



St Giles C of E Academy School Admission Policy 2025/26

Introduction

This document sets out the admission arrangements of St Giles C of E Academy. Pontefract St Giles C of E Academy was founded by the Church of England to provide education for parents seeking a Church School Education for their children. The school is conducted by its Governing Body as part of the Church of England in accordance with its Trust Deed and the Instrument of Government, and seeks at all times to live the message of Christ, in school and through its community.

Whenever there are more applications than places available, priority will always be given to Church going families, in accordance with the over-subscription criteria listed below. In expressing preference for St Giles parents/guardians are declaring their support for the aims and ethos of the school.

St Giles C of E Academy is part of Enhance Academy Trust. Enhance Academy Trust is the Admissions Authority for the school and is responsible for determining the admission arrangements. The Local Academy Board administers admissions on behalf of the Trust in accordance with these arrangements and will admit 45 pupils to Upper Foundation (Reception) in the school year which begins in **September 2025**.

Admission procedures

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure between **September 2024** and the **closing date of 15 January 2025**. If you wish to apply under Christian Commitment Criteria you should obtain a copy of the Supplementary Information Form (SIF) from The School Office and return the SIF to The School Office by **15 January 2025**. Failure to complete this form may affect the oversubscription criteria in which your child is placed.

The Planned Admission Limit for admission to the reception class in the school year commencing **September 2025** will be **45**. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to reception class unless the number of children for whom admission is sought exceeds this number. **By law, no infant class may contain more than thirty children.**

The school operates the equal preference system as part of the coordinated admissions scheme. This means that all preferences expressed on the Common Application Form are considered equally, and the ranking of preferences does not influence how the Admissions Authority applies the oversubscription criteria.

The closing date for applications is 15 January 2025.

For late applications received between the closing date for the normal admissions round and the end of the summer term the following dates will apply:

- applications for primary places received up and including **14 February 2025** will be accepted as if they had been received by the closing date
- applications received after this date will be regarded as late applications and will be considered after all applications received on time.

The Offer of a Place at a school

The Local Authority will inform parents of the offer of a place on **16 April 2025**. The decision will be posted by 2nd class mail.

Parents who have applied electronically will be able to access their offer of a place via the on-line website after 12.00 midnight on the offer date.

Point of Entry

For infant/primary schools, those pupils with a date of birth between 1 September 2020 and 31 August 2021 will start school on the first day the school is open following 1 September 2026. These arrangements do not apply to those pupils being admitted for nursery provision including nursery provision in a co-located children's centre (see note Point of Entry below).

Deferred Entry to Primary Schools

Where the Governing Body offers a place at a primary or infant school, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday. There may be spring and summer term admissions as a result of parents who have deferred their child's entry.

Any deferred place at the school will be held for that child and will not be available to be offered to another child and the deferred place must be taken up during the same school year for which the offer of the school place was made and accepted. Entry to a school cannot be deferred to the next academic year or beyond the beginning of the term following the child's fifth birthday.

Parents can also request that their child attends school part time instead of full time until the child reaches statutory school age. Schools must accommodate such requests where it appears to be in the best interest of the child.

Notes

Point of Entry:

Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to reception class.

Attendance at nursery or a co-located children's centre does not guarantee admission to school.

Special Educational Needs

The School will admit children with statements of Special Educational Needs in which **The School** is named on the Statement.

Oversubscription Criteria

- 1 Looked after children as defined in Section 22 of the Children's Act 1989. This also includes children who were looked after but ceased to be so because they were adopted or became subject of a residence order or a special guardianship order and children who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted will all be included within the higher priority for Looked After Children **(See Note 8)**

- 2 A child who, or whose parents/guardians, resides within the parishes of St Giles, Pontefract and All Saints, Pontefract, 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 parent, carer, or the child who has attended public worship at least twice per month for a minimum period of 12 months immediately prior to the application.

- b) **'Attached to the church'**

A regular but not frequent worshipper. A parent, carer, or the child who has attended public worship at least once per month, or who participates regularly (at least monthly) in a church-organised weekday activity that includes an element of Christian worship, for a minimum period of 12 months prior to the application.

Attendance must be confirmed via the Supplementary Information Form (SIF), signed by the relevant priest, minister, or designated church officer. During an interregnum, the SIF should be signed by a Churchwarden.

Where a family has recently moved into the parish, equivalent verified attendance from a previous church may be considered, provided it is recorded on the SIF.

(See Notes 1,2,& 3)

- 3 A child who has a brother or sister (including a half-, step or adoptive brother or sister) attending this school at the proposed date of admission. **(see note 5)**

- 4 A child whose parents/guardians reside within the parish of St Giles, Pontefract and All Saints, Pontefract, who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, who are:

(See note 4)

- a) **'At the heart of the church'**

A regular worshipper. A parent, carer, or the child who has attended public worship at least twice per month for a minimum period of 12 months immediately prior to the application.

- b) **'Attached to the church'**

A regular but not frequent worshipper. A parent, carer, or the child who has attended public worship at least once per month, or who participates regularly (at least monthly) in a church-organised weekday activity that includes an element of Christian worship, for a minimum period of 12 months prior to the application.

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(See Notes 1,2,& 3)

- 5 Children who live within the Admission Priority Area of the school (the parishes of St Giles, Pontefract and All Saints, Pontefract). A map detailing the admission priority area is available from the school).
- 6 Other children with priority being given to those living nearest to school. **(See note 3).**

Explanatory Notes

1 Tie-break

Tie-break: Where two or more applications fall within the same oversubscription category, priority will be given to the child living nearest to the school, measured as the crow flies from the child's home address to the school using the Local Authority's electronic mapping 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

- ii) 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	Methodist Church
Cherubim and Seraphim Council of Churches	Moravian Church
Church of England	New Testament Assembly
Church of Scotland	Religious Society of Friends
Congregational Federation	Roman Catholic Church
Council of African and Afro-Caribbean Churches	Russian Orthodox Church
Council of Oriental Orthodox Christian Churches	Salvation Army
Free Churches' Council	United Reform Church
Greek Orthodox Church	Wesleyan Holiness Church
Independent Methodist Churches	Ichthus Christian Fellowship
Joint Council for Anglo-Caribbean Churches	International Ministerial Council of Great Britain
Lutheran 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.

6 **In Year Admissions**

In-year admission decisions are made by the Admissions Authority (Enhance Academy Trust). The Local Academy Board administers in-year admissions on behalf of the Trust in accordance with the published oversubscription criteria.

7 **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted and talented or where a child has suffered from

particular social or medical issues impacting on their schooling. Parents of summer-born children (born 1 April–31 August) may request that their child is admitted to Reception rather than Year 1. The Admissions Authority will consider such requests on an individual basis in line with paragraph 2.17–2.18 of the School Admissions Code. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include: Information about the child's academic, social and emotional development;

- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would normally be a year 1 child for a reception year place will be considered alongside applications for reception.

If a request for admission outside the normal age group is refused, there is no statutory right of appeal. Parents may make a complaint under the Trust's Complaints Policy if they believe the request has not been properly considered.

8 **Waiting List**

Parents who wish their child to be included on the waiting list need to contact Wakefield School Admissions:

Wakefield
School
admission

s Tel:

01924

306052

Email: admissions@wakefield.gov.uk

Website: <https://www.wakefield.gov.uk/schools-and-children/schools/admissions>

Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school

It should be noted that children who are the subject of direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol, **must** take precedence over those on a waiting list. Where an admission authority holds a waiting list, they **must** make clear in their admission arrangements that these children will take precedence over any child already on that list. Legislation enables this to be done immediately without the need to apply to the Schools Adjudicator for a variation in determined admission arrangements¹. Children placed via FAP take precedence and such placements may be above PAN.

9 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 notice of appeal to:

Email:

churchschoolappeals@gmail.com

Tel: 07949 707868

Address: Admission Appeal Clerk, PO BOX 1694,
Huddersfield, HD1 9DL

Within twenty one days of receiving the refusal letter.

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

¹ The School Admissions (Alteration and Variation of, and Objections to, Arrangements) (England) Regulations 2007 (SI 2007/xxxx)

If your child was 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.

10. Looked After Children and previously Looked After Children

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) at the time of making an application to school.

A “previously looked after child” includes children who were adopted (from Local Authority care) under the Adoption Act 1976 (see Section 12 Adoption Orders) and children who were adopted under the Adoption and Children’s Act 2002 (see Section 46 Adoption Orders).

Children who were previously looked after includes children who have been adopted from Local Authority care, or who are subject to a Child Arrangements Order and those with special guardianship immediately following being in care.

Child Arrangement Orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

See Section 14A of the Children Act 1989 which defines a “special guardianship order” as an order appointing one or more individual to be a child’s special guardian (or special guardians).

A child is regarded as having being in state care in a place outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society (see Section 23ZZA (8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

These admission arrangements were determined by Enhance Academy Trust.