



## Policy for admissions

St Chad's School is a Church of England School and supports the teaching of the Church of England. St Chad's is the community school for the Hove Edge area of Brighouse and seeks to meet the needs of the locality through co-operation with parents/guardians, the Local Education Authority and the Diocese of Wakefield.

The policy aims to maximise, within the agreed accommodation limit, the number of children admitted to the school while maintaining the quality of their education by avoiding overcrowding in classrooms and overloading of teachers. The production of this policy has taken account of the school's Mission Statement particularly in relation to the Christian principles and values on which the school is based.

### 1. Admissions to Reception class

#### 1.1 Special Educational Needs.

The School will admit children with statements of Special Educational Needs in which St. Chad's School is named on the Statement.

1.2 A child may be admitted to the Reception class provided that their fifth birthday falls between 1st September of the year of admission and 31st August of the following year, both dates inclusive. The number of children that can be admitted to the Reception Class each year is currently 30. This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Calderdale LEA. If more children than 30 apply the criteria below will be used in order of priority when allocating places.

- Priority 1** Looked after children (Children who are in public care).
- Priority 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. The form should be signed by the vicar. 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.
- Priority 3** Children with brothers or sisters already registered as pupils of this school at the proposed date of admission.
- Priority 4** Children who, or whose parents/guardians, regularly and frequently worship at an Anglican Church not mentioned in Priority 2. A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the vicar. 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.
- Priority 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. The form should be signed by the vicar. 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.
- Priority 6** Proximity of the child's house 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 Priority 6. 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.

## **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
- stepbrother and/or stepsister 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 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.

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 as in Priority 6.

## **2. Admissions to other classes**

2.1 Children may be admitted to non-reception classes appropriate to their ages, using the above priorities if necessary.

2.2 Applications for admission to any non-reception class must be submitted to the Admissions Committee for consideration of all the factors involved, although this committee may delegate to the Head Teacher the power of admission into classes of less than 30 pupils.

2.3 When classes are full, a list of parents wishing to be informed of vacancies will be kept and those on the list will be informed if a place becomes available. The admissions criteria will then be followed for those who apply for a place.

## **3. Documentation**

3.1 Application for admission should be made on the LA common preference form and additional information provided on the supplementary form approved by the Schools Governing Body.

3.2 Documentary evidence should be sought from parents/guardians to justify applications for admission where appropriate.

## **4. Appeals**

4.1 Parents/guardians whose applications for the admission of their children to the school is unsuccessful will be advised of their rights of appeal.

## **5. Responsibilities**

5.1 The Head Teacher is responsible for calling Admissions Committee meetings when required.

## **6. Health and Safety**

6.1 Health and Safety must always be considered when carrying out any activities. If there is a conflict between a policy, procedure or scheme of work and a Health and Safety consideration, the latter will always take precedence.

This policy was adopted by the Governing Body on 3<sup>rd</sup> December to be used for 2011 Reception Admissions.



APPENDIX A

SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO

St Chad's CE (VA) Primary School



INTRODUCTION

St Chad's CE (VA) Primary School is a Church Aided School, which means that members of the Parish of Brighouse & 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 Chad's CE (VA) Primary School. This form should be completed if you want your application to be considered using the Christian commitment Oversubscription Criteria of the Schools admissions policy. Failure to complete this form may affect the oversubscription criteria in which your child is placed.

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

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

'At the heart of the church' - 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.	Please tick
'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.	Please tick

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

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

Please return to: St Chad's CE (VA) Primary School Upper Green Lane Hove Edge Brighouse HD6 2PA

Tel: 01484 712361 email: admin@st-chads.calderdale.sch.uk

This form must be completed and submitted where appropriate along with the application for a place.