

**BEESTON HILL ST LUKE'S CHURCH OF ENGLAND**  
**(VOLUNTARY AIDED) PRIMARY SCHOOL**  
**ADMISSION POLICY 2024-25**

The admissions number is 60 for the academic year. For admissions to school all applications must be made on the common preference form which can be found at: [www.leeds.gov.uk/apply](http://www.leeds.gov.uk/apply). A separate supplementary information form (SIF) available from the school must also be completed if an application is made under criteria 3, 5, or 6 of our admission policy.

Children with an Education, Health and Care Plan (EHCP) which names Beeston Hill St Luke's CofE Primary School will be admitted to the school.

Where there are more applicants than places available, places will be offered in the following order of priority:

- 1A. Looked after children including those who were looked after but have become subject to adoption, residency or special guardianship order and children adopted from state care abroad (Additional form to be completed on application)
- 1B. A child or main carer has exceptional medical or mobility needs which can only be met at this school. In order to be considered under this category the application must be supported by a written recommendation from the appropriate medical professional (a priority 1B form must also be completed)
2. A child who has a brother or sister and who will still be on the role of the school at the expected date that the younger child is due to start (brother or sister being blood relations or adopted or fostered and living within the same household)
3. The child and parent/ guardian regularly and frequently worship(s) at St Luke's Church

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship'

4. A child who lives within St Luke's Parish. A map is available in school.
5. The child and parent/ guardian regularly and frequently worships at another Christian church which is affiliated to Churches Together in Britain and Ireland or one in full sympathy with its Trinitarian Creed
6. The child and parent/ guardian regularly and frequently attend a place of worship according to any of the following faiths: Buddhism, Hinduism, Islam, Judaism, Sikhism
7. Any other children

## **Shared Care**

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 governors 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.

## **Tie breaker**

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. Straight line distance will be measured from the centre of the main school building to your home address. The home address to be used for this purpose will be the one submitted on the application form. The point we measure to at your home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If we are not able to match your address with the LLPG then we will use a manually identified point at the centre of your dwelling. If the tie break is equal, then the places will be decided by Random Allocation.

## **APPLICATION NOTES**

### **Applications under criteria 3, 5, and 6**

Applicants seeking a place under criteria 3, 5 and 6 will be asked to produce a reference from their minister or religious leader on the Supplementary Information Form (see attached to this policy) to confirm that they attend worship regularly and frequently. 'Regularly and frequently' is defined as attending their place of worship at least once per month and for at least 18 months before the closing date of the application. Where a member of the clergy has moved into the catchment area and now regularly attends St Luke's church, they will be placed into category 3.

**The governors will admit pupils in midyear, on the above basis, if vacancies occur.**

### **Admissions outside the normal admission round**

Parent(s) can apply online at [www.leeds.gov.uk](http://www.leeds.gov.uk) to move schools. Parent(s) will also need to complete a supplementary information form (SIF) if the application is in criteria 3, 5 and 6. Parent(s) will be notified by the school of the outcome of the application.

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. Again, the Parent(s) will need to complete an application online at [www.leeds.gov.uk](http://www.leeds.gov.uk)

## **Admission of children below compulsory school age**

- Children offered a reception place in the school will be able to start in the September following their fourth birthday
- Parents may request that the date their child is admitted to the school later in the same school year or until the child reaches compulsory school age in that school year
- Parents may request that their child attends part-time until the child reaches compulsory school age
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school age should be addressed to the Headteacher and a formal application must be completed to Leeds City Council.
- Compulsory school age is the beginning of the term following the child's fifth birthday

The arrangements in this policy are for admission to the main school and do not apply to those being admitted to nursery.

**Attendance at the nursery does not guarantee a place in school and parents must apply for a place in the reception class using the LA common preference form.**

## **Deferred entry to school**

Children educated outside of their chronological age group. 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 1st April and 31st August) may request that the child be admitted out of their normal age group, to reception rather than year 1. Parents should still apply in the normal admission round for 2023, and indicate their request on the preference form – 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. In addition, applications should be made by letter addressed to the Headteacher and any relevant accompanying evidence should be attached. These applications must be submitted to the School by the closing date. These applications will be put before the Governing Body who will consider the applications and notify the parents in writing whether the request is agreed.

There is no right of appeal against a decision relating to admission out of chronological age.

Please note, if deferment is agreed you will need to apply again if you chose to move schools and at secondary school.

### **TIMETABLE for admission to Reception**

- **15th January 2024** is the closing date for applications for a place in Reception.
- Applications must be completed online at [www.leeds.gov.uk](http://www.leeds.gov.uk) between 1/11/23 and 15/1/24.
- Applications must be accompanied by the school's supplementary information form where applications have been made under criteria 3, 5, and 6. This form is available on the school web site and must also be completed and returned to the school by the same deadline
- Application forms received after the closing date will only be considered when allocations have been made from those applications received on time.
- Parents will be notified of the result of their application by the Local Authority, on behalf of the governors, on **Monday 18<sup>th</sup> April 2024**.

### **APPEALS**

Appeals against the refusal of a place must be made by parent(s) on the appropriate appeal form which can be found at: <http://www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals> These must be sent within 20 days of the parent(s) receiving notice that a place has not been offered. Further details of the appeals procedure are available from the school on request.

### **WAITING LIST**

Where an application is unsuccessful, the child's name will be placed on a waiting list at the request of the parents or guardians. All waiting lists will be held in criteria order of the admission policy and will close at the end of academic year – July 2024. Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy. 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.