



'Growing in Faith and Learning'

St Leonard's C of E (A) Primary School

Admissions Policy

2025 - 2026

Reviewed by: Headteacher: Kirsty Cullen

Chair of Governors: Rev Debra Dyson

**ST. LEONARDS C OF E PRIMARY SCHOOL
SYERSCOTE LANE, WIGGINTON, B79 9DX**

St Leonard's C of E (A) Primary School Ethos Statement

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. The school seeks to inform children about the life and teaching of Jesus and his claims as understood in the Church of England. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Our vision is to be an outstanding church school, guided by God, where learning is irresistible, achievement is high and our pupils leave us as successful independent learners, happy, confident individuals and caring, responsible citizens, excited by challenge, change and possibility. *'Life in all its fullness' John 10:10*

St. Leonard's School is a Voluntary Aided Church of England School. The governors are responsible for all admissions, subject to Acts of Parliament and agreement with the Local Education Authority.

Our admission process for September admissions is part of the local authority coordinated scheme. Applicants must apply to their home Local Authority by the closing date.

The school's published admission number for year **2025-2026** is **15**. Where the number of applications is lower than the school's admission number, all applicants will be admitted.

Oversubscription criteria

Admission into Reception

The Governing Body is responsible for the admission of pupils to St Leonard's Church of England (Aided) School and admits up to 15 pupils to Reception each September. This admission number has been agreed between the Governing Body and the Local Authority and applies to the year 2025 – 2026.

The Governing Body is required to comply with the maximum limits for Key Stage 1 classes (30 pupils per class)

Foundation places

The Governing Body has designated 8 places to be offered to pupils whose 'families are faithful' and regular worshippers in an Anglican church." By this we mean that they attend services at least once a month for two years. Written evidence of applicants' commitment to their place of worship (in the form of a clergy reference) will be required at the time of application. If there are more than 8 applicants, places will be allocated according to the following criteria. These are stated in the order of priority:

Priority 1

Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) at the time of making an application to the school and children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately following having been looked after. This includes those children 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.

Priority 2

Brothers or sisters of children at St. Leonard's in the year of admission. (See note 2)

A Supplementary Information Form indicating sibling name is required.

Priority 3

Residence in the parish of St Leonard's, Wigginton.

Priority 4

Children with an Educational, Health and Care Plan, which names the school. Children must meet the criteria and satisfy both of the following tests.

Test 1 – The child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). The report must clearly justify, for health reasons only, why it is better for the child's health to attend St. Leonard's rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child i.e., the circumstances of the child, not the economic or social circumstances of the parent/ carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application) e.g., a social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school.

And

Test 2: the child would suffer hardship if they were unable to attend the preferred school.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and the severity of any likely hardship at the time of application.

Priority 5

The nearness of the home to the school, measured along the shortest safe walking route from the front door of the child's home address (including flats) to the school's main pedestrian gate, [using the Local Authority's computerised measuring system] with those living closer to the school receiving the higher priority.

In the event that two or more applicants have equal right to a place under any of the above criteria, the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

If there are less than 8 qualified applicants for Foundation places, any unfilled places will become additional open places. Unsuccessful applicants for Foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

Open Places

The Governing Body has designated 7 places to be offered to pupils who do not qualify for a Foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and will attend religious education lessons. Applications for Open Places need to be made to **both** the school and the local authority.

If there are more than 7 applicants, places will be allocated according to the following criteria. These are stated in the order of priority:

Priority 1

Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) at the time of making an application to the school and children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately following having been looked after. This includes those children 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.

Priority 2

Brothers or sisters of children at St. Leonard's in the year of admission. (See note 2)
A Supplementary Information Form indicating sibling name is required.

Priority 3

Residence in the parish of St Leonard's, Wigginton.

Priority 4

Children from other Christian denominations who worship regularly at churches of other Christian denominations. (in communion with the Anglican church.)

Priority 5

Children with an Educational, Health and Care Plan, which names the school. Children must meet the criteria and satisfy both of the following tests.

Test 1 – The child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). The report must clearly justify, for health reasons only, why it is better for the child's health to attend St. Leonard's rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child i.e., the circumstances of the child, not the economic or social circumstances of the parent/ carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application) e.g. a social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school.

And

Test 2: the child would suffer hardship if they were unable to attend the preferred school.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and the severity of any likely hardship at the time of application.

Priority 6

The nearness of the home to the school, measured along the shortest safe walking route from the front door of the child's home address (including flats) to the school's main pedestrian gate, [using the Local

Authority's computerised measuring system] with those living closer to the school receiving the higher priority.

Tie- break

In the event that two or more applicants have equal right to a place under any of the above criteria, the child or children who will be offered the available spaces will be randomly selected. The local authority will conduct the random allocation on our behalf. This process will be independently verified.

All applicants will receive a letter from the Local Authority confirming whether they have a place in the school or not. Parents refused a place will be advised of their right of appeal to an Independent Appeals Panel established by the Governing Body. Parents wishing to appeal, should obtain an appeal form from the school and send the completed form to reach the Clerk to the Appeal panel, care of the school within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in circumstances.

Notes

- 1. Children with an EHCP that names St Leonards will be offered a place first. This may reduce the number of places available.**
2. Under priority 2 a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.
3. The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main pedestrian gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

N.B. there is no automatic right of entry for siblings into other year groups although favourable consideration will be given to such applications where possible.

Where parent(s)/guardians(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering places for twins, triplets or larger number of siblings, which are the product of a multiple birth, every effort will be made to accommodate all siblings, however, there is no guarantee of a place being offered.

Admissions to Reception Year

Parents are to complete **both** a St Leonard's **and** a Local Authority admission form (available online- <https://www.staffordshire.gov.uk/Education/Admissions-primary/Apply/Overview.aspx>). Online applications open on 1st November 2024 Application for admission to Reception should be submitted by 15 January 2025 for admission during the following academic year. Both of these application forms must be completed even if the child is already attending provision in Nursery as a place in our Nursery does not mean that a place will automatically be given for Reception. St Leonard's application forms must be returned to the school.

Deferred Entry to Reception Class

The Governors will consider requests from parents to retain a place at St Leonard's where the parents wish to defer their child's entry to Reception Class until later in the same academic year. Where it is possible to offer a place, deferral will be supported if the request is made at the normal time of application. Parents will be required to enter into a discussion with the Headteacher who will determine if it is acceptable to defer

entry. The Governors will also consider requests from parents who wish their child to attend Reception on a part-time basis until the child reaches compulsory school age.

Children reach compulsory school age on the prescribed day after their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31st August, 31st December and 31st March.

Admission of children outside of the normal age group

The Governors will consider requests by parents who request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group they wish their child to be admitted and why they believe it would be in their best interests. The Governing body will make a decision on the basis of the circumstances of the case and in the child's best interests, taking into account the views of the Headteacher and any information provided by the parent. Parents do not have the right to insist that their child is admitted to a particular year group.

Waiting list

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not on the date their application was received. There will be a period of two weeks after the national offer whereby available places will not be reallocated. If places become available after this date, they will be offered according to the child at the top of the waiting list.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves year 2.

For all other cases, waiting lists will be kept until **31st December 2025**.

Inclusion on the school's waiting list does not mean that a place will eventually become available at the school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down since each child added will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or are allocated a school in accordance with the fair process protocol will take precedence over those on the waiting list.

Appeals

Applicants who are refused a place at the school will be able to appeal to an independent appeal panel. Information on how to appeal and the timetable for the appeal process can be found at www.staffordshire.gov.uk/admissions.

Admissions to the Nursery Class (Governor led provision)

- Children who are aged 3 before the 1st September are eligible to apply for a place in our Nursery class for universal 15 hours of Nursery education, we also offer 30 hours to parents who are eligible for 30 hours funding.
- Subject to vacancies being available after the September cohort allocation, governors would consider offering mid-year admission for pupils the term after their 3rd birthday if space was available.
- Nursery pupils may also access the before and after school provision providing complete wrap around care from 7:30 until 5:10pm.
- For families not eligible for 30 hours funding, additional sessions can be paid for. (Including lunch).

- We can take up to 13 children into the Nursery (7 Foundation places and 6 open places).
- Please be advised that being allocated a place in our Nursery does not mean that your child is entitled to a place the following year in Reception. The normal admissions criteria apply.

All applications must be made on a 'St Leonard's Nursery admission' form and submit directly to the school **by 4th March 2025** for admissions in September 2026. However, late applications will always be considered. **If oversubscribed, criteria for admission will be the same as for admission to the Reception year.** St Leonard's application forms must be returned to the school.

FUNDING FOR NURSERY

All children are entitled to 15 hours of Nursery provision. We offer morning provision Monday to Friday to fulfil the 15 hours of universal Nursery education and care.

Parents must apply to HMRC for additional funding over 15 hours which must be agreed by 31st of the month preceding the start date of term and supply the code to the school alongside the parents' National Insurance number. Failure to do so will result in any additional hours charged in line with our hourly Nursery care fee. (currently £5ph)

Parents must complete the parent declaration for Early Education Funding every term and must come into the school office to sign the declaration for each term.

Admissions after Reception Year

This will be subject to the number of children in each year group. Where a particular year group falls below the PAN of 15, the Governors reserve the right to still admit children to the year group above or below in order to maintain viable numbers in each mixed age class. A decision will not be made that will lead to any infant class exceeding 30.

APPENDIX 1- APPLICATION FORM

St. Leonard's School is a Voluntary Aided Church of England School. The governors are responsible for all admissions, subject to Acts of Parliament and agreement with the Local Education Authority. To support our Christian Foundation, the Governing Body offers two types of places for pupils, applicants need to indicate which type of place they are applying for:

Foundation places: The Governing Body has designated 8 places to be offered to pupils whose "families are faithful and regular worshippers in an Anglican church" by this we mean that they attend services at least once a month for two years. Written evidence of applicants' commitment to their place of worship (in the form of a clergy reference) will be required at the time of application.

Open Places: The Governing Body has designated 7 places to be offered to pupils who do not qualify for a Foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and will attend religious education lessons.

APPLICATION FOR ADMISSION FOR A FOUNDATION PLACE

St Leonard's C of E (A) Primary School Ethos Statement: Recognising its historic foundation the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. The school seeks to inform children about the life and teaching of Jesus and his claims as understood in the Church of England. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. Our vision is to be an outstanding church school, guided by God, where learning is irresistible, achievement is high and our pupils leave us as successful independent learners, happy, confident individuals and caring, responsible citizens, excited by challenge, change and possibility. [‘Life in all its fullness’ John 10:10](#)

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PLEASE COMPLETE IN BLOCK CAPITALS

CHILD'S NAME – SURNAME _____

CHRISTIAN OR FORENAMES _____

DATE OF BIRTH _____ BOY/GIRL _____

PARENTS'/GUARDIAN'S FULL NAMES _____

ADDRESS _____

TELEPHONE NUMBER _____

PRESENT SCHOOL/NURSERY _____

RELIGION _____

Do you reside in St. Leonard's catchment area? YES/NO

Will a brother or sister still be attending St. Leonard's School on the date of this application? YES/NO

If YES please give names and dates of birth:

In line with our school's ethos statement (previous page) are you willing for your child to take a full part in the religious education and worship at the school? YES/NO

4.Does the family regularly worship at :-

a) St Leonard's Church, Wigginton YES/NO

If no then at:

b) another Anglican Church YES/NO

Please state which church:

c) another Christian Denomination

YES/NO

Please state which church:

Item 4 should be supported by references from clergy or ministers.

Are there any medical and/or social reasons why your child should attend this school? YES/NO.

If so, please state them here: _____

This item should be supported by a reference from the Health Authority or a medical practitioner.

Are there any other reasons why you believe your child should attend St. Leonard's School?

YES/NO.

If YES please attach an explanatory letter.

If applying for a Nursery place, please complete

Nursery applications only	Select one
15 hours Mon- Fri am 8.40 -11.45am	
15 hours Mon- Fri am 8.40 -11.45am with additional top up sessions	
30 hours Mon- Thurs 8.40 – 3.10pm and Fri 8.40 – 12.40	
32.5 hours Mon – Fri 8.40am – 3.10pm, 2.5 hours self-funded	

N.B. The governors may also allow admission in exceptional circumstances at their own discretion.

Signed: _____ Parent/Guardian Date: _____

APPLICATION FOR ADMISSION TO AN OPEN PLACE

St Leonard's C of E (A) Primary School Ethos Statement: Recognising its historic foundation the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. The school seeks to inform children about the life and teaching of Jesus and his claims as understood in the Church of England. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. Our vision is to be an outstanding church school, guided by God, where learning is irresistible, achievement is high and our pupils leave us as successful independent learners, happy, confident individuals and caring, responsible citizens, excited by challenge, change and possibility. ['Life in all its fullness' John 10:10](#)

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PLEASE COMPLETE IN BLOCK CAPITALS

CHILD'S NAME – SURNAME _____

CHRISTIAN OR FORENAMES _____

DATE OF BIRTH _____ BOY/GIRL _____

PARENTS'/GUARDIAN'S FULL NAMES _____

ADDRESS _____

TELEPHONE NUMBER _____

PRESENT SCHOOL/NURSERY _____

RELIGION _____

Do you reside in St. Leonard's School catchment area? YES/NO

1. Will a brother or sister still be attending St. Leonard's School on the date of this application? YES/NO

If YES please give names and dates of birth:

2. In line with our school's ethos statement (previous page) are you willing for your child to take a full part in the religious education and worship at the school? YES/NO

3. Are there any medical and/or social reasons why your child should attend this school?

YES/NO

If so, please state them here: _____

This item should be supported by a reference from the Health Authority or a medical practitioner.

4. Are there any other reasons why you believe your child should attend St. Leonard's School? YES/NO
If so, please attach an explanatory letter.

If applying for a Nursery place, please complete

Nursery applications only	Select one
15 hours Mon- Fri am 8.40 -11.45am	
15 hours Mon- Fri am 8.40 -11.45am with additional top up sessions	
30 hours Mon- Thurs 8.40 – 3.10pm and Fri 8.40 – 12.40	
32.5 hours Mon – Fri 8.40am – 3.10pm, 2.5 hours self-funded	

N.B. Consideration will be given to Q3 and Q4 but not both.

The governors may also allow admission in exceptional circumstances at their own discretion.

Signed: _____ Parent/Guardian Date: _____