

# St. Oswald's Church of England (Voluntary Aided) Primary School

## Admission Arrangements 2025-26

We are running a statutory consultation on the following 2025/26 policy for admissions.

The Governing Body of St. Oswald's Church of England Primary school intends to determine (set and approve) the following admissions policy as the school's admission arrangements for entry into our school during the academic year September 2025 to July 2026.

Our proposed policy mirrors the Leeds City Council Admission Policy. We must determine our policy by 28 February 2024 and we may consider any feedback the council receives on their policy as well as all feedback we receive.

We welcome your views and encourage you to respond by the deadline of 22.12.23 and you can respond by emailing us at [PAN@stoswaldsleeds.org](mailto:PAN@stoswaldsleeds.org)

- Latest consultation on this policy: 22.12.23
- Policy determined on: to be determined in February 2024
- Policy determined by: Governing Body

### Introduction

The Governing Body is the Admissions Authority for St. Oswald's Church of England (Voluntary Aided) Primary School. The Governing Body is responsible for determining the school's admissions arrangements including this policy and any supplementary information forms (SIFs) and deciding who can be offered a place in accordance with the policy.

The published admissions number (PAN) available for the Reception Year admission will be a maximum of 45.

Children with a statement of Special Educational Needs or Education, Health and Care Plan naming St. Oswald's Church of England (Voluntary Aided) Primary School will be admitted to the school without reference to the oversubscription criteria below.

Where there are more applications than places available, places will be allocated according to the following oversubscription criteria:

### Criteria for admission (in order of priority):

<b>Admission to Reception Year and in-year transfers</b>	
1.	<p>Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. (See notes 1 and 3).</p> <p>Children who appear to the Governors to have been in state care outside of England and ceased to be in state care, as a result of being adopted. (See notes 2 and 3).</p>

2.	Children who have a sibling already attending St. Oswald's Church of England (Voluntary Aided) Primary School where the older child will still be on roll at the expected time of admission. (See note 4).
3.	A child living and worshipping within the boundary of the Parish of Guiseley with Esholt. (See note 5, 6, 8 and 9).
4.	A child living within the boundary of the Parish of Guiseley with Esholt. (See note 5).
5.	A child worshipping within the boundary of the Parish of Guiseley with Esholt. (See note 5, 6, 8 and 9).
6.	A child worshipping outside the boundary of the Parish of Guiseley with Esholt. (See note 5, 7, 8 and 9).
7.	Any other children.

### **Tie break**

Where the offer of places to all applicants in any of the categories listed above would lead to oversubscription, the available places will be offered to those living nearest to the school. The straight-line distance measurement as provided by the Local Authority will be used as the final determining factor (see note 10).

In the unlikely event that there are two or more applicants who live equidistant from the school, the remaining places will be allocated by the drawing of lots, witnessed by an independent person.

The drawing of lots for random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family where they are tied for the final place. We will admit them all, exceeding the PAN for the school.

### **Appeals**

Appeals against the governors' decision not to offer places to applicants must be made by the parents, in writing, to the Clerk of the Appeals Panel, through the Headteacher of the school within 20 days of the parents receiving notice that a place has not been offered to their child.

### **Applications**

Applications must be made using the Local Authority Common Preference Form (CPF). This form should be returned to the Local Authority or via the school.

If you believe your application meets one of the faith oversubscription criteria above (criteria 3, 5 or 6), you will need to complete a Faith Criteria Supplementary Information Form. Please ensure this form has been returned to the school, fully completed, by the closing date. If the Faith Criteria Supplementary Information Form has not been returned by this date, this could affect the criteria your application is placed according to. Please note that it is the responsibility of the parent/carer to complete all forms and supply any additional evidence required.

The national closing date for primary applications is 15 January.

### **Late applications**

In the normal round, all applications received after the closing date above, will be treated as late. This means they will only be dealt with once all other on time preferences have been considered, unless there are significant and exceptional reasons for the late application. The applicant should submit written evidence to the Governors, addressed to the Chair of Governors, if they believe exceptional circumstances apply and the Governors will decide if the application should be treated as on time or not.

### **Starting Reception age**

In Leeds, almost all children start primary school in the September following their 4th Birthday. You must ensure your child receives an appropriate full-time education from the term following their fifth birthday. Parents can request that the start date for their child is deferred until later in the school year in the case of children who have not reached their 5th birthday. You can also request that your child attends part-time until he/she reaches compulsory school age. If you want a later start date within the academic year you should discuss this with the school. If your child is born in the summer term and you wish to defer entry until the next academic year but remain within the same chronological year group, you will need to apply for a place in year 1.

### **Admission of children out of chronological age**

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1<sup>st</sup> April and 31<sup>st</sup> August) may request that the child be admitted out of their normal age group, to reception rather than year 1.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. There is no right of appeal against a decision relating to admission out of chronological age.

### **In-year applications**

Applications for a place should be made online using the Leeds in-year application form at [Before you move schools \(leeds.gov.uk\)](https://www.leeds.gov.uk/leeds-schools).

The school will offer places by applying the school's admission policy criteria to an application and we will contact applicants with the decision about offering a place, no later than 15 school days from the date of the application.

If a place cannot be offered you, the school will

- write to the applicant to explain the reasons
- explain the appeals process and
- add the child to the school's waiting list in case a place becomes free

This school's waiting lists are kept until end of each school year. A new application will need to be made for an application to be included on the waiting list for the following school year.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the

school, if there is a place available. Where parents simply wish for their child to change schools, the application may be considered for the start of the following term.

### **Waiting list**

The school will operate a waiting list for each year group until the end of the academic year (July 2025). It will be open to any parent to ask for their child's name to be placed on the waiting list. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list

### **Fair Access Protocols**

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children. Leeds City Council's Fair Access protocol can be found at [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions)

### **Home address and shared care**

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer.

You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. We will investigate any queries about addresses and, depending on what we find, the school place offer could be withdrawn.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the local authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn even if the child has already started at the school.

### **Notes**

1. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

2. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. If you are making an application under the priority for a previously looked after child, you must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority care or state care outside England) with your application.
4. Sibling is defined as a blood relative, adopted, fostered or step brother or sister. A sibling must be living at the same address as the child on roll.
5. A map of the boundary of the Parish of Guiseley with Esholt can be found by following link:

[Guiseley with Esholt Parish map](#)

6. Worship in the Parish of Guiseley with Esholt is defined as regular attendance by the child and/or a parent/guardian of the child at a Church (of Christian faith) or other world faith place of worship (see note 9) which is located within the boundary of the Parish of Guiseley and Esholt (see note 5).
7. Worship outside the Parish of Guiseley with Esholt is defined as regular attendance by the child and/or a parent/guardian of the child at a Church (of Christian faith) or other world faith place of worship (see note 9) which is located outside the boundary of the Parish of Guiseley and Esholt (see note 5).
8. Regular attendance is defined as being attendance at worship at least once a month. Completion of the relevant section of the Faith Criteria SIF by the minister or other world faith leader (see note 9) will be required. The Faith Criteria SIF should be returned to the school by the closing date for application forms.
9. World faith is defined by the other five major world faiths represented in Great Britain (Buddhism, Hinduism, Islam, Judaism and Sikhism).
10. A straight-line measurement of distance is used as provided by Leeds City Council admission team. Geographic Information System (GIS) mapping is used in the school admission system. The program measures the 'straight-line' distance from a defined point on the main school building to your home address. The point measured to, at your home address, is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If it is not possible to match your address in the LLPG then we will use a manually identified point at the centre of your dwelling.