

# Trinity Academy St Chad's

## Policy for Admissions 2024-25

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

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

### Admissions to Reception class

A child may be admitted to the Reception class provided that their fifth birthday falls between 1st September of the year of admission and 31st August of the following year, both dates inclusive.

The Planned Admission (PAN) number for admission into the Reception year in September 2023 is 30. This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Calderdale LA.

### SPECIAL EDUCATIONAL NEEDS

Children with an Education, Health and Care Plan that names Trinity Academy St Chad's as the appropriate school, will be admitted before any other children.

Where the number of applications 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.

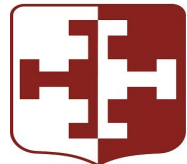
- 1 Pupils who are in public care (Children Looked After) or pupils who were previously looked after but ceased to be so because they became adopted or became subject to a residence of special guardianship order.
- 2 Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 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.

#### (See note 4 – Siblings)

- 4 A child or whose parents/guardians are regular worshipping members at St Chad's Church, Hove Edge who are:

A regular worshipper - a person who worships at least once per month. The worshipper could be one or both parents or the child who is regularly involved in an element of worship. Attendance must be for a period of at least 1 year prior to the closing date for applications. *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public 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. **Failure to complete this form may affect the oversubscription criteria which will be applied to your application when considering allocation of places.***

*Parents having moved to become resident in the parish mentioned above, having been a regular worshipper 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** A child or whose parents/guardians are regular worshipping members of the Church of England not mentioned in Priority 3, but within the Brighouse and Elland Deanery, who are:

A regular worshipper - a person who worships at least once per month. The worshipper could be one or both parents or the child who is regularly involved in an element of worship. Attendance must be for a period of at least 1 year prior to the closing date for applications.

*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. **Failure to complete this form may affect the oversubscription criteria which will be applied to your application when considering allocation of places.***

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

**(See Notes 1 & 3)**

- 6** Children whose parents or carers are members of another Christian Church recognized by Churches Together in England within the Brighouse and Elland Deanery, who are:

A regular worshipper - a person who worships at least once per month. The worshipper could be one or both parents or the child who is regularly involved in an element of worship. Attendance must be for a period of at least 1 year prior to the closing date for applications.

*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. **Failure to complete this form may affect the oversubscription criteria which will be applied to your application when considering allocation of places.***

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

**(See Notes 1 & 3)**

- 7** Other Children.

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

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school. Distances will be calculated using a straight-line measurement utilising the Local Authority GIS system. Each property has a coordinate taken from Ordnance Survey Address-Point Data. This is the point which distance measurements will be taken from.

## **NOTES**

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

### **2 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.

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

A full list is available from the school

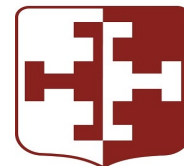
### **4 Siblings**

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

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

The child's home address will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's home address will be deemed to be the address which is used for correspondence related to Child Benefit payment.

- 5 The closing date for application for full-time admission to the school is the 15<sup>th</sup> January 2023. The Common Application Form must be returned to the LA by this date, and the Supplementary Information Form to the school by this date. Due to co-ordination, the LA will inform parents of the offer of a place on 16 April 2023. If the governors are unable to offer a place in the reception year for your child you will be told how to appeal against this decision, if you wish to do so.



6 Further information can be obtained from the school office.

### **Tie Breaker**

In the event of over subscription where the distance to school is equal, the governors will take account of the individual circumstances of the applicants concerned when making a decision.

### **Waiting List**

Parents who wish their child's name to be put on the waiting list must inform the school in writing. Any place that becomes available will be allocated according to the school's over-subscription criteria, with no account being taken to the length of time that the child's name has been on the list.

### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a note of appeal within twenty-one days of receiving the refusal letter to:

Admission Appeal Clerk  
PO BOX 1694  
Huddersfield  
HD1 9DL  
Email: [churchschoolappeals@gmail.com](mailto:churchschoolappeals@gmail.com)  
Tel: 07949 707868

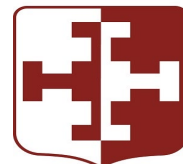
Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal. If your child is refused a place in Reception or Key Stage 1 because of Government limits on infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which, in the circumstances, no reasonable Governing Body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented. Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

### ***Home address and residing in***

*The home address is the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places. A child is normally regarded as living with a parent or carer and we will use the parent or carer's address for admissions purposes. You cannot lodge a child with a friend or relation to gain a place at a school. Only one address can be used as a child's permanent address. Where a child's parents live at different addresses and the child spends time at each address the following will be considered when making a decision about the address to be used for admissions purposes:*

- *how much time is spent at each address*
- *which parent has parental responsibility for the child*
- *who receives Child Benefit for the child*
- *where the child is registered for medical and dental care*
- *any residency or custody orders made by the courts.*

*Documentary evidence will be asked for to support information given about the above points.*



*If you are due to move house during the period when applications are being made, you must seek advice from the School Admissions Team, as a change of address may affect your offer of a school place. You will need to provide written proof of your child's home address or the reasons for a change in a child's permanent home address. The Education Authority reserves the right to withdraw places offered based on an address which is later found to be fraudulent.*

*Evidence of house move to be provided:*

- *If your move involves the sale and purchase of properties then you will need to provide suitable written evidence in the form of a letter from your solicitors, detailing your exchange of contracts on both properties and the actual completion date. A letter of intention to purchase is not enough.*
- *If your move involves renting a property, you will need to provide suitable independent written evidence (for example, a letter from an estate agent or solicitor) of the tenancy agreement or lease including the start and end date. You will also need to provide suitable written evidence (in the form of a letter from your solicitor or estate agent) confirming the sale of your existing property or that your previous tenancy has ended.*
- *If your move involves you returning to live in a property that you already own, you will need to provide suitable written evidence of the date that you will resume living in the property and that you intend to remain living there for the foreseeable future. If you have rented this property out, please provide evidence that you have given your tenants notice to leave and when such notice expires.*
- *If your move involves you residing with a member of your family, we will need to see proof of your Child Benefit, showing the child is resident at the relevant address.*
- *If your child has moved to live with you at an address that you already occupied, again, we will need to see proof of Child Benefit, showing the child is now resident with you.*

*Please note, unless the written evidence you provide proves, to the satisfaction of the School Admissions Team you have moved to the address that you state, and that you have given up all ties to the previous property, your application will not be considered from your new address. Before a new address can be used for admission purposes assurance is needed that your previous address is no longer available to you. This could be confirmation that the property has been sold, or that your tenancy has expired. If you still own the property it will be considered that it is no longer available if it is rented.*

*Documentary evidence is needed in all cases. In certain circumstances, an Attendance & Pupil support officer may be asked to visit you to verify that you are resident at the address you state on your application form.*

### ***Fraudulent applications***

*Where the authority has made an offer of a place at a school based on fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of admission, the authority will withdraw the offer of a place. If the authority withdraws an offer of a place you will be offered an alternative school place and notified of your right to appeal to an independent appeal panel.*

### ***Withdrawing places***

*Once a place has been allocated it is not usually withdrawn. However, occasionally it becomes clear that a mistake was made during the allocation process which has resulted in a child being allocated a place to the detriment of other children of a higher priority. In such circumstances, it may be necessary for the place to be withdrawn. A place would not be withdrawn for this reason if the child had started at the school.*