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COMMON APPLICATION FORM

FEEDBACK FORM

Note

The information given in this booklet, which relates to the 2009/10 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 may take place at any time and therefore the provisions as stated in this booklet can form no guarantee.

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 in the Calderdale area. It covers general information which applies to all Calderdale primary schools. I hope you find it clear and helpful.

The information in this booklet is also available online at

<http://www.calderdale.gov.uk/education/schools/primaryschool/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.

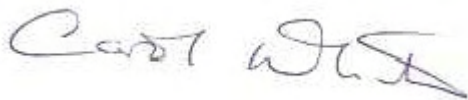
The Common Application Form at the back of this booklet must be filled in and returned to your first preference school or directly to the Local Authority by no later than 26 January 2009. Alternatively, you may submit an online application no later than 26 January 2009.

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 24 April 2009.

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

Yours sincerely



Carole White
Group Director Children and Young People's Services

Important Dates

Monday 26 January 2009	Last date for Common Application Form together with any supplementary forms (as required) to be returned via first preference school or directly to the Local Authority. This is also the last date for submitting online applications.
Friday 24 April 2009	Parents notified of allocations.
Friday 8 May 2009	Last date for parents to request re-allocation.

PART A: ADMISSIONS POLICY 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 2009. 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 at the back or submitting an online application.

The information in this booklet is also available online at:

<http://www.calderdale.gov.uk/education/schools/primaryschool/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 2009. The co-ordinated admissions scheme seeks to ensure that every child in Calderdale receives an offer of a school place on the same day.

Calderdale's co-ordinated admissions scheme for 2009 remains unchanged from the scheme for the 2008 entry with the exception of the time table shown on page 2. The scheme 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).

Eligibility for school places is determined by the over-subscription criteria published for each school. Parents should read Part B: Priority for admission when a school is oversubscribed, 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 at the back of this booklet must be completed and returned to your first preference school or directly to the Local Authority by 26 January 2009. Alternatively, you may submit an online application no later than 26 January 2009.

Parents applying for a primary school outside Calderdale should contact the

relevant local authority for information about the admission arrangements in that area. Contact details of neighbouring local authorities are given in Appendix 4.

Some schools require a supplementary application form. If any parents 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 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 in Calderdale

All maintained schools in Calderdale are co-educational day schools. There are 87 maintained primary schools in Calderdale which are broken down into the following categories.

Category	Infant	Junior	Junior and Infant
Community	4	2	47
Voluntary Aided	1	2	18
Voluntary Controlled	1		6
Foundation		1	3
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. A list of community and voluntary controlled primary schools in Calderdale is given in Appendix 1. 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. A list of foundation and voluntary aided primary schools in Calderdale is given in Appendix 2. 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. These schools are listed in Appendix 1. Decisions regarding admission to special schools rest with the Local Authority, however, parents are closely involved in the decision making process.

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 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 classteacher to the headteacher, 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, 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 headteacher 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.”

The Authority produces a booklet ‘Information for Parents and Carers in Calderdale’ which gives information on the provision of education for children with Special Educational Needs in Calderdale. To obtain a copy of this booklet, please contact the SEN Team on telephone 01422 392505 or email sue.turner@calderdale.gov.uk

For further information, please visit 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 392695 or email cpps@calderdale.gov.uk

For further information, please visit www.calderdaleparents.com

5. Admission to Primary Schools

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 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.

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).

Appendices 1 and 2 give contact details of all Calderdale primary schools and also show the number of pupils which the Authority (governors in case of voluntary aided and foundation schools) plan to admit to each school in the 2009/10 academic year. Parents should also give regard to information in Appendix 3, which provides admission figures for the 2008/09 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

Admission to Primary School 2009

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 appendices 1 and 2.

In the context of the 'School Admissions Code' issued by the Department for Children, Schools and Families (DCSF) on admissions to schools and the relating legislation, the Local Authority is responsible for administering the co-ordinated admissions arrangements for all maintained schools 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.

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

It is important for parents 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 will not be considered as siblings.

Parents 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 at which the child resides for the greater part of the school week and where the parent receives child benefit unless the contrary is proved. **An offer of a place may be withdrawn if a false address is given.**

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

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 on the grounds that they made an application for admission to a particular school at an earlier date than other parents.

Any changes made to preferences after the closing date of 26 January 2009 will result in the application being treated as a late application with the exception of a house move over 5 miles. Please see Part A, Section 9 'Late Applications' for further information.

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

7. Online Applications

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

The same timetable applies for online applications as for paper applications. Applications may be made from 8 December 2008 until the closing date of 26 January 2009. You will be able to view as well as amend your online application any time throughout this period up to 26 January 2009. Receipt of online applications will be acknowledged via an automated email.

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

Please visit

<http://www.calderdale.gov.uk/education/schools/primaryschool/information/online.html>

8. Allocation of Places

Parents 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 nearest appropriate school with vacancies.

An allocation of a primary school place will be confirmed in writing to parents on 24 April 2009. Offer letters will be sent to parents 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 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 if they wish to be considered in the re-allocation process for any places that might become available. (Please see

Part A, 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 Part A, Section 11 'The Right of Appeal').

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

9. 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;
- where a house move over a distance of 5 miles (as determined by a straight line measurement) has been completed between 27 January 2009 and 1 March 2009. This applies to house moves into and within 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 located within Calderdale).

A house move of less than 5 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 1 March 2009 and where accompanied by all supporting evidence and any supplementary forms.

Applications received after 24 April 2009 will be processed in order of date received in accordance with the scheme's requirements.

10. Re-allocation Process

The Authority will maintain a re-allocation list until the first week of the start of the academic year beginning September 2009.

Parents can request the name of their child to be added to this list for places which may become available after 24 April 2009.

- 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 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 8 May 2009. Parents will be notified of the outcome in writing on 22 May 2009. Re-allocation requests received after 22 May 2009 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.

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.

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

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 and foundation schools) and the parents.

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. 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) Transfers within Calderdale

For transfers between Calderdale primary schools, parents/guardians should contact their preferred school directly.

(b) Transfers from outside Calderdale

Parents who have recently moved into the area should contact the Admissions Team, Children and Young People's Services for guidance on

telephone 01422 392617 or email
cyps.admissions@calderdale.gov.uk

**(c) Transfer of pupils with
Statements of Special
Educational Needs**

Parents wishing to transfer a child who has a Statement of Special Educational Needs should send a request in writing to the Special Needs Manager, Children and Young People's Services, Northgate House, Halifax HX1 1UN.

**(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. 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:

<http://www.calderdale.gov.uk/education/childcare/plans/sustainable-travel.pdf>

13.1 General

13.1.1 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.

13.1.2 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.

13.1.3 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.

13.1.4 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.

13.1.5 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.

13.2 Meanings

13.2.1 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.

13.2.2 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.

13.2.3 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 pupil's gate or the end of their property nearest to the public highway to the nearest accessible school entrance.
- 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).

13.2.4 'Qualifying' schools are:

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

13.2.5 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.

13.3 Eligibility criteria

13.3.1 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 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.

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

13.3.2 Statutory walking distance

(i) For pupils who do not qualify under 13.3.1 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) 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.

(ii) Where the Authority is not able to admit a child to the nearest suitable school, assistance 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).

13.3.5 Pupils with SEN (also see section 13.5)

(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.

13.3.3 Parental choice

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 13.3.1 above.

(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

13.3.4 Denominational schools (also see section 13.4)

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- need will be undertaken as outlined in section 13.5 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.
- 13.3.6 Change of home address
- 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. Proof of move will be required.
- 13.3.7 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 the mileage requirements 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.
- 13.3.8 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.
- 13.3.9 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.

1989 amended by Section 52 of the Children Act 2004).

13.3.10 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.

- (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.

13.3.11 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

13.4 Religion or belief

- 13.4.1 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.
- 13.4.2 '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.
- 13.4.3 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 them contrary to their convictions;
- belief that a child should receive a particular type of educational provision.
- 13.5 Transport assistance for pupils with statements of special educational needs**
- 13.5.1 Where pupils with statements of special educational need qualify for transport under the criteria set out in section 13.3 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.
- 13.5.2 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.
- 13.5.3 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;

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| <ul style="list-style-type: none"> (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). | <p>where nursery education is provided by the Authority or other validated providers will only be granted in exceptional circumstances as determined by the Authority.</p> |
| <p>13.5.4 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.</p> | <p>13.6.2 Any assistance provided will relate to the child's circumstances and not to those of the parent(s)/carer(s).</p> |
| <p>13.5.5 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.</p> | <p>13.6.3 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.</p> |
| <p>13.5.6 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.</p> | <p>13.6.4 Local authorities have the power to charge providers or parents, where appropriate, for transport provided for a child to a validated nursery setting.</p> |
| <p>13.6 Pre-school provision</p> | <p>13.6.5 The circumstances where transport assistance might be granted will include the following:</p> |
| <p>13.6.1 Transport assistance for 4 year old nursery age children attending validated settings</p> | <ul style="list-style-type: none"> (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.
- 13.6.6 Parents are encouraged to seek advice from the Access Team on whether assistance will be available in a particular case.
- 13.7 Discretion and appeal**
- 13.7.1 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.
- 13.7.2 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.
- 13.8 Behaviour and misuse**
- 13.8.1 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;
 - the requirement to pay for any damage caused by the child.
- 13.8.2 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.
- 13.9 Transport provision and charges**
- 13.9.1 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.
- 13.9.2 In some instances, however, if it is more cost effective, the Authority will reimburse bus fares at the current half fare rates.
- 13.9.3 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.
- 13.9.4 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.
- 13.9.5 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.
- 13.9.6 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.
- 13.9.7 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.
- 13.10 Assessment process**
- 13.10.1 On request 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.
- 13.10.2 For those pupils who qualify, an additional application form will be given in order for the Access Team to order either a bus pass or reimburse bus fares depending on the time of year the application is made.
- 13.10.3 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.
- 13.10.4 Transport assistance will be awarded from the time the decision is reached following receipt of an application and will not be made retrospectively.
- 13.11 Distance and measuring**
- 13.11.1 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.
- 13.11.2 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.

13.11.3 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.

13.11.4 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.

13.11.5 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.

13.11.6 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.

(A) Other 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.

(B) Charge for Use of Special Contract Services

In the special contract services provided by West Yorkshire Passenger Transport Executive (Metro), spare seats may be taken up by children who do not qualify for free travel, on payment of a charge. For further details of charges please contact Metro by telephone on 0113 2517451.

(C) Concessionary Fares

Metro publishes detailed information on concessions available to children and young persons for travel within West Yorkshire. Details can be obtained from the First Calderline Travel Shop at Halifax Bus Station. Student School Plus Metrocards are available from the local bus station 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 £7.25 per week or £27.50 per month (please note prices may change).

14. School Meals

Mid-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.

- (a) Income Support.
- (b) Income Based Jobseekers Allowance.
- (c) Support under part (vi) of the Immigration and Asylum Act 1999.
- (d) Child Tax Credit – but only where Working Tax Credit is not in payment and parents' annual income (as assessed by Inland Revenue) does not exceed £15,575.
- (e) Guarantee element of State Pension Credit.

In the 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.

15. School Clothing

The 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 to purchase items of school uniform or supply school clothing. In exceptional circumstances or dire emergency, parents should seek advice from the Education Welfare Officer attached to the school.

16. 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, 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 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 392534
- Brighouse: 01422 393791
- Todmorden: 01706 548129 am only

17. 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. Parents should also note that in community junior schools, no priority is given to children attending the associated infant school. Please refer to the schools' over-subscription criteria for foundation and voluntary aided junior schools regarding priority for children attending associated infant schools.

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
Walsden CE (VC) Infant	Walsden Junior

18. Complaints Procedure

The Authority has established procedures for dealing with complaints relating to the Curriculum, Sex Education, SEN, Child Protection Investigations, Admissions and Exclusions¹. Any queries about these

¹ Complaints relating to Admissions and Exclusions in Foundation and Voluntary Aided schools should be addressed to the Governing Body of the school.

issues should be addressed in writing to the Group Director, Children and Young People's Services, Town Hall, Halifax HX1 1UJ in the first instance.

Where a parent/guardian has a complaint not related to the above, they should discuss the matter informally with the headteacher. If the matter is still not resolved, they should request a copy of the school's complaints procedure from the Governing Body of the school concerned.

19. 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

Performance tables for schools are available online at the Department for Children, Schools and Families (DCSF) website at:

www.dcsf.gov.uk/performance/tables

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

PART B: PRIORITY FOR ADMISSION WHEN A SCHOOL IS OVER-SUBSCRIBED

1. Community and Voluntary Controlled Primary Schools

The Local Authority is responsible for admission arrangements in community and voluntary controlled schools. A list of community and voluntary controlled 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 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 home to the school. Proximity 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 closest designated school entrance point.

- (ii) In voluntary controlled schools, no account is taken of church membership or affiliation.

2. Foundation and Voluntary Aided Primary Schools

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

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 home to the school with those living nearer, as measured by the shortest safe walking route, being accorded the higher priority. Distance is defined as the distance from the pupil's home by the nearest walking route which should be on lit, metalled roads. Measurements will be made from the centre point of the dwelling to the main entrance door of the school. (See note 2)

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 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 permanent address is nearest to the school – the distance being calculated as in category 3.

Barkisland CE (VA) Primary School

The Planned Admission Number for admission to the Reception year in the school year commencing September 2009 is 20. Those parents who wish to apply under Christian Commitment Criteria must obtain a copy of the Supplementary Information

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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 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'
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. 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.
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'
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

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school. The form should be signed by the Minister of Religion.

Parents having moved to become resident in the parish 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.

5. A child of parents residing within the ecclesiastical parish of Christ Church, Barkisland and Dean Head, West Scammonden.
6. Other children.

Notes

1. A map showing the ecclesiastical parish boundary 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 Reform Church
- Wesleyan Holiness Church
- Ichthus Christian Fellowship
- International Ministerial Council of Great Britain.

5. The term 'Sibling' is defined as:

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

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

Christ Church CE (VA) Junior School

The Planned Admission Limit for admission to the Y3 cohort in the school year commencing September 2009 will be a maximum of 40. Those parents 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 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. (See note 5)
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' A regular worshipper. A person who worships at least twice per month. The

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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. (See notes 1, 2 & 3)

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'
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 mentioned above, having been members of another Christian Church recognised by Churches Together in England and Wales, will qualify upon proof of membership being provided by the Minister of that other church. (See notes 1, 2, 3 & 4)

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

Notes

1. A map showing the ecclesiastical parish boundary 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.

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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 Reform Church
- Wesleyan Holiness Church
- Ichthus Christian Fellowship
- International Ministerial Council of Great Britain.

5. The term 'Sibling' is defined as:

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

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household.

Elland CE (VA) J, I & N School

Based 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 Group Director, Children and Young People's Services, or the Group Director, Health and Social Care.
5. Children whose parents are active worshipping members of the Church of England, whose names 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, at the time of registration, live nearest to the school by the shortest route as the crow flies, from the front door of the residence to the front of the school.
- (ii) 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 at the back of this booklet.

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 or 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.

Parents having moved to become resident in the parishes shown,

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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).
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 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 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.

Hebden Royd CE (VA) Primary School

The, Planned Admission Limit for admission to Reception class in the school year commencing September 2009 will be a maximum of 21. Those parents 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 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).

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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 churches, 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 parishes 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. 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'
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 parishes mentioned above, having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the Minister of that other Church.

5. A child of parents residing within the parish of St James, Hebden Bridge or St Thomas, Heptonstall.
6. Other children.

Notes

1. A map showing the ecclesiastical parish boundaries 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).

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 Reform Church
- Wesleyan Holiness Church

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- 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.

Lightcliffe CE (VA) Primary School

The Planned Admission Limit for admission to the Reception class in the school year commencing September 2009 will be a maximum of 60. Those parents who wish to apply under Christian Commitment Criteria must obtain a copy of the Supplementary Information Form (SIF) from the school and return the SIF to the school by the date the school states 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 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. (See note 5)
3. A child who, or whose parents/guardians, reside(s) within the parish of St Matthew's, 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. (With a Christian commitment for at least the previous two years).
 - (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. (With a Christian commitment for at least the previous two years).

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

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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. (See notes 1, 2 & 3)

4. A child of parents residing within the parish of St Matthew's.
5. A child whose parents/guardians, reside within the parish of St Matthew's, 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'
A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents. (With a Christian commitment for at least the previous two years).
 - (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. (With a Christian commitment for at least the previous two years).

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 mentioned above, having been members of another Christian Church recognised by Churches Together in England and Wales, will qualify upon proof of membership being provided by the Minister of that other Church. (See notes 1, 2, 3 & 4)

6. Other children.

Notes

1. A map showing the ecclesiastical parish boundary 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.

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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 Reform Church
 - Wesleyan Holiness Church
 - Ichthus Christian Fellowship
 - International Ministerial Council of Great Britain.
5. The term 'Sibling' is defined as:
- a full or half brother or sister
 - a step brother or sister
 - an adoptive brother or sister
 - the children of parents living together in the same family household.
- Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. The Governing Body will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the infant class size regulations.

Longroyde Junior School

The number of intended admissions for the academic year commencing September 2009 will be 66. Where applications for admission exceed the number of places available, the

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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, Group Director of Children and Young People's Services or Health and Social Care.
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, as measured by the shortest safe walking route by suitable roads or public footpaths, with those living nearest being accorded the higher priority.
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.
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.

Catechumens are to be given priority next after baptised Catholics in each of the above 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 (*see notes*).

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 (*see notes*).

Sacred Heart Catholic Primary School

The Governing Body has responsibility for admissions to the school and intends to admit 20 pupils to Reception in the academic year which begins in September 2009. 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.

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.

Notes (these form part of the over-subscription criteria)

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.

Catechumen 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's 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 and in attendance at the school on the date of admission.

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

Straight Line Distance will be measured from the main entrance of the school to the home.

Salterlee Primary School

The number of intended admissions for the academic year commencing September 2009 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:

1. Children who are in public care ('Looked After' children).
2. Children who have a brother or sister (including step/half brothers and sisters) attending the school and resident at the same address on a permanent basis at the proposed date of admission.
3. Children living within the designated priority area of the school. A map detailing the designated priority area is available from 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, measured in a straight line. Measurements will be made from the centre point of the dwelling to the main entrance of the school.

St Andrew's CE (VA) Infant School

The Planned Admission Limit for admission to Reception in the school year commencing September 2009 will be a maximum of 60. Those parents, 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 Brighthouse and Clifton, or whose parents/guardians are on the electoral roll of that church and who fulfil the criteria in note 4.
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 (See note 6).
4. A child whose parents/guardians reside within the Team Parish of Brighthouse and Clifton who are

members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish and who fulfil the criteria in notes 4 and 5.

5. A child whose parents/guardians, reside outside the Team Parish of Brighthouse 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.
6. A child of parents residing within the parish of the Team Parish of Brighthouse and Clifton.
7. Other children.

Notes

1. A map showing the ecclesiastical parish boundary 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

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- 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) Solicitor's letter confirming exchange of Contracts has taken place on the purchase of a property; or
 - (ii) 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 HM Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.
4. Over-subscription Criteria 2, 4 and 5
- (a) 'At the heart of the church'
 - (b) 'Attached to the church'
- A regular worshipper ie a person who worships at least twice per month; the worshipper could be one or both parents or
- A regular but not frequent worshipper ie 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 members of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish. (See notes 1, 2 & 3)*
5. Other Christian Churches (Churches Together in England) – Over-subscription criteria 4
- 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

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- 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 Reform Church
- Wesleyan Holiness Church
- Ichthus Christian Fellowship
- International Ministerial Council of Great Britain.

6. 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.

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 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 Brighthouse 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

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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 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/carers, 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'
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 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 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

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'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 Reform Church
- Wesleyan Holiness Church
- Ichthus Christian Fellowship
- International Ministerial Council of Great Britain.

5. The term 'Sibling' is defined as:

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

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household.

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

The number of children that can be admitted to the Reception class

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each year is currently 25. 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, then the Governing Body will apply the following criteria in strict order of priority:

1. 'Looked After' child.
2. Children whose parents are regular worshipping members of St Augustine's Church and its sister churches of All Souls, Boothtown and St George's, Lee Mount (ie for a period of at least twelve months with names being entered on the Ecclesiastical Electoral Roll). (A supporting letter from the Parish Priest will be required as evidence).
3. Children with a brother or sister (including step, half and adoptive brothers/sisters) permanently resident at the same address and attending the school at the proposed date of admission. (See note 1)
4. Children who live within the parish of St Augustine's. (See note 1) (A map detailing the parish of St Augustine's is available at the school).
5. Children whose parents regularly attend
 - (a) A neighbouring Anglican Church;
 - (b) A neighbouring non-Anglican Christian Church accepting the doctrine of the Holy Trinity.

(A supporting letter from the Parish Priest will be required as evidence)

6. Other children.

Notes

1. 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.
2. 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 on an Ordnance Survey map) from the school's front door to the front door of the child's permanent address.

St Chad's CE (VA) Primary School

The number of children that can be admitted to the Reception class each year is currently 30. If more children than this apply, the criteria below will be used in order of priority when allocating places.

1. 'Looked After' children, defined as 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. 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.

Admission to Primary School 2009

The statement on the reverse of the supplementary application form must be signed by the Parish Priest as evidence.

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. *The statement on the reverse of the supplementary application form must be signed by the Parish Priest as evidence.*
5. Children who, or whose parents/guardians, regularly and frequently worship at a Christian Church other than Anglican. Supporting written evidence will be required. *The statement on the reverse of the supplementary application form must be signed by the Priest or Minister as evidence.*
6. Proximity of the child's home to the school, as measured by the shortest safe walking route from the gateway to the school drive, with those living nearest being awarded higher priority.

The shortest safe walking route will normally be the distance from the pupil's home by the nearest walking route which should be on lit, metalled roads.

Measurements will be made from the gateway or driveway of the dwelling to the gateway to the school drive.

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 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 2009 will be 30. The school will admit children with statements of Special Educational Needs in which the school is named on the Statement.

Admission to Primary School 2009

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'
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. 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.

5. A child who, or whose parents/guardians, worship within the Brighouse and Clifton Team Parish, 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. During an interregnum the form should be signed by a Churchwarden.

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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.

6. A child whose parents/guardians are members of another Christian Church recognised by Churches Together in England and Wales, 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.

(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 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.

7. 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 from the school to home, measured by a straight line on an ordinance survey map, from the front door of the pupil's residence to the school entrance. Those living the nearest being given priority.

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,

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parents 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 Brighouse and Clifton Team Parish criteria to apply, parents 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 a Christian church as recognised by member churches of 'Churches together in England' criteria to apply, parents 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.

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 the shortest safe walking route from the front door of the school, with those living nearest being awarded higher priority.

The shortest safe walking route will normally be the distance from the pupil's home by the nearest walking route which should be on metalled roads, paths or bridleways as deemed suitable by the Local Authority. Measurements will be made from the gateway or driveway of the dwelling to the main entrance of the school.

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

The 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 2009.

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. Baptised Catholic children from parishes other than St Joseph's, Brighouse.
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.

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

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

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 (*See notes*).

Tie Break

Where the offer of places to all the applicants in any of the sub-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 (*See notes*).

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.

Notes (these form part of the over-subscription criteria)

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.

Catechumen 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 is normally evidenced by 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 and in attendance at the school on the date of admission.

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

Straight Line Distance will be measured from the main entrance of the school to the home.

St Joseph's Catholic Primary School, Halifax

The 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 2009. 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.

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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.
6. Pupils who have a brother or sister permanently resident in the same household and attending the school at the time of admission.
7. Other pupils whose parents wish them to attend the school for genuine religious reasons and who have a sibling already attending the school.
8. Pupils baptised in other Christian Denominations or of other faiths whose parents are in empathy with the aims and ethos of the school.
9. Other children whose parents/guardians wish them to receive a Catholic education.

If any of the above categories is over-subscribed, a place will be allocated according to the ease of access and proximity of the child's home to school, as measured by the shortest walking route wherever possible on lit and metalled roads. Measurements will be made from the centre point of the dwelling to the main entrance of the school.

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 sibling¹ 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 resident² in the parishes of St Joseph's, Todmorden or Good Shepherd, Myholmroyd.
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 distance by a

¹ **Sibling** means a full, half or step brother or sister or legal adoptive sibling.

² **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, 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.

public recognised route from the front door of the child's home to the school gate on Wellington Road.

St Malachy's Catholic Primary School

The 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 2009.

At any time where there are more applications 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 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.

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

Where the offer of places to all applicants in any of the categories listed above would lead to over-subscription, the following provisions 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 (*See notes*).

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. 'Walking distance' will be used as the measure.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Notes (these form part of the over-subscription criteria)

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.

Catechumen 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 is normally evidenced by 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 and in attendance at the school on the date of admission.

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

Walking Distance will be measured from the main entrance of the school to the home.

St Mary's Catholic Primary School, Halifax

The Governing Body has responsibility for admissions to the school and intends to admit 40 pupils to Reception in the academic year which begins in September 2009.

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 parishes of:

- St Alban and St Mary's
- St Columba's.

3. Other baptised Catholic children.
4. Other 'Looked After' children.
5. Children who have a brother or sister attending the school and whose parents confirm that they are in empathy with the aims and ethos of the school.
6. Children of other Christian denominations or of other faiths whose parents confirm that they 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.
7. Children whose parents confirm that they are in empathy with the aims and ethos of the school and wish them to receive a Catholic education.
8. Other children whose parents/guardians wish them to attend St Mary's Catholic Primary School and receive a Catholic education.

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

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.

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

Tie Break

If there is over-subscription within any category then pupils will be admitted in order of the proximity of the pupil's home to the school. Proximity will be determined by the shortest safe walking route from door to door as assessed and deemed suitable by Calderdale Local Authority.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home local authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Notes (these form part of the over-subscription criteria)

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.

Catechumen means a member of the catechumenate of a Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.

Eastern Christian Church includes Orthodox Churches and is normally evidenced by 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).

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

Walking Distance will be measured from the main entrance of the school to the front door of the child's home by the shortest walking distance using public roads and paths assessed as suitable by Calderdale Local Authority.

St Michael and All Angels CE Primary School

The number of children that can be admitted to the Reception class each year is 30. The criteria to be applied in the event of over-subscription:

1. Children who are in public care.
2. Children with a brother or sister (or step-brother or step-sister living in the same household) attending the school at the date of admission.
3. Children whose parents are active worshipping members of the Church of England (whose names are on the Parish Electoral Roll of Shelf St Michael with Buttershaw St Aiden or are supported by the Team Rector).
4. Proximity of the child's home to the school, as measured along the shortest safe walking route, with those living nearest being afforded the highest priority.
5. Children whose parents seek admission for them on medical or

social grounds. Such applications must be accompanied by a letter from the Area Medical Officer or the Group Director, Children and Young People's Services or the Group Director, Health and Social Care.

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 2009.

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 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 whose parents/guardians wish them to attend St Patrick's Catholic Primary School.

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

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

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.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school. 'Walking distance' will be used as the measure.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act, in the Special Educational Needs Code of Practice.

Notes (these form part of the over-subscription criteria)

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.

Catechumen are those children who have given an explicit desire to be baptised into the Roman Catholic Church and 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 is normally evidenced by 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 or Sisters) include children with brothers and sisters (including step-brothers and sisters) of statutory school age, living at the same address and in attendance at the school on the date of admission.

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

Walking Distance will be measured from the main entrance of the school by the shortest walking distance using lit and made up public roads and paths.

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. Children of parents who are practising members of the Church of England in the following order of priority:
 - (a) Children whose parents are regular 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.
3. Pupils who have either a brother or sister registered at the school at the proposed date of admission.
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. Other children.

Where any of the above categories is over-subscribed, places will be allocated on the basis of nearness to

the school, as measured from the school's main door to the pupil's front door, by the shortest road route.

West Vale Primary School

The number of intended admissions for the academic year commencing September 2009 is 26. Places will be 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. Children who have a brother or sister (to include step and half brothers/sisters) permanently resident at the same address and attending the school at the proposed date of admission.
3. Other children.

If there is over-subscription in any category then, the proximity of the child's home to the school, as measured by the shortest safe walking route on lit, metalled roads crossing major roads at designated crossings from the front door of the house to the main door of the school; those living nearest to the school being given higher priority.

Appendix 1 List of Community, Voluntary Controlled and Special Schools in Calderdale

School	Address	Telephone	Status	Admission Number	Number on Roll as at Jan 2008
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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	157+N
Ash Green Primary	Mixenden Road, Mixenden, Halifax HX2 8QD	01422 244613	Community	45	348+N
Bailiffe Bridge J & I	Victoria Road, Bailiff Bridge, Brighouse HD6 4DY	01484 713039	Community	30	194
Beech Hill J & I	Mount Pleasant Avenue, Halifax HX1 5TN	01422 345004	Community	60	307+N
Bolton Brow J, I & N	Bolton Brow, Sowerby Bridge HX6 2BA	01422 831031	Community	30	207+N
Bowling Green J & I	Stainland, Halifax HX4 9HU	01422 374863	Community	23	156
Bradshaw Primary	Ingham Lane, Bradshaw, Halifax HX2 9PF	01422 244283	Community	45	280
Burnley Road J, I & N	Burnley Road, Mytholmroyd, Hebden Bridge HX7 5DE	01422 883034	Community	30	180+N
Carr Green J, I & N	Carr Green Lane, Rastrick, Brighouse HD6 3LT	01484 715969	Community	45	310+N
Castle Hill Primary	Halifax Road, Todmorden OL14 5SG	01706 813163	Community	37	245+N
Christ Church (Pellon) CE (VC) Primary	Sandbeds Road, Pellon, Halifax HX2 0QQ	01422 350792	Controlled	30	207
Cliffe Hill Community Primary	Stoney Lane, Lightcliffe, Halifax HX3 8TW	01422 202086	Community	30	141+N
Colden J & I	Smithy Lane, Colden, Hebden Bridge HX7 7HW	01422 842438	Community	15	109
Copley Primary	Wakefield Road, Copley, Halifax HX3 0TP	01422 354209	Community	32	228
Cornholme J, I & N	Greenfield Terrace, Cornholme, Todmorden OL14 8PL	01706 812787	Community	30	164+N
Cragg Vale J & I	Cragg Vale, Hebden Bridge HX7 5TG	01422 883747	Community	10	51
Cross Lane Primary & Nursery	Cross Lane, Elland HX5 0LP	01422 372614	Community	45	294+N
Dean Field Community Primary	Cousin Lane, Ovenden, Halifax HX2 8DQ	01422 258258	Community	30	148+N
Ferney Lee Primary	Ferney Lee Road, Todmorden OL14 5NR	01706 812412	Community	45	113+N
Field Lane Primary	Burnsall Road, Rastrick, Brighouse HD6 3JT	01484 713792	Community	27	155+N
Greetland Primary	School Street, Greetland, Halifax HX4 8JB	01422 372893	Community	56	376
Heptonstall J, I & N	Smithwell Lane, Heptonstall, Hebden Bridge HX7 7NX	01422 842533	Community	14	96+N
Highbury School	Lower Edge Road, Rastrick, Brighouse HD6 3LD	01484 716319	Special	N/A	42+N
Holywell Green Primary	Stainland Road, Holywell Green, Halifax HX4 9AE	01422 374369	Community	30	188+N
Lee Mount Primary	Lee Mount Road, Halifax HX3 5EB	01422 352856	Community	50	282+N
Ling Bob J, I & N	Albert Road, Pellon, Halifax HX2 0QD	01422 366925	Community	45	287+N
Luddenden Dene CE (VC) J, I & N	Dene View, Luddendenfoot, Halifax HX2 6PB	01422 886353	Controlled	30	190+N
Luddendenfoot J & I	Burnley Road, Luddendenfoot, Halifax HX2 6AU	01422 882298	Community	18	106
Midgley School	Lane Ends, Midgley, Halifax HX2 6TX	01422 882356	Community	15	106
Moorside Community Primary	Keighley Road, Ovenden, Halifax HX2 8AP	01422 365236	Community	60	265+N
Mount Pellon J & I	Battinson Road, Halifax HX1 4RG	01422 349618	Community	75	487+N

School	Address	Telephone	Status	Admission Number	Number on Roll as at Jan 2008
New Road Primary	Sowerby New Road, Sowerby Bridge HX6 1DY	01422 831351	Community	21	79+N
Norland CE (VC) J & I	Berry Moor Road, Norland, Sowerby Bridge HX6 3RN	01422 831602	Controlled	12	81
Northowram Primary	Baxter Lane, Northowram, Halifax HX3 7EF	01422 202704	Community	60	403+N
Old Earth Primary	Lower Edge Road, Elland HX5 9PL	01422 375316	Community	52	322+N
Old Town Primary	Billy Lane, Wadsworth, Hebden Bridge HX7 8RY	01422 842859	Community	15	86
Parkinson Lane Community Primary	Parkinson Lane, Halifax HX1 3XL	01422 362227	Community	60	420+N
Rawson J, I & N	Rawson Street North, Boothtown Road, Halifax HX3 6PU	01422 351291	Community	60	324+N
Ripponden J & I	Halifax Road, Ripponden, Sowerby Bridge HX6 4AH	01422 823362	Community	30	212
Salterhebble J & I	Stafford Square, Halifax HX3 0AU	01422 252004	Community	25	175
Savile Park Primary	Moorfield Street, Halifax HX1 3ER	01422 352844	Community	30	201
Scout Road Primary	Scout Road, Mytholmroyd, Hebden Bridge HX7 5JR	01422 883327	Community	15	105
Shade Primary	Knowlwood Road, Shade, Todmorden OL14 7PD	01706 812913	Community	28	170+N
Shelf J & I	Shelf Hall Lane, Shelf, Halifax HX3 7LT	01274 676782	Community	45	272
Siddal Primary	Backhold Lane, Siddal, Halifax HX3 9DL	01422 354976	Community	30	180+N
Sowerby Village CE (VC) Primary	St Peter's Avenue, Sowerby Bridge HX6 1HB	01422 831971	Controlled	30	120+N
St Mary's CE (VC) J & I (Sowerby Bridge)	Mill Bank, Sowerby Bridge HX6 3EJ	01422 823353	Controlled	13	85
Triangle CE (VC) Primary	Butterworth Lane, Triangle, Sowerby Bridge HX6 3NJ	01422 831558	Controlled	19	126
Wainstalls J & I	Wainstalls, Halifax HX2 7TE	01422 244804	Community	21	145
Warley Road Primary	Warley Road, Halifax HX1 3TG	01422 353724	Community	75	497
Warley Town School	Dark Lane, Warley, Halifax HX2 7SD	01422 831592	Community	15	106
Whitehill Community Primary	Occupation Lane, Illingworth, Halifax HX2 9RL	01422 244471	Community	60	432+N
Withinfields Primary	Law Lane, Southowram, Halifax HX3 9QJ	01422 363581	Community	45	257+N
Wood Bank School	Dene View, Luddendenfoot, Halifax HX2 6PB	01422 884170	Special	N/A	46+N
Woodhouse Primary	Daisy Road, Brighouse HD6 3SX	01484 714750	Community	60	394

(B) Junior Schools (for age range 7-11 years)

Riverside Junior	Holme Street, Hebden Bridge HX7 8EE	01422 842154	Community	60	221
Walsden Junior	Rochdale Road, Walsden, Todmorden OL14 6RN	01706 812947	Community	23	78

(C) Infant Schools (for age range 4-7 years)

Castlefields Infant	Field Top Road, Rastrick, Brighouse HD6 3XB	01484 716894	Community	60	176
Central Street Infant & Nursery	Central Street, Hebden Bridge HX7 6HB	01422 842784	Community	30	86+N
Stubbings Infant	School Street, Hebden Bridge HX7 8BP	01422 842728	Community	30	59+N
Tuel Lane Infant	Clay Street, Sowerby Bridge HX6 2ND	01422 831221	Community	40	102+N
Walsden CE (VC) Infant	Rochdale Road, Walsden, Todmorden OL14 6RN	01706 812786	Controlled	23	44

N = Number of children in Nursery

Appendix 2 List of Foundation and Voluntary Aided Schools in Calderdale

School	Address	Telephone	Status	Admission Number	Number on Roll as at Jan 2008
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(A) Junior and Infant Schools (for age range 4-11 years)

All Saints' CE (VA) J & I	Dudwell Lane, Halifax HX3 0SD	01422 367140	Aided	30	208
Barkisland CE (VA) Primary	Scammonden Road, Barkisland, Halifax HX4 0BD	01422 823324	Aided	20	139
Elland CE (VA) J, I & N	Westgate, Elland HX5 0BB	01422 373159	Aided	25	139+N
Holy Trinity CE (VA) Primary	Savile Hall, Savile Park Road, Halifax HX1 2ES	01422 367161	Aided	56	394+N
Hebden Royd CE (VA) Primary	Church Lane, Hebden Bridge HX7 6DS	01422 842821	Aided	21	94+N
Lightcliffe CE (VA) Primary	Wakefield Road, Lightcliffe, Halifax HX3 8SH	01422 202235	Aided	60	407
Sacred Heart Catholic Primary	St Peter's Avenue, Sowerby Bridge HX6 1BL	01422 831360	Aided	20	141
Salterlee Primary	Kell Lane, Shibden, Halifax HX3 7AY	01422 365464	Foundation	15	112
St Augustine's CE (VA) J & I	Hanson Lane, Halifax HX1 5PG	01422 360615	Aided	25	164
St Chad's CE (VA) Primary	Upper Green Lane, Hove Edge, Brighouse HD6 2PA	01484 712361	Aided	30	211
St John's CE (VA) Primary (Clifton)	Towngate, Clifton, Brighouse HD6 4HP	01484 713036	Aided	30	216
St John's CE (VA) Primary (Rishworth)	Godly Lane, Rishworth, Sowerby Bridge HX6 4QR	01422 822596	Aided	20	135
St Joseph's Catholic Primary (Brighouse)	Finkil Street, Brighouse HD6 2NT	01484 713037	Aided	30	201+N
St Joseph's Catholic Primary (Halifax)	Portland Road, Halifax HX3 6LA	01422 360646	Aided	30	185
St Joseph's RC Primary (Todmorden)	Wellington Road, Todmorden OL14 5HP	01706 812948	Aided	22	89+N
St Malachy's Catholic Primary	Furness Place, Illingworth, Halifax HX2 8JY	01422 244628	Aided	30	155+N
St Mary's Catholic Primary (Halifax)	Swires Road, Halifax HX1 2ER	01422 362365	Aided	40	325
St Michael & All Angels CE Primary	Meadow Close, Greenacres, Shelf, Halifax HX3 7QU	01274 676246	Foundation	30	197
St Patrick's Catholic Primary	Hullen Edge Road, Elland HX5 0QY	01422 373104	Aided	17	106
Todmorden CE (VA) J & I	Burnley Road, Todmorden OL14 7BS	01706 812019	Aided	29	164
West Vale Primary	Stainland Road, West Vale, Greetland, Halifax HX4 8LS	01422 372804	Foundation	26	144

(B) Junior Schools (for age range 7-11 years)

Christ Church CE (VA) Junior	Park Road, Sowerby Bridge HX6 2BJ	01422 832454	Aided	40	144
Longroyde Junior	Longroyde Road, Rastrick, Brighouse HD6 3AS	01484 715300	Foundation	66	247
St Andrew's CE (VA) Junior	Waterloo Road, Brighouse HD6 2AN	01484 712895	Aided	67	256

(C) Infant Schools (for age range 4-7 years)

St Andrew's CE (VA) Infant	Lightcliffe Road, Brighouse HD6 2HH	01484 714964	Aided	60	165
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N = Number of children in Nursery

Admission to Primary School 2009

Appendix 3 Admission Figures for 2008/09 Academic Year

School	Admission Number	Number of first preference applications	Number of second preference applications	Number of third preference applications	Number of places allocated
Abbey Park J, I & N	30	24	18	25	30
All Saints' CE (VA) J & I	30	25	35	24	30
Ash Green Primary	45	48	1	3	45
Bailiffe Bridge J & I	30	19	12	11	24
Barkisland CE (VA) Primary	19	17	19	25	19
Beech Hill J & I	60	52	21	28	60
Bolton Brow J, I & N	30	37	26	13	30
Bowling Green J & I	23	21	12	7	23
Bradshaw Primary	45	47	48	22	45
Burnley Road J, I & N	30	21	8	7	21
Carr Green J, I & N	45	53	57	22	45
Castle Hill Primary	37	31	19	15	31
Castlefields Infant	60	50	25	19	52
Central Street Infant & Nursery	30	28	21	18	29
Christ Church CE (VA) Junior	40	36	0	0	38
Christ Church (Pellon) CE (VC) Primary	30	23	37	18	30
Cliffe Hill Community Primary	30	16	2	4	18
Colden J & I	15	16	6	4	15
Copley Primary	32	44	33	24	32
Cornholme J, I & N	30	21	5	4	21
Cragg Vale J & I	10	6	4	7	6
Cross Lane Primary & Nursery	45	41	18	10	42
Dean Field Community Primary	30	19	15	12	19
Elland CE (VA) J, I & N	25	19	17	9	19
Ferney Lee Primary	45	26	2	5	26
Field Lane Primary	27	23	7	5	24
Greetland Primary	56	58	27	29	56
Holy Trinity CE (VA) Primary	56	58	55	46	56
Hebden Royd CE (VA) Primary	22	17	11	10	17
Heptonstall J, I & N	14	12	10	3	12
Holywell Green Primary	35	21	36	15	25
Lee Mount Primary	50	42	13	18	45
Lightcliffe CE (VA) Primary	60	56	29	31	60
Ling Bob J, I & N	45	46	24	19	45
Longroyde Junior	66	57	0	0	62
Luddenden Dene CE (VC) J, I & N	30	21	14	6	24
Luddendenfoot J & I	18	5	16	20	11
Midgley School	15	25	15	9	15
Moorside Community Primary	60	30	23	18	32
Mount Pellon J & I	75	72	34	32	79
New Road Primary	21	5	8	5	5
Norland CE (VC) J & I	12	7	17	14	10
Northowram Primary	60	65	41	28	60

Admission to Primary School 2009

School	Admission Number	Number of first preference applications	Number of second preference applications	Number of third preference applications	Number of places allocated
Old Earth Primary	52	63	19	13	52
Old Town Primary	15	11	4	2	12
Parkinson Lane Community Primary	60	83	68	45	60
Rawson J, I & N	60	50	6	9	51
Ripponden J & I	30	33	16	10	30
Riverside Junior	60	39	0	0	43
Sacred Heart Catholic Primary	20	14	13	6	16
Salterhebble J & I	25	35	35	30	25
Salterlee Primary	15	15	32	13	15
Savile Park Primary	30	18	20	32	30
Scout Road Primary	15	11	15	10	13
Shade Primary	28	19	21	8	19
Shelf J & I	45	39	41	24	45
Siddal Primary	30	20	6	2	24
Sowerby Village CE (VC) Primary	30	19	2	5	19
St Andrew's CE (VA) Infant	60	31	27	30	39
St Andrew's CE (VA) Junior	67	61	3	0	61
St Augustine's CE (VA) J & I	25	28	20	24	25
St Chad's CE (VA) Primary	30	42	57	22	30
St John's CE (VA) Primary (Clifton)	30	35	15	20	30
St John's CE (VA) Primary (Rishworth)	20	20	20	8	20
St Joseph's Catholic Primary (Brighouse)	30	26	21	13	30
St Joseph's Catholic Primary (Halifax)	30	14	19	12	15
St Joseph's RC Primary (Todmorden)	22	16	4	3	16
St Malachy's Catholic Primary	30	17	9	9	18
St Mary's Catholic Primary (Halifax)	40	44	59	22	40
St Mary's CE (VC) J & I (Sowerby Bridge)	13	13	7	1	13
St Michael & All Angels CE Primary	30	33	12	15	30
St Patrick's Catholic Primary	17	13	10	7	13
Stubbings Infant	30	30	22	10	30
Todmorden CE (VA) J & I	28	13	19	9	13
Triangle CE (VC) Primary	19	19	18	27	19
Tuel Lane Infant	40	21	13	11	28
Wainstalls J & I	21	24	29	19	21
Walsden CE (VC) Infant	23	18	8	6	18
Walsden Junior	23	11	0	0	12
Warley Road Primary	75	68	63	57	86
Warley Town School	15	26	22	16	15
West Vale Primary	26	17	19	34	18
Whitehill Community Primary	60	68	62	24	60
Withinfields Primary	45	28	8	8	29
Woodhouse Primary	60	72	53	20	60

Appendix 4 Useful Addresses

- (a) Shirley Pearson, Joanne Sims
Admissions Officers
Children and Young People's Services
Northgate House
Halifax HX1 1UN
Tel: 01422 392617
- (b) Education Welfare Team
Behaviour and Attendance Service
1st Floor, Old Officers Mess
Wellesley Park
Gibbet Street
Halifax HX2 0BA
Tel: 01422 392534
- (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 am only
- (e) Bradford MDC Pupil Access
Education Bradford
Future House
Bolling Road
Bradford BD4 7EB
Tel: 01274 385606
- (f) Kirklees MC Schools Admissions
Oldgate House
2 Oldgate
Huddersfield HD1 6QW
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

Notes

Notes

**Calderdale Metropolitan Borough Council
Children and Young People's Services**

**COMMON APPLICATION FORM
For Admission to Primary School in Calderdale
2009/10 Academic Year**

PLEASE USE BLOCK CAPITALS.

A. CHILD'S DETAILS

Surname	<input type="text"/>	Forename(s)	<input type="text"/>	
Date of Birth	<input type="text"/>	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Home Address	<input type="text"/>			
	<input type="text"/>	Post Code	<input type="text"/>	

If applying for a Year 3 place in a Junior School, please state the child's current school.

Is the child resident in Calderdale?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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B. PREFERRED SCHOOL

The co-ordinated admissions scheme for Calderdale operates in such a way that all parental preferences are considered equally. However, the schools have to be expressed in order of preference. If a child is eligible for a place at more than one school, they will be offered a place at the highest expressed preference of school for which the child is eligible.

	FOR OFFICIAL USE ONLY	
First Preference	<input type="text"/>	<input type="text"/>
Second Preference	<input type="text"/>	<input type="text"/>
Third Preference	<input type="text"/>	<input type="text"/>

C. DETAILS OF ANY BROTHERS OR SISTERS

Please give details of any brothers or sisters (including step/half brothers and sisters) permanently resident in the same household and currently attending preferred school or associated junior school excluding pupils in their final year.

			FOR OFFICIAL USE ONLY
Child's Name	Date of Birth	School Attending	Verified By
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D. REASON FOR PREFERENCE

1. Please state if the child has a Statement of Special Educational Needs (in accordance with the Education Act 1996).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Please state if the child is in public care ('Looked After' child).	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. If there are any special medical, social, religious, educational or other reasons for your preference, please give details and attach any supporting professional evidence.
Parents are assured that all information is dealt with in strict confidence.

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4. If one of your preferences is for a Catholic or Church of England aided school, please complete the following:

Has your child been baptised?

Yes	No
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If 'Yes', please fill in the following details:

Church and town where the child was baptised

--

Date of baptism

--

A copy of the baptismal certificate may be requested as proof of baptism.

- (a) If applying for a Church of England school, please complete the following:

Church attended

--

Are you, as parents, members of this church (ie on the ecclesiastical church roll)?

Yes	No
-----	----

If 'Yes', how long have you been on the church roll?

--

- (b) If applying for a Catholic school and your child has not been baptised, please explain your empathy with the ethos of the school and/or your reasons why you wish your child to attend a Catholic school (*use extra sheet if necessary*).

--

E. DETAILS OF PERSON WITH PARENTAL RESPONSIBILITIES

I certify that the above information is correct and understand that incorrect or misleading information may lead to the offer of a place being withdrawn.

Title	<input type="text"/>	Surname	<input type="text"/>	Forename	<input type="text"/>
Relationship to Child	<input type="text"/>	Day Time Telephone No	<input type="text"/>		
Signed	<input type="text"/>			Date	<input type="text"/>

Please return this form to your first preference school or directly to Children and Young People's Services, Northgate House, Halifax HX1 1UN by **26 January 2009**.

FOR OFFICIAL USE ONLY	
Input By	<input type="text"/>
Verified By	<input type="text"/>

FEEDBACK FORM

Your comments are important. They enable us to review and amend our published information to ensure it is helpful and offers objective advice to parents. Your co-operation in completing this form, whilst voluntary, would be very much appreciated. All details supplied will be treated confidentially and will have no bearing on the outcome of your school preference request.

Please rate the booklet 'Admission to Primary School 2009' by answering the following questions:

Please tick (✓) as appropriate

- Was it clearly written?
- Was it easy to understand without too much jargon?
- Did it contain the information you wanted?
- Was it well laid out, so that you could find the sections you wanted?
- Did it give you a better understanding of the admission process and related matters?

Yes	No	Not Sure

Would you like any additional information in the booklet?
If 'Yes' please comment:

Yes		No	
-----	--	----	--

Do you have any suggestions for improving the layout of the booklet?
If 'Yes' please comment:

Yes		No	
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Please return this form to your first preference school or directly to Children and Young People's Services, Northgate House, Halifax HX1 1UN by **26 January 2009**.