



METROPOLITAN BOROUGH OF CALDERDALE  
**ST. ANDREW'S CE (VOLUNTARY AIDED) JUNIOR SCHOOL**

**ADMISSIONS CRITERIA SEPTEMBER 2011**

**"Promoting excellence within a caring Christian environment"**

Admission to our school is controlled by the Governors, not the Local Authority. We believe that it is part of our ministry of service to the parish to work with parents and the Calderdale Local Education Authority to educate the children of the parish. It may not always be possible to admit as many children as we would like because of the limits of space we have. The number of children that we can admit in each year group, agreed with the LEA is 67. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

Making an application

Applications for admission to the year 3 should be made on the common application form enclosed with the **Local Authority's brochure between the preferencing dates given in the booklet, and returned** to the school direct on or before the stated closing date. Applications for other year groups should be made via the Headteacher.

If you wish to apply under Christian Commitment Criteria you must obtain a copy of the **school's Supplementary Information Form (SIF)** from **The School** and return the SIF to **The School** by the date **The School** states on the form.

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**Admission procedures**

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

**SPECIAL EDUCATIONAL NEEDS**

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

**OVERSUBSCRIPTION CRITERIA**

Where the number of applications for **St. Andrew's** C.E. (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, resides 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'**  
A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents or the child.

b) **'Attached to the church'**

A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

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

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

**3 Children transferring from St. Andrew's CE (VA) Infant's School, Brighouse.**

**4** A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school **or attending St. Andrew's CE (VA) Infant's 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, who are:

a) **'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.

b) **'Attached to the church'**

A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

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

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

**6** A child of parents residing within the ecclesiastical **Anglican Team Parish of Brighouse and Clifton**

**7** Other children

## **NOTES**

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

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school – the distance being **calculated (in a straight line) from the school's front door to the front door of the child's permanent address** (Local authority map system).

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

## **2 Parents**

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

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

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

Families who are due to move house should provide

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

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

**The Baptist Union of Great Britain**

**Cherubim and Seraphim Council of Churches**

**Church of England**

**Church of Scotland**

**Congregational Federation**

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

**Council of Oriental Orthodox Christian Churches**

**Free Churches' Council**

**Greek Orthodox Church**

**Independent Methodist Churches**

**Joint Council for Anglo-Caribbean Churches**

**Lutheran Council of Great Britain**

**Methodist Church**

**Moravian Church**

**New Testament Assembly**

**Religious Society of Friends**

**Roman Catholic Church**

**Russian Orthodox Church**

**Salvation Army**

**United Reformed Church**

**Wesleyan Holiness Church**

**Ichthus Christian Fellowship**

**International Ministerial Council of Great Britain**

## **5 The term "Sibling" is defined as:**

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

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

## **6 Waiting List**

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

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

The waiting list will be reviewed and revised:

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

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

## **7 Appeals**

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

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

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

Telephone : 01924 371802

within twenty one days of receiving the refusal letter.

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

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

Approved by the Governing Body on: .....

Signed on behalf of the Governing Body: .....

(Chair of Governors)

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

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO  
ST. ANDREW'S CE (VOLUNTARY AIDED) JUNIOR SCHOOL**  
"Promoting excellence within a caring Christian environment"

**INTRODUCTION**

St Andrew's CE (VA) Junior School is a Church Aided School, which means that members of the Team Parish of Brighouse and Clifton and the Diocese of Wakefield have contributed towards the building of the school and continue to pay towards its maintenance.

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

The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at St Andrew's CE (VA) Junior School. You **must complete this form** if you want your application to be considered using the Christian commitment Oversubscription Criteria of **The Schools** admissions policy.

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

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

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

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

**PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION**  
**See the schools admissions policy to find out who these persons are**

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

**Please return to the following address by 30<sup>th</sup> November of the current year:**

St Andrew's CE (VA) Junior School

Waterloo Road,

Brighouse,

West Yorks

HD6 2AN