
**MEANWOOD CHURCH OF ENGLAND PRIMARY SCHOOL
ADMISSIONS POLICY
2025 - 2026**

The Governing Body of this Voluntary Aided Church of England School has the legal right and duty to admit pupils to the school in accordance with this Policy.

There is an intake of new pupils every September into Reception Class, for children who will turn 5 between 1 September and 31 August. The standard number for admission in this school is 30 for each year group. Pupils may also be admitted mid-year if places are available.

OVER SUBSCRIPTION CRITERIA 2025-2026

If there are more applicants than there are places available, places will be allocated in accordance with the following over subscription criteria. (1 = highest priority, 10 = lowest priority). Words and phrases in **bold** are defined on page 3.

The following clarification applies to priority categories 5, 6, and 7 and was added in response to the Covid 19 pandemic:

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.

Category	Priority
Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. ¹ 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. ²	1
Children without an education health and care plan but who have Special Educational Needs, or with exceptional medical or mobility needs, for whom Meanwood is the <u>only appropriate</u> school that can meet the needs of the child and/or their parent. Written evidence from the appropriate professional is required for those applying under this category. It is a parental responsibility to provide this with their application. ³	2
Children who have an older brother or sister at the school at the expected time of admission, who is living at the same home address as the child seeking a place.	3
Children of staff who have been employed at the school for a minimum of two years at the time of application	4
Those who live in Meanwood AND are regular worshippers	

¹ A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

² A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. If you are making an application under the priority for a previously looked after child, you will need to complete the Local Authority Priority 1a Supplementary Information Form available at appendix 1 and send this to Admissions Team at Leeds City Council, with a copy of the court order, so the Local Authority can verify this priority.

³ Any parent applying under criteria 2 must submit a written request directly to the school, addressed to the headteacher, and attach any available supporting evidence before the closing date.

Category	Priority
Children who, with their parent , have worshipped regularly at Holy Trinity Meanwood for two years immediately preceding the date of application, and whose parent is at the heart of the church .	5
Children who, with their parent , have worshipped regularly at any Christian Church for two years immediately preceding the date of application.	6
Children who, with their parent , have worshipped regularly at any place of worship for a faith that is one of the major religions in Britain (i.e. Buddhism, Hinduism, Islam, Judaism, Sikhism) for two years immediately preceding the date of application	7
Those who live in Meanwood but have not been regular worshippers Children who, with their parent , are not worshippers of any faith or do not have evidence of two years regular worship.	8
Those who live outside Meanwood	
Children who, with their parent , have worshipped regularly at Holy Trinity for two years immediately preceding the date of application.	9
Other children	10

TIEBREAKER

Tiebreaker 1: Distance from school as measured by the Local Authority mapping system. The tie break operates to offer places first to children living nearest the school, measured in a straight line.

Tiebreaker 2: In the event that there are two or more applicants who live equidistant from the school the remaining places will be allocated by the drawing of lots, overseen by an independent person.

STATEMENT OF PRINCIPLES

The Governors are mindful of the wishes of the school's founder, Christopher Beckett, as recorded in the Trust Deed of 18 February 1848, by which means his sisters sought to perpetuate his "benevolent design" towards those living in "the district or benefice of Meanwood". The Deed grants the land and buildings to the then Vicar of Meanwood, the Revd George Urquart, "and his successors, ministers or incumbents of the district of Meanwood, upon trust for ever, to permit the same to be used as a school or schools, for the education, on weekdays and Sundays, of children and adults, or children only, of the labouring, manufacturing and other poorer classes in the said district of Meanwood".

The Governors regard it nowadays as unacceptable to use social 'class' as a criterion for the admission of pupils, but consider it their duty to respect the founder's earnest desire to benefit families living in the parish of Meanwood and worshipping at Holy Trinity Church.

The Governors welcome applications from parents who wish their child to have a Church of England school education. Whilst the Governors seek to promote the traditions and teachings of the Church of England, they also welcome children from other faiths and cultures, and in no circumstances whatever will they allow ethnicity, culture or heritage to be used as criteria for admission.

The Governing Body complies with the parents' right to express a preference for their child's school. Where there are fewer applicants than places available, all applicants will be offered a place. Where there are more applicants than places available, places will be offered in the order of the oversubscription criteria set out in this policy.

ADMISSION OF PUPILS BELOW STATUTORY SCHOOL AGE

Where a place has been offered at Meanwood Church of England Primary School:

a) that child is entitled to a full-time place in the September following their fourth birthday;

- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- d) compulsory school age is the term after the child's fifth birthday.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL 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, (i.e. 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 admissions round and indicate this 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. Parents should also submit a written request directly to the school and attach any available supporting evidence. This request should be addressed to the headteacher. Parents have no right of appeal if they are offered a place at the school but this is not in their preferred age group.

EDUCATION HEALTH AND CARE PLANS (EHCPs)

Children with an Education Health and Care Plan that names the school will automatically be allocated a place. This is a statutory entitlement under S.324 of the Education Act 1996 and is not part of the oversubscription policy.

DEFINITIONS AND INTERPRETATIONS

- **Brother or sister:** Includes half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house. Brothers and sisters must be living at the same address as your child.
- **Meanwood:** The current ecclesiastical parish. A map showing parish boundaries is available for inspection at school and on the church website: <http://www.holytrinitymeanwood.org.uk> Check your address at <http://www.achurchnearyou.com>.
- **Parent:** Either or both parents or a sole parent. Where only one of two parents satisfies the criteria the application will be treated equally with applications where the criteria are satisfied by both parents. The expression parent includes legal guardians.
- **Home address:** For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. We will investigate any queries about addresses and, depending on what we find, we may change the school place offer.

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 local authority 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.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application.

As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

- **Christian church:** A church with a Trinitarian doctrine which holds to the Nicene Creed.
- **Heart of the church:** Those who have regularly attended church worship over the past two years at the time of application.
- **Regularly attended:** This means those who have worshipped at least twice a month.
For the parent: attendance at any Sunday and/or midweek church service, or evening home group that includes a time of worship.

For the child: attendance at any Sunday and/or midweek church service, and/or church crèche/Sunday school group that includes Christian teaching and worship. For other faiths: the child will regularly be involved in worship with the parent.

EVIDENCE OF REGULAR WORSHIP

Evidence of regular worship must be provided on the Supplementary Information form, issued by the school. It must be returned to the school by the application closing date. The first part of the form should be completed by a parent before passing it to their priest, minister or religious leader to complete the second part. It is the parent's responsibility to request a reference from their religious leader. Those worshipping at Holy Trinity must complete a reference request form. This is available on the church website, and is attached at the end of this policy.

If attendance at regular services of worship has taken place at more than one location, a Supplementary Information Form will be required from all locations.

It is parent's responsibility to ensure that all forms are returned to school by the deadline. The Governing Board accepts no responsibility for information that was not supplied to them in time. If a SIF is not received, governors will rank applications based solely on the information from the Leeds City Council online application form.

THOSE WHO HAVE CHANGED THEIR PLACE OF WORSHIP WITHIN THE LAST TWO YEARS

- A Supplementary Information Form must be provided from all relevant places of worship, showing a total of at least two years regular worship
- There must not be a gap in worship exceeding eight weeks.
- The most recent place of worship will determine the priority, provided that to move up the category list:
 - Non-Christian worship cannot be added to Christian worship. i.e., there must be evidence of a total of no less than two years of regular worship in a **Christian Church**.
 - There must be evidence of no less than three months worship in the most recent place of worship
 - A recognised reason for changing places of worship must be given, such as:
 - **Meanwood** residents who decide to worship at their parish church.
 - Moving to live in **Meanwood** and wanting to worship at their new parish church.

VISITING THE SCHOOL

A meeting is held in November for all parents of children eligible for entry in September the following year. The procedures are fully explained and appropriate documentation issued. Parents are shown round the school and introduced to key staff members. Attendance at this meeting is very useful for parents, but is not a condition for application. When physical meetings are not possible, this information is shared on the school website along with a video about the Reception class.

APPLICATIONS

These are completed online via Leeds City Council's website. The deadline for submission is 15th January. Any applications returned late or amended after the 15th January deadline will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons.

The Supplementary Information form needs to be returned to school and filled in by a cleric, not by parents.

IN-YEAR APPLICATIONS

All applications outside the normal admission round should be made online at:

<https://www.leeds.gov.uk/schools-and-education/school-admissions>

Leeds City Council's admissions team will notify all preferred schools about the application. The school will contact you directly to confirm whether they can offer a place. The school will respond to your application, to either offer or refuse a place. If a place cannot be offered, the school will offer the right of appeal and your child will be added to the waiting list.

DECISION OF THE GOVERNING BOARD

The Admissions Committee meets in February and allocates a priority category to each application. Leeds City Council receives the offers from all Voluntary Aided schools and has to determine the highest offer that should be passed on to each applicant. Parents receive their offer of a school place from their local authority on National Offer Day on 16 April.

APPEALS

All applicants refused a place have a right of appeal to an independent appeal panel, constituted and operated in accordance with the School Admission Appeals Code. Notice of appeal, in writing, must be sent to the Chair of Governors at the school. Information about the timetable for the appeals process is here:

<https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/admissions-appeals>

WAITING LISTS

The school retains waiting lists of unsuccessful applicants in all year groups. The position on the waiting list is determined solely in accordance with the oversubscription criteria and not the date when the child's name was added to the waiting list. This can mean that late applicants are placed higher than those already on the list. Each time a child is added, the list is ranked again in line with the published oversubscription criteria. 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.

These lists are reviewed regularly. Names are only kept on the list until the end of the year for which an application is received.

ADMISSIONS IN PREVIOUS YEARS

Information from the previous admissions round about the number of applications and how many places were allocated from each category of oversubscriptions criteria can be viewed here:

<https://www.leeds.gov.uk/schools-and-education/school-admissions/check-school-details/display-details?schoolid=250>

FURTHER INFORMATION

This can be obtained by contacting the Chair of Governors or Headteacher at the school.

**MEANWOOD CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL
SUPPLEMENTARY INFORMATION FORM**

This section to be completed by parent / guardian

Name of child

Address

.....

Parent's name

email **Telephone**

Please contact your religious leader and ask them to complete the section below. Those worshipping at Holy Trinity Meanwood must complete a Reference Request Form, available on the church website, www.holytrinitymeanwood.org.uk, and give it to the Vicar with this form. Please note the following clarification about periods of worship, in response to the Covid 19 pandemic:

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.

This section to be completed by religious leader

The parent/s of the child named above have applied for a place at Meanwood Church of England Primary School and have given your name as somebody who can vouch for their religious observance. The Governors would be obliged if you would kindly provide the following information:

Has the parent been a regular worshipper (twice per month) at your place of worship? YES / NO

Is the child regularly involved in worship? YES / NO

When did the family start worshipping with you? (date)

If they are not currently worshipping with you, when did they leave? (date)

Name of religious leader

Signature **Date**

Name of church /place of worship

Denomination

Please include a copy of your official letter head or an official stamp on this form.

THIS PAGE MUST BE RETURNED TO SCHOOL BY A RELIGIOUS LEADER, NOT A PARENT / GUARDIAN
Return to: Meanwood Church of England Primary School, Green Road, Leeds, LS6 4LD



School Application Reference Request

Applies to references for all schools

If you need a church reference to support a school application, please complete this form and **hand it to the Vicar after Sunday worship (any service)**. This face to face meeting on Sunday is an important part of the process, so please don't post or email the form.

The information gathered in this process will help the Vicar to verify attendance and write a fair reference. The process is necessary as we receive a large number of reference requests.

School(s) applied for:	
Name of Child:	Age:
Your name(s):	
Telephone:	email:
When did you start coming to Holy Trinity?	
Which service(s) do you attend?	How frequently?
Which groups has your child attended:	
Little Mice <input type="checkbox"/> Crèche <input type="checkbox"/> KidzChurch <input type="checkbox"/> Choir <input type="checkbox"/> Drama group <input type="checkbox"/>	

School Admissions Priority 1a Supplementary Information Form



To be completed when requesting priority admission for a previously looked after child.

Please do not complete this form if the child is currently looked after by the Local Authority – the social worker should complete the online application

Year group applied for:

(eg Reception, Yr 7, Yr 4)

CHILD DETAILS

Surname: Forename(s):

Date of Birth:

Address:

Postcode: Telephone:

FAMILY/CARER'S DETAILS

Parent / Carer's Names:

Address (if different from above)

Other person/s with parental responsibility
Address (if different)

The School Admission Code (2014) gives priority admission to children who were previously looked after by a Local Authority but have left care through an Adoption Order, Special Guardianship Order or Child Arrangements Order. To claim this priority, please answer the following questions:

Which Local Authority (or state if you child was adopted from care outside of England) **cared for the child immediately before the order was made:**

.....

Which court order do you hold for the child:

Adoption Order Special Guardianship Order Child Arrangements Order

Please attach a copy of this order to the form - you can delete sensitive information (for example the name of the birth parents) if you wish to do so. The fact you have applied for admission under this priority will be known to the school. The court order will not be stored against your child's records.



PRIVACY NOTICE

Leeds City Council takes its obligations under the Data Protection legislation very seriously. The Admissions team collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against the Council's and school's policies for admissions. Our service also needs to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child's 25th birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council's assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact: dpfoi@leeds.gov.uk; or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council's privacy notice including contact information for the Council's Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

PARENTS/CARERS SIGNATURE REQUIRED

Signed.....Date.....

Please return this form by email to:

Education.annual.cycle@leeds.gov.uk

Or by post:

**Leeds City Council
PO Box 837
School Admissions
Leeds
LS1 9PZ**

Checklist

- Have you answered all the questions?
- Attached a copy of the court order?
- Signed and dated the form



