



Diocese of Leeds



**CORPUS CHRISTI CATHOLIC  
PRIMARY SCHOOL**

ONE BODY, MANY PARTS

# Admissions Policy 2025-2026



<b>Written</b>	January 2024 (Based on Model Admission Policy 2025-2026 for adoption by primary schools in the Diocese of Leeds and LCC)		
<b>Approved by</b>	Full Governing Body	<b>Meeting Date</b>	25 <sup>th</sup> January 2024
<b>Ratified by</b>		<b>Meeting Date</b>	
<b>Review cycle</b>	Annually		
<b>Next review</b>	Autumn 2025		

## **CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL ADMISSION POLICY 2025-2026 CONSULTATION**

Corpus Christi Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The admission authority has set the school's Published Admissions Number (PAN) at **30 pupils** to be admitted to the reception year in the school year which begins in September 2025.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

### **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children with a sibling(s) who attends Corpus Christi Catholic Primary School. (see note 5)
3. Catholic children who live in the defined area. (see note 7)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children with a sibling who attends Corpus Christi Catholic Primary School. (see note 2 & 5)
6. Other looked after and previously looked after children. (see note 2)
7. Members of an Eastern Christian Church. (see notes 4)
8. Other children with a sibling(s) who attends Corpus Christi Catholic Primary School. (see note 4)

9. Any other children.

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated using a straight-line distance measurement by the local authority. The program measures the straight-line distance from a defined Local Land and Property Gazetteer (LLPG) point on the main school building to a defined point on your home address. The point they measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If they are not able to match your address with the LLPG then they will identify a point at the centre of your home.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

A standard application form, known as the Common Preference Form must be completed and returned to the Local Authority <https://www.leeds.gov.uk/schools-and-education/school-admissions> by 15 January 2025. A paper copy of the application form can be requested from the Leeds Admission Team and returned to the Local Authority - Admissions, Leeds City Council, PO Box 837, Admissions, Leeds LS1 9PZ by 15 January 2025. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid.

If parents/carers feel that they should be in a specific category i.e. Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and must be submitted by 15 January 2025 directly to the school **Admissions September 2025, Corpus Christi Catholic Primary School, Halton Moor Avenue, Leeds, LS9 0HA**. Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

You will be advised of the outcome of your application on **16<sup>th</sup> April 2025 or the next working day**, by the local authority on our behalf.

If you are refused a place at our school, you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel. (Details of the appeals process can be found on the school website).

### **Late Applications**

If you return the Common Preference Form after the deadline, we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered in accordance with the Local Authority Primary Co-ordinated scheme.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach

compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children 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. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **Admissions September 2025, Chair of the Governing Body, Corpus Christi Catholic Primary School, Halton Moor Avenue, Leeds, LS9 0HA** at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the end of the academic year.

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

### **In-Year Applications**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places.

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

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even

when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

**If we find out that intentionally misleading or false information, including a false address, has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.**

***Notes (these notes form part of the oversubscription criteria)***

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required, alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome.

4. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. Sibling(s) (brother or sister) includes children with a brother or sister (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.
6. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
7. Defined area is a geographical area for the purposes of this policy as determined by the Diocese of Leeds. Defined area maps available on school website <https://www.corpusprimaryleeds.org/key-information/admissions> and select Catchment Area Map.
8. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Preference Form (CPF).

**Which address to use**

When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

### **If the child lives in different properties (shared care)**

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

### **If parents disagree on an application made in the normal round**

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application.
- a Court Order specifying who should apply.

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

### **Moving home**

When offers are made on national offer day, we assume your address will be the same when you take up our school place in September. If you are planning to move house, you must still use your current address on your application.

As soon as you move house, you must tell Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you.

Find out more on Leeds City Council's making changes to your application page.

<https://www.leeds.gov.uk/schools-and-education/school-admissions/making-changes-to-your-application>