

FEATHERSTONE ALL SAINTS CE ACADEMY



ADMISSIONS POLICY 2026/2027

Version 1

Date Ratified: 14.12.2024

Parents wishing to visit Featherstone All Saints C of E Academy, before or after application is made, should contact the Headteacher to make arrangements on 01977 780225. A planned group visit and meeting will also be arranged before your child begins school.

Featherstone All Saints C of E Academy is part of the Enhance Academy Trust and it is the Trust that is the admissions authority for the school, not the Local Authority. The school is still included in the Co-ordinated Scheme for Admissions which is administered by Wakefield Local Authority but Enhance Academy Trust (as the admissions authority) oversees the admissions process.

These admission arrangements were determined by Enhance Academy Trust on 14/12/2024. The Local Academy Board administers admissions on behalf of the Admissions Authority (Enhance Academy Trust) but does not determine the admissions arrangements.

Making an application

For children starting school in our Reception Class there is a standard online application form - the Wakefield online Common Application Form (WCAF) needs to be completed by all parents applying for a place in our school or any other Local Authority (LA) school. The Wakefield Common Application form (WCAF) can be completed online between November 2024 and the closing date of **15th January 2026**. The Co-ordinated Scheme is a mechanism that will ensure that every parent resident in Wakefield, who has applied for a school place in Wakefield during the normal admission round, receives a single offer of a school place on the same day from the LA. Parents applying for a place in our school must complete the online application form expressing up to five preferences in rank order of preference. The Wakefield online Application Form is available on Wakefield Council's website under 'school admissions'. <https://www.wakefield.gov.uk/schools-and-children/schools/admissions>

If you wish to apply under Christian Commitment Criteria, you must obtain a copy of the Supplementary Information Form (SIF) from the school and return the SIF to the school by the date stated on the bottom of the form. A copy of this form is attached as an Appendix.

All children are admitted to the Reception Class on the first day the school is open following 1st September 2026, at the beginning of the school year in which their fifth birthday falls.

Date of 5 th birthday	Full-time Admission
Born between 1 st September 2021 and 31 st August 2022	September 2026

The closing date for applications for a place in Reception for September 2026 is **15th January 2026**. The planned admission limit to Reception for the year commencing September 2026 will be a **maximum of 30**.

For late applications received between the closing date for the normal admissions round and the end of the summer term the following date will apply: Applications received up to the 14th February 2026 will be accepted as if they had been received by the closing date. Applications received after these dates will be regarded as late applications and will be considered after all applications received on time.

The Trust/Governing Body will not place any restrictions on admissions to Reception unless the number of children for whom admission is sought exceeds the number of places available. By law, no infant class may contain more than thirty children. If there are more applications received than places available during the normal admissions round. Enhance Academy Trust (as the admissions authority) applies the following criteria in strict order of priority, which is determined by the Enhance Academy Trust (as the admissions authority).

The admission priority sets out the order in which places will be offered.

The local authority will inform parents of the offer of a place on **16th April 2026**. Parents who intend to make an appeal against the decision of Enhance Academy Trust (as the admissions authority) to refuse admission must submit a notice of appeal to: Admission Appeal Clerk, Church of England Voluntary Aided Schools and Academies, PO Box 1694, Huddersfield, HD1 9DL.

Deferred Entry to Primary Schools

Where Enhance Academy Trust (as the admissions authority) offers a place at Featherstone All Saints C of E Academy, a parent who accepts that school place can defer entry 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.

Admission of Children outside their normal age group

Parents can seek school places outside their normal age group. Parents must make an application for their child's normal age group at the usual time however a separate request must also be made at the same time for admission out of the normal age group.

Parents of 'summer born children' (i.e. those children born between 1 April and 31 August) may choose not to send their child to school until the September following the child's fifth birthday and may request that they are admitted into reception rather than year 1. This would mean that the child is being educated outside their normal age group (see explanatory note).

Where such a request is made, Enhance Academy Trust (as the admissions authority) and Headteachers will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent (see explanatory note).

Where the decision is to refuse the request there is no right of appeal if the child is offered a place in another year group in the school.

Children with an Education, Health and Care Plan

Children with identified Special Educational Needs have a significantly greater difficulty learning than their peers and/or cannot access learning without significant adaptations to the school facilities. This typically means that additional support will be required for them in order to access learning. Further information can be obtained from the SEND Code of Practice (January 2015), Special Educational

Needs Assessment and Review Team (SENART) or the Special Educational Needs and Disability Information and Support Services (SENDIASS).

Admission authorities:

- Must consider applications from parents of children who have special educational needs or disability (SEND) but do not have an Education, Health and Care Plan (EHCP) on the basis of the published admissions criteria as part of the normal admissions procedures;
- Must not refuse to admit a child who has SEND but does not have an EHC Plan because they do not feel able to cater for those needs;
- Must not refuse to admit a child on the grounds that they do not have an EHC Plan;
- Must not discriminate against any child or young person who has an SEN or disability and must make reasonable adjustments as set out in the Equalities Act (2010) so that they can be admitted to the school where they do not have an EHC Plan.

Children with an Education, Health and Care Plan (EHCP) are dealt with under a different mechanism. Any child with a school named on their EHC Plan will automatically gain a place at the school named via the EHCP consultation process. Any child with an EHC Plan who is admitted to a mainstream community/voluntary controlled school will be counted against the school's admission number.

The Oversubscription Admission Criteria

Where the number of applications for Featherstone All Saints C of E Academy received during the normal admissions round exceeds the admission number of the school Enhance Academy Trust (as the admissions authority) will apply the following criteria in strict order of priority

1 Looked After Children and all Previously Looked After Children:

This refers to children who are:

- Subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one;
- Children who are accommodated by the Local Authority on a voluntary basis under Section 20 of the Children Act 1989; and
- Children who have been adopted from Local Authority care, children who are subject to a Child Arrangements Order and those with special guardianship immediately following being Looked After.
- 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 explanatory note).
- Children adopted from state care outside of England; this includes children who were previously looked after by a public authority, orphanage, or other state-organised care system in a country outside England, and who have since been adopted.

2 A child who, or whose parents/guardians, resides within the parish of All Saints, or whose parents/guardians are on the electoral roll of that church, and who are regular worshippers:

A 'regular worshipper' is defined as attendance of a parent or the child at an act of public worship in church (can include Sunday Worship, Messy Church or Sunday School), 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.

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). A (SIF) to provide confirmation of Christian commitment is available from school and in the Appendix of this policy. The form should be signed by the Minister of Religion.

Parents having moved to become resident in the parish(es) mentioned above, having been Members of another Christian Church recognised by Churches Together in England and Wales, will qualify upon proof of membership being provided by the Minister of that other Church (See Explanatory Notes).

3 A child who lives in the school's catchment area, and has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admission: (See Explanatory Notes)

4 A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admission: (See Explanatory Notes)

5 A child whose parents/guardians reside within the parish of All Saints who are members of another Christian Church recognised by 'Churches Together in Britain and Ireland' or a member of the 'Evangelical Alliance' or a local 'Churches Together Organisation' whose Church is within the parish, who are regular worshippers:

A 'regular worshipper' is defined as attendance of a parent or the child at an act of public worship in church (can include Sunday Worship, Messy Church or Sunday School), 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.

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). A (SIF) to provide confirmation of Christian commitment is available from school and in the Appendix of this policy. The form should be signed by the Minister of Religion.

Parents having moved to become resident in the parish(es) mentioned above, having been Members of another Christian Church recognised by Churches Together in England and Wales, will qualify upon proof of membership being provided by the Minister of that other Church (See Explanatory Notes).

6 Other children who live in the school's catchment area

7 Other children, with priority being given to those living nearest to the school

EXPLANATORY NOTES

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 a 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 s.8 of the Children Act 1989, as amended by s.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.

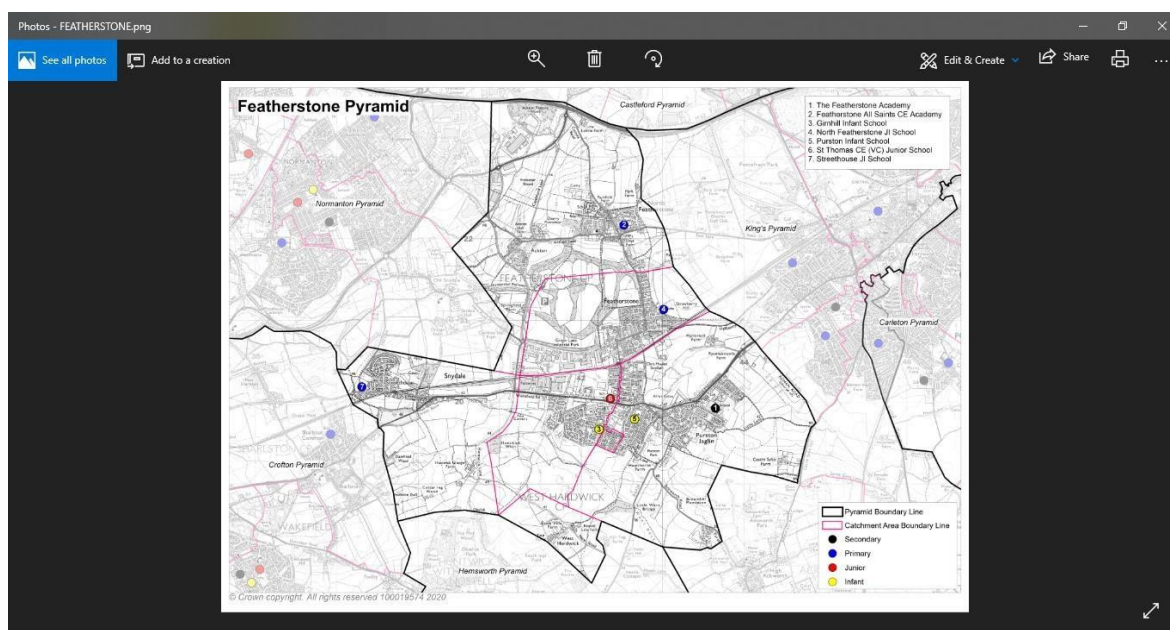
See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one of more individuals to be a child's special guardian (or special guardians).

A child is regarded as having been in state care 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 or main 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)).

Admissions Priority

A map showing the catchment area is available below.

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school. The distance measured will be from the central (centroid) point of applicant's property to the central (centroid) point of the school's ground. Distance will be measured in a straight line using the LA's electronic mapping system. (School Admissions Code 1.13).



Brothers and Sisters

This category includes children with brothers or sisters (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at our school, on the date of admission. Parents who have older children already attending the school are not guaranteed a place for their younger child/ren. Please note that where there are more applications than places available the Oversubscription Admission Criteria (above) will be followed.

Church Commitment – Supplementary Information Form (SIF)

The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at Featherstone All Saints C of E Academy. This form should be completed if you want your application to be considered using the Christian Commitment Oversubscription Criteria of the School's admissions policy. Failure to complete this form may affect the oversubscription criteria in which your child is placed. The SIF is available from school and needs to be returned to the Headteacher at the school.

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 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.

Catchment Areas

It is important that schools should serve their local communities and so each one has its own catchment area. However, parents are required to express a preference, stating their choice of school, even if this is within their catchment area.

Whilst every effort is made to ensure that there will be a place for every child in its catchment area school, it cannot be guaranteed that this will always be the case.

If parents are in any doubt about the catchment area school for the area in which they live, they need to contact their local school or the School Admissions Team.

Families living outside the District boundary

Children from families living outside the Wakefield Metropolitan District boundary will be considered alongside those who live within the Wakefield Metropolitan District.

Deferment for summer born children

If the child's 5th birthday is between 1 April and 31 August then they must start school no later than the following September. Parents of summer born children are currently able to request that their child defer entry to a reception class for a full academic year.

If the request is allowed, normal admission rules will apply and there is no guarantee that a place will be offered at the requested school(s).

Parents should set out their reasons for their request in writing to the School Admissions Team, Room 42, County Hall, Wakefield, WF1 2QL during the autumn term after their third birthday. This will ensure that they do not miss out on a place at the normal point of entry. Such requests should be made by the closing date – **15 January 2026**.

Requests will be forwarded to the Headteacher and Governing Body for consideration.

Other Christian Churches (Churches Together in Britain and Ireland)

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	Salvation Army
Council of Oriental Orthodox Christian Churches	Russian Orthodox Church
Free Churches' Council	United Reform Church
Greek Orthodox Church	Wesleyan Holiness Church
Independent Methodist Churches	Ichthus Christian Fellowship
Joint Council for Anglo-Caribbean Churches	Lutheran Council of Great Britain
International Ministerial Council of Great Britain	

The term "Live" means the **permanent** address of the child.

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.

Where the admission of siblings from a multiple birth (e.g. twins/triplets) would cause the school to rise above its planned Admissions Number, all of the children from the multiple birth will be admitted.

In-Year Admissions

All applications made outside the normal admissions round (i.e. in-year applications) for community and voluntary controlled schools should be made on Wakefield's Common Application Form, which is available from the School Admissions Team. Applications will be processed in accordance with the "In-Year Co-ordination Scheme". Parents can express up to 5 school preferences.

Where there are sufficient places, an application will normally be agreed. The admission number for a school is set for the school's in-take year. As a general rule, this admission number then remains with that year group as it moves through the school. There may be exceptions, for example, if accommodation in a school is removed, then the admission number may change for subsequent year groups.

If a place is not available, a refusal letter is sent outlining the right of appeal. If the application is from a Wakefield resident, then a place will be allocated at the next nearest community and voluntary controlled school with places. If the child is already attending a Wakefield school an alternative school will not be offered. The child's name will be added to the waiting list. All waiting lists are re-ranked when new applicants have been added. Should a vacancy arise at the school, the place will be offered to the child at the top of the waiting list.

Waiting List

Parents who wish their child to be included on the waiting list must inform the school in writing. 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.

In accordance with paragraph 3.27 of The Admissions Code - As soon as school places become vacant Enhance Academy Trust (as the admissions authority) 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 right of appeal against an unsuccessful application.

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 year.

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 (paragraph 3.28 of The Admissions Code), **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.

False information

Where Enhance Academy Trust (as the admissions authority) has made an offer of a place at a school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.

Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at school.

Where a place or an offer has been withdrawn the parent will be asked to submit a new application form. This new application form will then be considered afresh against the relevant admissions policy and co-ordination scheme.

It is for the parents or guardian to satisfy Enhance Academy Trust (as the admissions authority) of their circumstances, as they apply to the admission criteria at the time of the application.

Parental Disputes

Parental Responsibility gives both parents important legal rights as well as responsibilities to be involved in decisions such as the choice of school. Enhance Academy Trust (as the admissions authority) can only process one application per child which has been made by a person who has parental responsibility for that child.

Where Enhance Academy Trust (as the admissions authority) receives two conflicting applications both made by persons who have parental responsibility, Enhance Academy Trust (as the admissions authority) cannot process either application and the parents must decide between them which application will be withdrawn. Evidence of parental responsibility must be provided.

Where an application has been made by a parent who has parental responsibility, and the other parent advises Enhance Academy Trust (as the admissions authority) that he/she disagrees with the school preference, Enhance Academy Trust (as the admissions authority) will continue to process the original application unless the parent who disagrees with the school preference provides evidence that the applicant does not have parental responsibility for the child, or is otherwise prevented from determining which school the child should attend. Such evidence would be a copy of an existing Court Order or a Specific Issues Order.

Appeals

Where Enhance Academy Trust (as the admissions authority) is 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 Enhance Academy Trust's (as the admissions authority) decision to refuse admission must submit a notice of appeal, within twenty-one days of receiving the refusal letter, to:

Admission Appeal Clerk
Church of England Voluntary Aided Schools and Academies
PO Box 1694 Huddersfield
HD1 9DL
Telephone: 07949707868
Email: churchschoolappeals@gmail.com

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

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 Enhance Academy Trust (as the admissions authority) 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 Enhance Academy Trust (as the admissions authority) decision does not prevent you from making an appeal in respect of any other school.

Reception

The closing date for applications for full-time admission to Reception Year is the **15th January 2026**. Applications received after this date will be regarded as late applications and will be considered after all applications received on time. The online Common Application Form must be completed by the date shown above, and the Supplementary Information Form to the school by this date. The Local Authority will inform parents of the offer of a place on **16th April 2026**.

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO
FEATHERSTONE ALL SAINTS CE ACADEMY**

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 **15th January 2026**.

Section A: Application for Admission to Featherstone All Saints CE Academy			
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 number	

Place of Worship			
Name of Vicar/Priest/Faith Leader			
Address			
Postcode		Contact number	

Section B: Verification			
This section to be completed by the above-mentioned church leader			
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			
Name			
Signed		Date	

**Please return this form to: Featherstone All Saints CE Academy, North Close, North Featherstone,
Pontefract, WF7 6BQ**

BY THE FOLLOWING DATE - 15th January 2026