



# Cumberworth C.E (A) First School

## Admissions Arrangements for the Academic Year 2024-25

The Governing Board is the admissions authority for this school.

### Our Vision

At Cumberworth First School, we pride ourselves on putting the child and family at the heart of everything we do. We aim to uphold our Christian values (of love, kindness, friendship, self-control, respect and forgiveness) so that together we can enjoy our learning, enrich our lives and excel by making the most of our talents and gifts.

We welcome equally, applications from parents of the Christian faith, of other faiths and of no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

The planned admissions number (PAN) for admission to the reception class in the school year commencing September 2024 will be a maximum of 20.

### Making an application

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of **15<sup>th</sup> January 2024**. This can be found at <https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>

By law, no infant class may normally contain more than thirty children. The Governing Board will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

The Governing board will consider first all those applications received by the published deadline (above). Applications made after midnight on that date will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

### Admission procedures

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and the Governing Board allocates the available places in accordance with its published admissions arrangements. In the event that there are more applications than places available, the Governing Board will allocate places using the criteria (below), which are listed in order of priority.

The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date **16<sup>th</sup> April 2024**.

## In-year admissions

The governing board manage in year applications. Details of how parents/carers can apply for a place, the application form(s), timelines and the appeals process are available on our website <http://www.cumberworthfirstschool.co.uk/>

## Children with an Education, Health and Care Plan (EHCP)

All governing boards are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan (EHCP), formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If this school is oversubscribed after the admission of children with an EHCP then the oversubscription criteria will be applied to other applicants.

## Oversubscription criteria

Where the number of applications received exceeds the planned admission number of the school the Governing Board will apply the following criteria in strict order of priority:

- 1. Pupils who are either currently or have previously been 'looked after'**
- 2. Children who have an exceptional medical or social need** (recommended by the appropriate professional – please read notes and definitions carefully)
- 3. A child who has a sibling who will be attending the school at the proposed date of admission.**
- 4. A child who resides within the catchment area of the school and is eligible for the pupil premium** (or service premium) at the time of application
- 5. A child who is a regular worshipper at a Christian church, or who has a parent who is a regular worshipper at a Christian church.** (See notes)
- 6. A child who resides within the catchment area** of the school.
- 7. Other children**

**For definitions and additional explanations, please see Notes section below.**

## Tie Breaker

Where there are more applications than available within any one of the above criteria, applications will be allocated to those living closest to the school. This distance will be measured using the same method as the Local Authority.

Where two or more applicants live equidistant from the school, as measured by the Local Authority, the remaining places will be allocated by random allocation e.g. names will be 'drawn from a hat' or an online random number generator could be used if available for the number of candidates in the tie break. This process will be independently supervised.

## Waiting Lists

Where an application has been unsuccessful parents/guardians may request that the child's name is added to the waiting list. The waiting list will be maintained until the end of the school year. Any

places that become available will be allocated according to the published oversubscription criteria of the admission arrangements with no account being taken of the length of time on the waiting list.

In accordance with the School Admissions Code as soon as school places become vacant the Governing Board must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's/guardian's right of appeal against an unsuccessful application.

It should be noted that children, who are subject of direction by a Local Authority to admit or who are allocated in accordance with an In-Year Fair Access Protocol (The School Admission Code), must take precedence over those on a waiting list.

## Appeals

Where governors are unable to offer a place because the school is oversubscribed, 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 Board's decision to refuse admission must submit a notice of appeal in writing within 20 days of receiving the offer letter to:

The Independent Appeals Clerk,  
Church of England Voluntary Aided Schools & Academies  
by phone or email 07949 707868 or [churchschoolappeals@gmail.com](mailto:churchschoolappeals@gmail.com)

Please note the right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

## Fair Access Placements

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the governing board or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol.

## Children below statutory school age

- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age.
- 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.
- Compulsory school age is the beginning of the term following the child's fifth birthday.
- Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which the application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term.

- Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

### Summer born children (children born between 1st April and 31st August)

The majority of parents/carers apply and take up a reception place in the school year in which their child will reach the age of five. However, there may be exceptions where parents feel this is not in the best interest of the child and request that the child's place is deferred. The non- statutory guidance issued by the Department for Education (DfE July 2013) states:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

Applications need to be made under the normal round expressing the wish that the child be admitted the following year. This will be discussed through a joint agency meeting and a decision will be made in the best interests of the individual child.

### Fraudulent Applications

The Governing Board reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application, e.g. a false home address. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated.

## Notes and definitions

### Catchment Area

A map showing the catchment area is available from the school.

### 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.

### Siblings

Sibling refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situation where a full, half or adopted brother or sister are living at separate addresses.

### The home address and residing in

The address must be where the child lives permanently. If the residency is split between two parents the address must be where the child lives for the majority of the time. If the residency is split equally between two parents they can nominate the address they wish to use for the allocation of a school place.

Families who are due to move house should provide

- a) a solicitor's letter confirming that exchange of contracts has taken place on the purchase of a property; or
- b) a copy of the current Rental Agreement, signed by both the tenants and the landlords, showing the address of the property; or
- c) in the case of Serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

### Exceptional Medical or Social Need

Priority will be given to those children whose evidence establishes that they have a **demonstrable and significant need to attend this school in particular**. Equally this priority will apply to children whose evidence establishes that their parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend this school in particular.

All schools can support children with a wide range of additional needs and are expected to accommodate severe medical and social needs. An application made under this criteria should clearly demonstrate why this school applied is the only one that can meet your child's need in a way that no other school can.

Evidence must be submitted in writing by the closing date for applications (above) and include recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child. It should confirm the circumstances of the case and must set out why the child should attend this school and why no other school could meet the child's needs. If

this school is not the nearest school to your child's home address, give specific reasons why closer schools will not meet your child's needs.

Providing evidence does not guarantee that a child will be given priority at this school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other. In consideration of each case the board may consult with other medical or educational professionals for a further opinion as to whether the pupil should be allocated a place at this school.

'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine child minding arrangements.

### Looked After

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order\* including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

\*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### Pupil Premium

The pupil premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. The service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel. The early years pupil premium is additional funding paid (from April 2015) to support disadvantaged children receiving government funded early education.

### Priority for Church Attendance

A 'regular worshipper' is defined as attendance of a parent or the child at an act of public worship in church, for at least once a month for a period of 12 months prior to application for admission to the school. This will need to be verified by a member of the clergy or other designated church officer/faith leader.

The governors do not give a higher preference to families where more than one member of the family worships.

A church is defined as a Christian Church which is a member of 'Churches Together in Britain and Ireland' or a member of the 'Evangelical Alliance'.

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

Parents applying under this criterion are required to complete a **Supplementary Information Form (SIF)** which asks for a declaration and verification of being a regular worshipper. The SIF is available from the school and must be completed and returned to the school by midnight on the **15th January**. In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more applicable to those who have moved into the area but attended church at their previous address. If a SIF is not received within the allotted timescales the application will be considered but not under church attendance priority criteria.

If a disability or other 'special needs' circumstance prevents regular attendance at a specific place of worship but the person concerned is recognised by the church leaders as a 'regular worshipper' then this can be taken into consideration in your declaration and the verification of your "regular worship at a Christian Church".

### **Supplementary Information Form (SIF)**

This Supplementary Information Form should be completed by the parent/guardian of the child who is seeking admission to the school. This form need only be completed to confirm and verify that you meet the requirements of the oversubscription criteria related to church attendance. **No additional information will be considered** unless a family has attended more than one place of worship for that period, in which case more than one form may be submitted to cover the two years. It is the responsibility of the parent to get both sections complete and returned to school.

**This form should be returned to the school office by no later than midnight on 15<sup>th</sup> January 2024.**

| <b>Section A: Application for admission to Cumberworth C.E (A) First School</b>                      |  |             |  |
|--|--|-------------|--|
| Please consider the following information as part of the admissions process for the following child: |  |             |  |
| Child's Surname:   |  | First name: |  |
| Name of parent/Guardian  |  |             |  |
| Address  |  |             |  |
| Postcode   |  | Contact no: |  |

|  |  |
|--|--|
| <b>I confirm that</b>  |  |
| <b>is a regular worshipper at the church below, defined as attending public worship at that place, for at least once a month, for 12 months prior to the date of this application.</b> 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. |  |

|                                   |  |             |  |
|-----------------------------------|--|-------------|--|
| Place of worship:                 |  |             |  |
| Name of vicar/priest/faith leader |  |             |  |
| Address:                          |  |             |  |
| Postcode                          |  | Contact no: |  |

| <b>Section B: Verification</b>  |  |       |  |
|---|--|-------|--|
| This section to be completed by the above mentioned church leader.  |  |       |  |
| <b>I confirm that the child/parent/guardian named above has attended public worship at church at least once a month for the past 12 months.</b> |  |       |  |
| Name:   |  |       |  |
| Signed:   |  | Date: |  |



