to the curriculum, where special arrangements made by the school or authorities (such as allowing children to be withdrawn from class) ensure the curriculum is not 'forced' on

## Part C: Home to School Transport Policy

them contrary to their convictions;

- belief that a child should receive a particular type of educational provision.

### 5. Transport assistance for pupils with statements of special educational needs

5.1 Where pupils with statements of special educational need qualify for transport under the criteria set out in section 3 of this policy or because their statement of special educational need identifies the need for transport, assistance will be provided in the least restrictive way.

5.2 An assessment will be carried out before transport provision is added to statements of special educational need. In order to do this an application will need to be completed by the parent/carer and where necessary, further medical and professional advice will be sought. A risk assessment will then be undertaken in order to identify the most suitable transport provision. This process will also be carried out when pupils transfer to secondary school.

5.3 Transport assistance may be provided in the following ways (this list is not exhaustive):

- (i) independent travel training to enable pupils to use public transport or travel independently;
- (ii) a bus pass;
- (iii) payment to parents to transport the pupil themselves;

(iv) a walking travel escort;

(v) an escort to accompany a pupil on public transport;

(vi) transport from a pick up point (taxi or specialist transport);

(vii) home to school transport (taxi or specialist transport).

5.4 Where transport assistance is provided it remains the parents or carers responsibility to ensure their child's safety by making any necessary arrangements for their child/ren to be accompanied to and from the bus stop or the designated collection/drop off point and during the journey if required.

5.5 Transport provision will be reviewed on a regular basis including at the Annual Review meeting in order where possible to move towards a greater degree of independence for the child or young person.

5.6 Where transport is provided to a residential school, assistance will be provided in line with the transport assistance identified above on a termly and half-termly basis.

### 6. Pre-school provision

6.1 Transport assistance for 4 year old nursery age children attending validated settings where nursery education is provided by the Authority or other validated providers will only be granted in exceptional circumstances as determined by the Authority.

6.2 Any assistance provided will relate to the child's circumstances

- and not to those of the parent(s)/carer(s).
- 6.3 It should be borne in mind that a child receives free bus travel until he/she reaches the age of 5 when half fares apply.
- 6.4 Local authorities have the power to charge providers or parents, where appropriate, for transport provided for a child to a validated nursery setting.
- 6.5 The circumstances where transport assistance might be granted will include the following:
- (i) where a child has a statement of special educational needs and the statement indicates that transport should be provided;
  - (ii) where it is deemed that a child requires transport on medical grounds and a certificate indicating this is available;
  - (iii) where the Authority is unable to place a child in a local validated setting and the alternative setting selected is more than 2 miles away;
  - (iv) where public transport is not available due to the isolated nature of home thereby precluding attendance at an appropriate validated setting;
  - (v) where a parent chooses an alternative validated nursery setting to the one offered by the Authority any transport costs will be borne by the parents.
- 6.6 Parents are encouraged to seek advice from the Access Team on whether assistance will be available in a particular case.
- 7. Discretion and appeal**
- 7.1 The Principal Officer with responsibility for Home to School Transport has the discretion to approve requests for transport assistance in special circumstances if applications are found to justify approval outside the policy.
- 7.2 The Appeals Panel considers appeals based on medical or social grounds on their individual merits, such applications to be accompanied by a report providing details of the case from the appropriate Education Welfare Officer. Applications on any other grounds will be considered and may be approved if they are found to justify approval as an outside policy award.
- 8. Behaviour and misuse**
- 8.1 The Authority reserves the right to withdraw free transport in the event of misuse by pupils. If a child causes damage, creates trouble on a bus or attempts to defraud the bus companies, this could result in the following action:
- the indefinite withdrawal of the child's school card or boarding card;
  - a ban from the bus for a period of time;
  - prosecution by the police;

## Part C: Home to School Transport Policy

- the requirement to pay for any damage caused by the child.
- 8.2 Parents will be informed in writing of any such incidents outlining any action to be taken. Parents will be given the opportunity to appeal against the decision to the Principal Officer with responsibility for Home to School Transport.
- 9. Transport provision and charges**
- 9.1 The Authority decides what form of transport assistance to offer in individual cases. In most cases either a school card or boarding card will be issued depending on the location of a pupil's home address. Other types of assistance include mileage or cycling allowances.
- 9.2 In some instances, however, if it is more cost effective, the Authority will reimburse bus fares at the current half fare rates.
- 9.3 Applications for taxi or specialist transportation will be considered initially by the Principal Officer with responsibility for Home to School Transport and then, if necessary, by the Appeals Panel.
- 9.4 Where there is spare capacity on a taxi provision it may be possible for siblings (who do not qualify for free home to school transport) to travel on a 'grace and favour' basis whilst space is available. A charge may be made for this.
- 9.5 Where there is spare capacity on a boarding card bus provided by the Authority it may be possible for parents of pupils who do not qualify for free transport to purchase a pass from Metro whilst space is available.
- 9.6 Where a pupil loses or defaces their pass it is the parents' responsibility to make arrangements to obtain a replacement for which there will be a cost. It is the parents' responsibility to ensure that the pupil pays the appropriate fare until a replacement pass has been received. If it is a boarding card and fares are not accepted on the bus a temporary card can be obtained from their school.
- 9.7 The Authority reserves the right to withdraw transport where school cards or boarding cards have been issued in error. Normally, a pupil will be allowed to keep their pass until the end of the term in which parents are informed. If a card has been obtained fraudulently it will be withdrawn with immediate effect. Failure to return the card after the agreed period could result in a charge being levied.
- 10. Assessment process**
- 10.1 Most pupils will have been assessed for transport at the time they transfer to secondary school. However, the Access Team will undertake assessments as necessary where parents make a request for transport assistance following a change in their circumstances. Examples of such changes include: a family moving into the Calderdale area, pupils changing schools, pupils moving address part way through their education or a parent who has not previously made an application at transition year.

- 10.2 Parents will be given a preliminary assessment application form to complete and return to the Access Team who will assess and provide a written response as soon as possible.
- 10.3 Completion of the Preliminary Application Form does not mean the pupil is eligible for free transport; the form is an expression of interest in order that the Council can undertake an assessment.
- 10.4 Transport assistance will be awarded from the time the decision is reached following receipt of an application and will not be made retrospectively.

## 11. Distance and measuring

- 11.1 The distance will be determined by the shortest walking route (using routes assessed and deemed as suitable by the Authority), from the nearest point on the road or pathway outside the pupil's home to the designated school entrance points.
- 11.2 The Access Team uses a computerised GIS system which measures the distances accurately in miles and is used for all measurements in order to provide a fair and consistent method. No other measuring tool will be used. The school entrances are marked on the system to avoid discrepancy between measurements.
- 11.3 A number of routes within the Calderdale boundary have been determined unsafe in line with the Council's Hazardous Routes Policy. These routes are removed from the system for the

purposes of measurement and reviewed on a three year rolling programme. Details of these routes are available from the Access Team.

- 11.4 The measurement of the statutory walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways, and other pathways.
- 11.5 Should a route be declared unsuitable the Access Team do not have a responsibility to automatically re-assess all pupils affected by the change, however, parents can request to be reassessed. The assessment will incorporate any changes that have occurred. Please note that no retrospective payments will be made prior to the new assessment.
- 11.6 Where a previously unsafe route is subsequently declared suitable for use in the measuring to school, pupils already in receipt of transport provision will continue to receive assistance until the end of the academic year.

## Further Information

Bus pass application forms are available from the Access Team, Northgate House, Halifax HX1 1UN. Any queries concerning school transport should be directed to Northgate House by telephone on 01422 392749.

For details of what school transport is available and information on

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concessions available to children and young people in West Yorkshire please see the West Yorkshire Passenger Transport Executive (Metro)'s website at [www.generationM.co.uk](http://www.generationM.co.uk).

Where students do not qualify for free travel assistance you may wish to purchase a Student School Plus Metrocard which are available from local bus stations for school aged children under 16 and 16 to 18 in full-time further education. The cardholder is entitled to unlimited travel on buses throughout West Yorkshire at any time of day; 7 days a week for a cost of £8.50 per week or £31 per month (please note prices may change).

Alternatively, if the service your child requires is a boarding card only school service provided by Metro, you may be able to purchase a boarding card where there are spare seats. For further details of charges please contact Metro by telephone on 0113 2457676.

## Appendix 1 Primary Schools and Academies in Calderdale

School	Address	Telephone	Status	Admission Number	Number on Roll as at Jan 2011
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### (A) Junior and Infant Schools (for age range 4-11 years)

Abbey Park J, I & N	Keighley Close, Illingworth, Halifax HX2 9DG	01422 246610	Community	30	188+N
All Saints' CE (VA) J & I	Dudwell Lane, Halifax HX3 0SD	01422 367140	Aided	30	213
Ash Green Community Primary	Mixenden Road, Mixenden, Halifax HX2 8QD	01422 244613	Community	60	371+N
Bailiffe Bridge J & I	Victoria Road, Bailiff Bridge, Brighouse HD6 4DY	01484 713039	Community	30	203
Barkisland CE (VA) Primary	Scammonden Road, Barkisland, Halifax HX4 0BD	01422 823324	Aided	25	168
Beech Hill J & I	Mount Pleasant Avenue, Halifax HX1 5TN	01422 345004	Community	60	443+N
Bolton Brow J, I & N	Bolton Brow, Sowerby Bridge HX6 2BA	01422 831031	Community	30	204+N
Bowling Green Primary	Stainland, Halifax HX4 9HU	01422 374863	Community	23	157
Bradshaw Primary	Ingham Lane, Bradshaw, Halifax HX2 9PF	01422 244283	Community	45	284
Burnley Road J, I & N	Burnley Road, Mytholmroyd, Hebden Bridge HX7 5DE	01422 883034	Community	30	174+N
Carr Green Primary	Carr Green Lane, Rastrick, Brighouse HD6 3LT	01484 715969	Community	45	315+N
Castle Hill Primary	Halifax Road, Todmorden OL14 5SG	01706 813163	Community	37	234+N
Christ Church (Pellon) CE (VC) Primary	Sandbeds Road, Pellon, Halifax HX2 0QQ	01422 350792	Controlled	30	184
Cliffe Hill Community Primary	Stoney Lane, Lightcliffe, Halifax HX3 8TW	01422 202086	Community	30	112+N
Colden J & I	Smithy Lane, Colden, Hebden Bridge HX7 7HW	01422 842438	Community	17	110
Copley Primary	Wakefield Road, Copley, Halifax HX3 0TP	01422 354209	Community	32	230
Cornholme J, I & N	Greenfield Terrace, Cornholme, Todmorden OL14 8PL	01706 812787	Community	30	178+N
Cragg Vale J & I	Cragg Vale, Hebden Bridge HX7 5TG	01422 883747	Community	10	57
Cross Lane Primary	Cross Lane, Elland HX5 0LP	01422 372614	Community	45	282+N
Dean Field Community Primary	Cousin Lane, Ovenden, Halifax HX2 8DQ	01422 258258	Community	30	172+N
Elland CE (VA) J, I & N	Westgate, Elland HX5 0BB	01422 373159	Aided	30	159+N
Ferney Lee Primary	Ferney Lee Road, Todmorden OL14 5NR	01706 812412	Community	45	148+N
Field Lane Primary	Burnsall Road, Rastrick, Brighouse HD6 3JT	01484 713792	Community	27	154+N
Halifax Holy Trinity CE (VA) Primary	Savile Hall, Savile Park Road, Halifax HX1 2ES	01422 367161	Aided	56	393+N
Hebden Royd CE (VA) Primary	Church Lane, Hebden Bridge HX7 6DS	01422 842821	Aided	21	126+N
Heptonstall J, I & N	Smithwell Lane, Heptonstall, Hebden Bridge HX7 7NX	01422 842533	Community	14	80+N
Highbury School	Lower Edge Road, Rastrick, Brighouse HD6 3LD	01484 716319	Special	N/A	50+N
Holywell Green Primary	Stainland Road, Holywell Green, Halifax HX4 9AE	01422 374369	Community	30	189+N
Lee Mount Primary	Lee Mount Road, Halifax HX3 5EB	01422 352856	Community	50	316+N
Lightcliffe CE (VA) Primary	Wakefield Road, Lightcliffe, Halifax HX3 8SH	01422 202235	Aided	60	418
Ling Bob J, I & N	Albert Road, Pellon, Halifax HX2 0QD	01422 366925	Community	45	295+N

School	Address	Telephone	Status	Admission Number	Number on Roll as at Jan 2011
<b>Luddenden Dene CE (VC) J, I &amp; N</b>	Dene View, Luddendenfoot, Halifax HX2 6PB	01422 886353	Controlled	30	150+N
<b>Luddendenfoot J &amp; I</b>	Burnley Road, Luddendenfoot, Halifax HX2 6AU	01422 882298	Community	18	122
<b>Midgley School</b>	Lane Ends, Midgley, Halifax HX2 6TX	01422 882356	Community	15	108
<b>Moorside Community Primary</b>	Keighley Road, Ovenden, Halifax HX2 8AP	01422 365236	Community	60	222+N
<b>Mount Pellon J &amp; I</b>	Battinson Road, Halifax HX1 4RG	01422 349618	Community	75	505+N
<b>New Road Primary</b>	Sowerby New Road, Sowerby Bridge HX6 1DY	01422 831351	Community	21	62+N
<b>Norland CE (VC) J &amp; I</b>	Berry Moor Road, Norland, Sowerby Bridge HX6 3RN	01422 831602	Controlled	12	68
<b>Northowram Primary</b>	Baxter Lane, Northowram, Halifax HX3 7EF	01422 202704	Community	60	403+N
<b>Old Earth Primary</b>	Lower Edge Road, Elland HX5 9PL	01422 375316	Community	56	370+N
<b>Old Town Primary</b>	Billy Lane, Wadsworth, Hebden Bridge HX7 8RY	01422 842859	Community	15	89
<b>Parkinson Lane Community Primary</b>	Parkinson Lane, Halifax HX1 3XL	01422 362227	Community	60	429+N
<b>Rawson J, I &amp; N</b>	Rawson Street North, Boothtown Road, Halifax HX3 6PU	01422 351291	Community	60	313+N
<b>Ripponden J &amp; I</b>	Halifax Road, Ripponden, Sowerby Bridge HX6 4AH	01422 823362	Community	30	210
<b>Sacred Heart Catholic Primary</b>	St Peter's Avenue, Sowerby Bridge HX6 1BL	01422 831360	Aided	25	129
<b>Salterhebble J &amp; I</b>	Stafford Square, Halifax HX3 0AU	01422 252004	Community	30	172
<b>Salterlee Primary</b>	Kell Lane, Shibden, Halifax HX3 7AY	01422 365464	Foundation	15	106
<b>Savile Park Primary</b>	Moorfield Street, Halifax HX1 3ER	01422 352844	Community	30	210
<b>Scout Road Primary</b>	Scout Road, Mytholmroyd, Hebden Bridge HX7 5JR	01422 883327	Community	15	105
<b>Shade Primary</b>	Knowlwood Road, Shade, Todmorden OL14 7PD	01706 812913	Community	28	166+N
<b>Shelf J &amp; I</b>	Shelf Hall Lane, Shelf, Halifax HX3 7LT	01274 676782	Community	45	293
<b>Siddal Primary</b>	Backhold Lane, Siddal, Halifax HX3 9DL	01422 354976	Community	30	191+N
<b>Sowerby Village CE (VC) Primary</b>	St Peter's Avenue, Sowerby Bridge HX6 1HB	01422 831971	Controlled	30	143+N
<b>St Augustine's CE (VA) J &amp; I</b>	Hanson Lane, Halifax HX1 5PG	01422 360615	Aided	25	166
<b>St Chad's CE (VA) Primary</b>	Upper Green Lane, Hove Edge, Brighouse HD6 2PA	01484 712361	Aided	30	210
<b>St John's CE (VA) Primary (Clifton)</b>	Towngate, Clifton, Brighouse HD6 4HP	01484 713036	Aided	30	214
<b>St John's CE (VA) Primary (Rishworth)</b>	Godly Lane, Rishworth, Sowerby Bridge HX6 4QR	01422 822596	Aided	20	134
<b>St Joseph's Catholic Primary (Brighouse)</b>	Finkil Street, Brighouse HD6 2NT	01484 713037	Aided	30	208+N
<b>St Joseph's Catholic Primary (Halifax)</b>	Portland Road, Halifax HX3 6LA	01422 360646	Aided	30	201
<b>St Joseph's RC Primary (Todmorden)</b>	Wellington Road, Todmorden OL14 5HP	01706 812948	Aided	22	92+N
<b>St Malachy's Catholic Primary</b>	Furness Place, Illingworth, Halifax HX2 8JY	01422 244628	Aided	30	149+N
<b>St Mary's Catholic Primary (Halifax)</b>	Swires Road, Halifax HX1 2ER	01422 362365	Aided	40	307
<b>St Mary's CE (VC) J &amp; I (Sowerby Bridge)</b>	Mill Bank, Sowerby Bridge HX6 3EJ	01422 823353	Controlled	15	77
<b>St Michael &amp; All Angels CE Primary</b>	Meadow Close, Greenacres, Shelf, Halifax HX3 7QU	01274 676246	Foundation	30	211
<b>St Patrick's Catholic Primary</b>	Hullen Edge Road, Elland HX5 0QY	01422 373104	Aided	17	108
<b>The Greetland Academy</b>	School Street, Greetland, Halifax HX4 8JB	01422 372893	Academy	60	387
<b>Todmorden CE (VA) J &amp; I</b>	Burnley Road, Todmorden OL14 7BS	01706 812019	Aided	29	177

School	Address	Telephone	Status	Admission Number	Number on Roll as at Jan 2011
Triangle CE (VC) Primary	Butterworth Lane, Triangle, Sowerby Bridge HX6 3NJ	01422 831558	Controlled	23	153
Wainstalls J & I	Wainstalls, Halifax HX2 7TE	01422 244804	Community	21	149
Walsden St Peter's CE (VC) Primary	Rochdale Road, Walsden, Todmorden OL14 6RN	01706 812947	Controlled	25	132
Warley Road Primary	Warley Road, Halifax HX1 3TG	01422 353724	Community	84	532
Warley Town School	Dark Lane, Warley, Halifax HX2 7SD	01422 831592	Community	15	104
West Vale Primary	Stainland Road, West Vale, Greetland, Halifax HX4 8LS	01422 372804	Foundation	26	167
Whitehill Community Academy	Occupation Lane, Illingworth, Halifax HX2 9RL	01422 244471	Academy	60	447+N
Withinfields Primary	Law Lane, Southowram, Halifax HX3 9QJ	01422 363581	Community	45	277+N
Wood Bank School	Dene View, Luddendenfoot, Halifax HX2 6PB	01422 884170	Special	N/A	50+N
Woodhouse Primary	Daisy Road, Brighouse HD6 3SX	01484 714750	Community	60	399

### (B) Infant Schools (for age range 4-7 years)

Castlefields Infant	Field Top Road, Rastrick, Brighouse HD6 3XB	01484 716894	Community	60	167
Central Street Infant & Nursery	Central Street, Hebden Bridge HX7 6HB	01422 842784	Community	30	92+N
St Andrew's CE (VA) Infant	Lightcliffe Road, Brighouse HD6 2HH	01484 714964	Aided	60	168
Stubbings Infant	School Street, Hebden Bridge HX7 8BP	01422 842728	Community	30	70+N
Tuel Lane Infant	Clay Street, Sowerby Bridge HX6 2ND	01422 831221	Community	40	105+N

### (C) Junior Schools (for age range 7-11 years)

Christ Church CE (VA) Junior	Park Road, Sowerby Bridge HX6 2BJ	01422 832454	Aided	40	120
Longroyde Junior	Longroyde Road, Rastrick, Brighouse HD6 3AS	01484 715300	Foundation	66	260
Riverside Junior	Holme Street, Hebden Bridge HX7 8EE	01422 842154	Community	60	173
St Andrew's CE (VA) Junior	Waterloo Road, Brighouse HD6 2AN	01484 712895	Aided	67	243

N = Number of children in Nursery

## Appendix 2 Admission Figures for 2011/12 Academic Year

School	Admission Number	Number of first preference applications	Number of second preference applications	Number of third preference applications	Number of places allocated as at 4 April 2011
Abbey Park J, I & N	30	35	30	23	30
All Saints' CE (VA) J & I	30	57	47	15	30
Ash Green Community Primary	60	59	9	6	59
Bailiffe Bridge J & I	30	32	19	16	30
Barkisland CE (VA) Primary	20	32	33	27	25
Beech Hill J & I	60	48	15	25	57
Bolton Brow J, I & N	30	40	17	21	30
Bowling Green Primary	23	18	27	14	22
Bradshaw Primary	45	54	32	33	45
Burnley Road J, I & N	30	27	7	17	29
Carr Green Primary	45	53	58	24	45
Castle Hill Primary	37	30	20	14	34
Castlefields Infant	60	46	31	12	49
Central Street Infant & Nursery	30	28	18	13	28
Christ Church CE (VA) Junior	40	26	0	0	26
Christ Church (Pellon) CE (VC) Primary	30	17	22	8	21
Cliffe Hill Community Primary	30	17	1	7	19
Colden J & I	17	22	9	1	17
Copley Primary	32	35	56	49	32
Cornholme J, I & N	30	32	7	6	30
Cragg Vale J & I	10	3	13	10	7
Cross Lane Primary	45	36	32	15	37
Dean Field Community Primary	30	31	27	15	30
Elland CE (VA) J, I & N	25	25	14	6	25
Ferney Lee Primary	45	29	8	6	34
Field Lane Primary	27	15	11	7	17
Halifax Holy Trinity CE (VA) Primary	56	56	46	51	56
Hebden Royd CE (VA) Primary	21	22	9	13	21
Heptonstall J, I & N	14	6	12	3	9
Holywell Green Primary	30	35	15	8	30
Lee Mount Primary	50	47	20	15	50
Lightcliffe CE (VA) Primary	60	63	31	32	60
Ling Bob J, I & N	45	41	22	18	45
Longroyde Junior	66	52	4	1	52
Luddenden Dene CE (VC) J, I & N	30	21	5	3	20
Luddendenfoot J & I	18	21	25	15	18
Midgley School	15	17	21	15	15
Moorside Community Primary	60	37	12	25	41
Mount Pellon J & I	75	50	35	55	56
New Road Primary	21	8	6	5	12
Norland CE (VC) J & I	12	10	20	15	12
Northowram Primary	60	56	35	33	60
Old Earth Primary	56	55	14	22	52
Old Town Primary	15	15	3	3	15

**Admission to Primary School 2012**

<b>School</b>	<b>Admission Number</b>	<b>Number of first preference applications</b>	<b>Number of second preference applications</b>	<b>Number of third preference applications</b>	<b>Number of places allocated as at 4 April 2011</b>
Parkinson Lane Community Primary	60	89	81	32	60
Rawson J, I & N	60	40	13	13	42
Ripponden J & I	30	26	27	23	31
Riverside Junior	60	52	0	0	52
Sacred Heart Catholic Primary	20	15	11	9	17
Salterhebble J & I	25	32	54	54	25
Salterlee Primary	15	21	30	14	15
Savile Park Primary	30	24	22	43	30
Scout Road Primary	15	22	22	7	15
Shade Primary	28	19	28	19	20
Shelf J & I	45	35	30	24	39
Siddal Primary	30	35	10	5	30
Sowerby Village CE (VC) Primary	30	24	4	7	24
St Andrew's CE (VA) Infant	60	58	29	30	60
St Andrew's CE (VA) Junior	67	50	3	0	49
St Augustine's CE (VA) J & I	25	18	32	20	22
St Chad's CE (VA) Primary	30	29	60	30	29
St John's CE (VA) Primary (Clifton)	30	46	20	28	30
St John's CE (VA) Primary (Rishworth)	20	26	17	13	21
St Joseph's Catholic Primary (Brighouse)	30	20	20	18	23
St Joseph's Catholic Primary (Halifax)	30	29	19	6	30
St Joseph's RC Primary (Todmorden)	22	16	13	6	16
St Malachy's Catholic Primary	30	22	13	6	21
St Mary's Catholic Primary (Halifax)	40	39	36	22	40
St Mary's CE (VC) J & I (Sowerby Bridge)	15	11	11	11	16
St Michael & All Angels CE Primary	30	30	12	12	30
St Patrick's Catholic Primary	17	13	7	14	16
Stubbings Infant	30	13	19	17	13
The Greetland Academy	56	39	24	24	42
Todmorden CE (VA) J & I	29	33	23	17	29
Triangle CE (VC) Primary	23	35	35	25	24
Tuel Lane Infant	40	18	21	13	27
Wainstalls J & I	21	23	21	21	21
Walsden St Peter's CE (VC) Primary	25	28	15	7	25
Warley Road Primary	84	70	63	42	84
Warley Town School	15	20	29	22	15
West Vale Primary	26	10	24	33	25
Whitehill Community Academy	60	71	64	17	60
Withinfields Primary	45	38	10	9	45
Woodhouse Primary	60	70	42	27	60

Where applicable, the data above relates to the 2011 intake prior to any schools converting to Academy status

## Appendix 3 Useful Contacts

- (a) Shirley Pearson, Joanne Sims, Stacey Nicholl  
Admissions Officers  
Children and Young People's Services  
Northgate House  
Halifax HX1 1UN  
Tel: 01422 392617
- (b) Education Welfare Team  
1st Floor, the Old Officers Mess  
Wellesley Park  
Gibbet Street  
Halifax HX2 0BA  
Tel: 01422 266125
- (c) Education Welfare Office  
Lawson Road  
Brighouse HD6 1NY  
Tel: 01422 393791
- (d) Education Welfare Office  
Room 11, Todmorden College  
Burnley Road  
Todmorden OL14 7BX  
Tel: 01706 548129
- (e) Bradford MDC      Pupil Access  
Education Bradford  
Future House  
Bolling Road  
Bradford BD4 7EB  
Tel: 01274 385606
- (f) Kirklees MC      Schools Admissions  
Ground Floor  
Civic Centre 1, High Street  
Huddersfield HD1 2NF  
Tel: 01484 225007
- (g) Rochdale MBC      Education Department  
PO Box 70  
Municipal Offices  
Smith Street  
Rochdale OL16 1YD  
Tel: 01706 925982
- (h) Lancashire CC      Directorate for Children and  
Young People  
PO Box 61  
County Hall  
Preston  
Lancashire PR1 8RJ  
Tel: 01772 531656

## Appendix 4 Frequently Asked Questions

**Q1 When completing the common application form, what order should I state the schools?**

A1 All **preferences** are considered equally, so you should **preference** the schools in order that you would like them allocated. The Authority will offer the highest **preference** possible, if your child is eligible for more than one school. To clarify, your true first **preference** of school should be put first on the common application form.

**Q2 What happens if the Authority cannot allocate any of my preferred schools?**

A2 The Authority has a duty to allocate a school place to all children living within Calderdale. If none of the **preferred** schools can be allocated, the Authority will allocate a school which is closest to the family home where there are vacancies. For residents outside of Calderdale, your home local authority is responsible for allocating a school place if your Calderdale **preferences** cannot be met.

**Q3 When will I receive my allocation letter?**

A3 Offer Day is Friday 20 April 2012.

**Q4 How will I receive this?**

A4 Offer letters will be forwarded to the school your child has been allocated. The school will then send this directly to you. They may also send you specific information relating to the school at the same time.

**Q5 My letter has not arrived, can you tell me which school my child has been allocated?**

A5 Allocation of school places will not be confirmed over the telephone. Parents/guardians must wait until they receive their allocation letter from The Authority, via the primary school.

**Q6 I have not been allocated my preferred school – what do I do now?**

A6 With your allocation letter, you will receive further information relating to the re-allocation and appeals processes, which will include forms to complete if you would like to be considered for re-allocation.

**Q7 Why was my neighbour allocated a place at a particular school last year but I have not this year?**

A7 Allocations of places differ year on year. It is possible under the distance category to allocate a place one year, but to be unable to allocate one the following year, even in the same street/area. This is due to the volumes of pupils applying, where they live and whether any higher priority categories have been applied to an application.

#### Appendix 4: Frequently Asked Questions

**Q8 The allocation was based on my old address, but I have since moved. Can this be taken into account?**

A8 Yes, re-allocation will take into account a change of address. However, if we are not already aware of this change, evidence of the move, such as a utility/council tax bill will be required.

**Q9 My application was late, will I be penalised during the re-allocation process?**

A9 No, after the initial round, the re-allocation requests are considered equally for those that arrive before the close date for re-allocation requests which is 4 May 2012.

**Q10 How is priority determined during the re-allocation process?**

A10 If any places become available, the over-subscription criteria are reapplied to those seeking re-allocation.

**Q11 What are the chances of getting re-allocation to my preferred school?**

A11 The Authority cannot predict this as it depends purely on the number of places that are given up (if any) and who takes priority in terms of the over-subscription criteria.

**Q12 If the re-allocation request is not successful, when am I likely to get an appeal hearing?**

A12 Appeals are likely to be heard during June/July of the admissions year.

**Q13 I have decided to send my child to an Independent school/teach at home/move area and no longer require the place allocated. What do I need to do?**

A13 Written confirmation will be required to allow us to re-allocate the place to another child.

**Q14 Where can I get advice on how to complete the common application form?**

A14 The Authority recommends that parents/guardians contact the Admissions Team on 01422 392617 to obtain appropriate advice and guidance.

The Authority cannot be responsible for advice taken from any other source.

***If you have any feedback relating to the layout and content of this booklet, please write to The Admissions Officer, Northgate House, Halifax, HX1 1UN***

## Admission to Primary School 2012

Notes