



CALVERLEY CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL
Calverley Leeds
LS28 5NF

0113 257 5127

ADMISSIONS POLICY 2026-7

The Governing Body of Calverley Church of England Voluntary Aided Primary School is the Admissions Authority for the school, not the Local Authority in Leeds.

School Vision and Ethos

Following the teachings of Jesus, we challenge and support all members of our community to love one-another, make the most of their God-given gifts and care for everyone in friendship. Allowing all to flourish; enabling heart, mind and spirit to soar. "I can do all this through Christ who gives me strength."

Love, Learn, Care.
(Philippians 4:13)

We welcome equally, applications from parents of the Christian faith, of other faiths and of no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

Our school has a Published Admission Number (PAN) for Reception of 2026. This is the number of places we can admit into Reception in September 2026. Infant class size legislation means that the reception class cannot contain more than 30 pupils with a single school teacher. If the school is not oversubscribed, all applicants will be offered a place.

Making an application

Applications for children starting school in the Reception Class **must be** completed on the standard Local Authority application form - **Common Preference Form (CPF)**. The **CPF** is available from online via the Local Authority's website. The national closing date is 15 January. A **Supplementary Information Form (SIF)** which asks about Church attendance is available from the school. If you want your application to be considered under over subscription criterion 4 and the **SIF** is not received Governors can only rank applications against the information provided on the **CPF**.

If you are applying for a place under the faith oversubscription criteria, you will need to return a Supplementary Information Form (SIF) so Governors can verify your Church attendance meets the faith criteria in this policy.

The SIF is attached to this policy and is available from the school. It must be returned to the school by 15 January. If you do not return a completed SIF to the school or it is returned after 15 January, your application cannot be considered under the faith based over subscription criterion for offers made on national offer day (April).

It is a parental responsibility to ensure that all relevant forms are completed online and returned by the above date.

Late Applications

Late Applications of either the **CPF** or the **SIF** received after the closing date of 15 January 2026 will not be dealt with until after all on time applications have been dealt with.

Applying after the national closing date

If you apply after the national closing date, we cannot guarantee to consider your preferences at the same time as those received on time.

Until 12 February, all applications submitted or changed will be treated as if they were on-time. After 12 February, any applications submitted or changed will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by us.

All applications submitted after 28 February are considered late and won't be allocated a school place until after national offer day.

Admission procedures

We do not know what preference number you have given our school. If our school has more applications than places (called being oversubscribed) we will give children priority for places in the following order:

The Oversubscription Criteria:

1. Pupils who are either currently or have previously been 'looked after' (see note 4)
2. Children who will have a sibling on the roll of the school at the proposed date of admission. **(See note 5)**
3. Children who reside within the 2014 parish boundary of St Wilfrid's Church, Calverley. A map of the parish boundary is attached to the policy as Appendix 1 **(See note 1 and 3)**
4. Children who regularly attend worship at St Wilfrid's Church, Calverley or Calverley Methodist Church. **(See note 6)**
5. Any other children by straight line distance

Tie breaker 1

If there are more applications in a particular criterion than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school. The distance measurement will be made using the Local Authority's electronic mapping service.

Tie breaker 2

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots. The drawing of lots will be witnessed by a person independent of the school.

When your child must start at school (compulsory school age)

When your child must start at school (compulsory school age)

All children can start Reception in the September after they turn 4 and most children thrive when starting school at age 4.

You must ensure your child has a full time education from when they reach compulsory school age. Your child reaches this on 31 December, 31 March or 31 August after their fifth birthday (whichever comes first).

Once you have a school place offer, you have the right to defer the date your child is admitted to the school until

- later in the school year but not after the date at which your child becomes compulsory school age (see below)
- and not after the beginning of the final term (after Easter break) of the school year the offer was made

If you do not think your child will be ready to start in September, you can speak to us about starting part time, or after Christmas or Easter break.

Admission out of chronological age (including deferment for summer born children) You can ask for your child to be admitted outside of their normal age group, for example if your child is gifted and talented or has experienced problems such as ill health.

In addition, if your child is a summer born child (born between 1 April and 31 August) you may request that your child be admitted out of their normal age group, to reception rather than year one. We recommend you:

- talk to any professionals involved with your child about your request
- contact us (and any other schools you are considering applying for) to understand what we do to meet the needs of our youngest children
- [read the Department for Education guidance on Summer born children](#)

You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by any deadline date, and we recommend you send the request to each school you intend to apply for, as it is possible for one school to refuse a request that another school agrees.

To apply, you must send to us a written request that explains:

- why admission out of normal year group is being requested
- the year group you wish your child to be allocated a place

If you have it, you can also attach any available evidence that supports your request.

Our Governing Body will consider each application individually and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

This request is separate to any decision about offering a place at our school. There is no right of appeal against a decision relating to admission out of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application. [Find out more about starting Reception earlier, later or part time.](#)

SPECIAL EDUCATIONAL NEEDS

Children with our school named on their Education, Health and Care (EHC) plan will be admitted to our school. This is not part of the oversubscription criteria

Fraudulent applications

Where the Admissions Authority has made an offer of a place at a school based on fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of admission, the admissions authority will withdraw the offer of a place. If the Admissions Authority withdraws an offer of a place, you will be offered an alternative school place by the Local Authority and notified of your right to appeal to an independent appeal panel. The details of which are provided below under the Appeals section.

Fraudulent or intentionally misleading information includes, but is not limited to, a false home address, including cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated.

Waiting lists

The Local Authority hold a waiting list after national offer day. How to add your child to a waiting list will be explained in the offer or decision letter you are sent.

If your child is added to a waiting list after offer day and a place becomes available before the new school year starts, the Local Authority will automatically allocate the place at your higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if you have accepted that place.

The Local Authority hold waiting lists for all the year groups as follows:

- Your child's place on a list is decided by the oversubscription criteria in the school's admission policy (the rules for prioritising places).
- Each time a child is added or removed, the list is ranked again and your child can move down if another child meets higher criteria.
- The waiting list will close at the end of the academic year (July). You must reapply for a new school place to be on the list the following year.

- Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

Appeals

Where the Governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents, who intend to make an appeal against the Governing Body's decision to refuse admission, must submit a written notice of appeal within twenty days of receiving the refusal letter or email to the School who will provide details of and forward the appeal to the relevant appeals authority. Email address is: office@caverleyce.co.uk

Calverley Church of England VA Primary School Town Gate,
Calverley, LS28 5NF

You will then be contacted by Clerk to the Independent Appeal Panel who will make arrangements for an appeal hearing.

Admissions outside the normal admissions round (In-year applications)

These are requests to join our school in year 1 to year 6, or for places in reception after the start of the school year starts in September.

Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy.

Find out more about in-year applications, including current vacancies at <https://www.leeds.gov.uk/schools-and-education/school-admissions/moving-schools>.

The application process itself is administered by the local authority school admissions team.

Where a place can be offered, a start date will be confirmed by the school.

NOTES

1 Map A map showing the Parish Boundary of St Wilfrid's Church Calverley as at 7th November 2014, which is the boundary for the catchment area is attached to this policy as Appendix 1 and also available from the school.

2 Parents

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989.

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 in the normal round, 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.

3 Which address to use

When you apply you must use the child's permanent address, where they usually live with their parent or carer - this is the address of a person holding parental responsibility for the child. 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 parent 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 parent 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 at the closing date.

- 4** A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order*including those 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. 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). *An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section

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

5 The term 'sibling' is defined as:

- a full or half-brother or sister

- a stepbrother or sister
- an adoptive brother or sister
- the children of parents living together in the same family household.

Stepbrother, stepsister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. The governing body will, admit twins, triplets or children from other multiple births where at least one of those children is allocated a place at the school.

6 Regular Attendance at Christian Worship

This is defined as the attendance of **the child** at worship* at St Wilfrid's Church Calverley or Calverley Methodist Church **at least twice per month** on average **for the 12 months prior** to the closing date of the application.

*Attendance at worship includes any Sunday and midweek church service and/or church crèche/Sunday School groups that include Christian teaching and worship, including Messy Church.

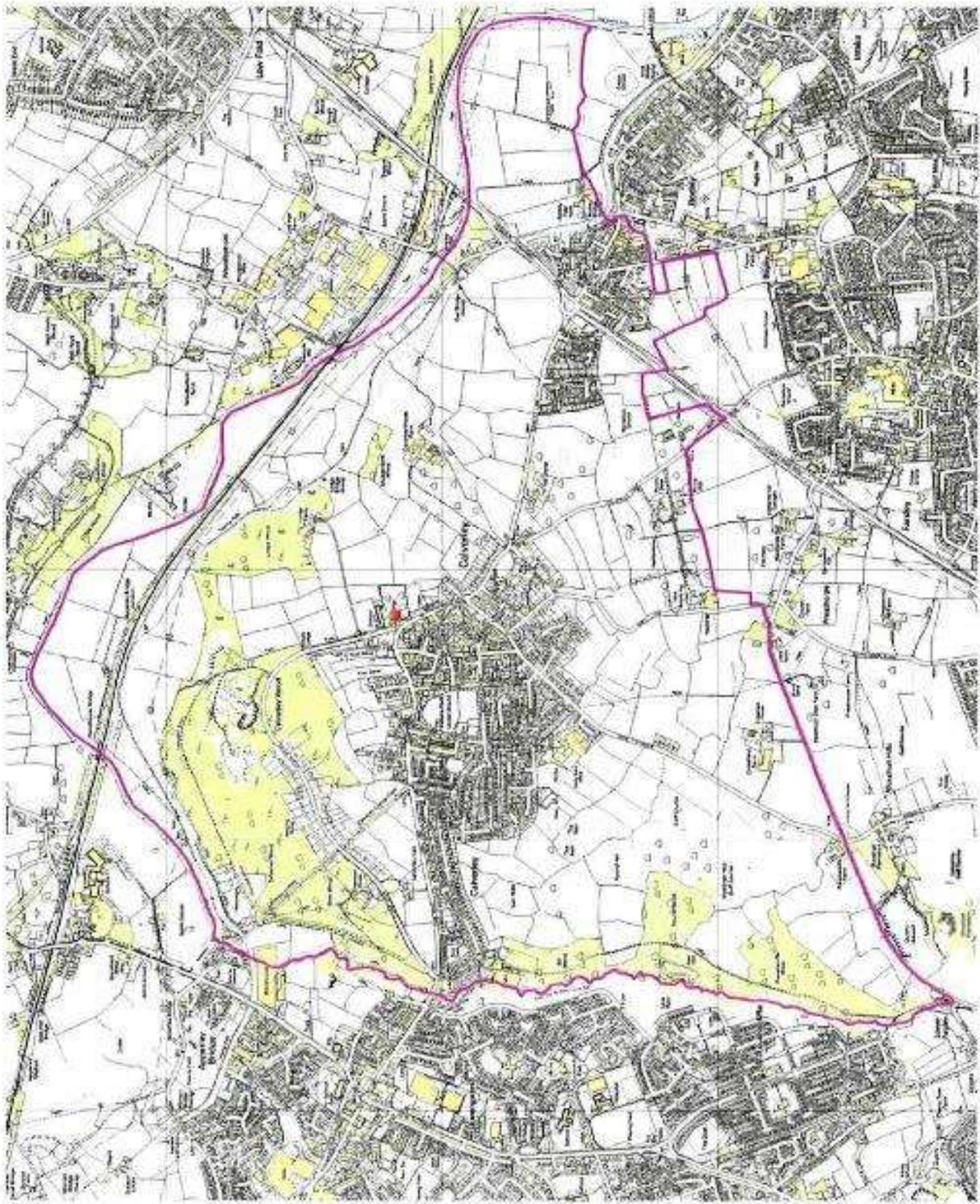
Attendance must be physical and does not include any on-line services.

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.

If a disability or other 'special needs' circumstance prevents regular attendance at a specific place of worship but the person concerned is recognised by the church leaders as a 'regular worshipper' then this can be taken into consideration in your declaration and the verification of your "regular worship at a Christian Church".

A 'Supplementary Information Form' (**SIF**) to provide confirmation of attendance at Christian worship is available from the school and attached to this policy. The form should be signed by the Vicar/Minister of one of the Churches above and returned to the school. During a vacancy, the form should be signed by a Churchwarden or Senior Steward.

It is the parent's responsibility to ensure that the SIF is completed and returned to the school by the closing date for School Applications which is 15 January.



The Parish Boundary as at 7.11.14 is marked in pink.

Appendix 1

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO CALVERLEY
CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL**

INTRODUCTION

Calverley Church of England Voluntary Aided Primary School. The school is designated as a school with a Religious Character and as such is permitted to give application preference to members of a particular faith or denomination. The purpose of the Supplementary Information Form (SIF) is to verify attendance at Christian worship of the child applying for a place at Calverley Church of England Primary School.

Please complete this form if you want your application to be considered under the attendance at Christian worship oversubscription criteria of the school's admissions policy.

I (name of parent/guardian)	
Address	
Parent/Guardian of (child's name and child's date of birth)	Application for a school place commencing (month & year)

Declare by ticking a box that for at least one year the child named above has been a

Regular worshipper i.e. worshipping at Calverley St Wilfrid's church on average at least twice a month, for the 12 months prior to the date of the application.

Or

Regular worshipper i.e. worshipping on average at least twice a month, for a period of at least one year, prior to the date of application at Calverley Methodist Church.

Please tick

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 alternative premises have been available for public worship.

Parent/Guardian Signature

Please print your name

Date of Signature

**PLEASE HAVE THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION
See the schools admissions policy to find out who these persons are**

Verified by	Vicar / Minister (During a vacancy, the form may be signed by a Churchwarden or Senior Steward)
Signature	
Please print your name	

Status within the church	
Date of Signature	
Your contact address / telephone	

Please return to Calverley Church of England VA Primary School Town Gate, Calverley, LS28 5NF



CALVERLEY CE PRIMARY SCHOOL

Church of England (Voluntary Aided)

Privacy Notice (How we use pupil information)

Changes to Data Protection Legislation

New data protection legislation came into force on 25 May 2018 and replaced the UK Data Protection Act 1998. The new General Data Protection Regulation (GDPR) and UK Data Protection Act 2018 provides a modernised, accountability-based compliance framework for data protection in Europe. It is intended to strengthen privacy rights in relation to personal information.

The new accountability principle in Article 5(2) of the GDPR requires data controllers to demonstrate that they comply with the good practice principles set out in the Regulation, and states explicitly that this is their responsibility. The school is the data controller of the personal information you provide to us.

This Notice sets out most of your rights under the new laws.

Further information about the new law can be found on the Information Commissioners website: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Parental/carer contact information (name, telephone number, home address and email address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Educational Needs information
- Exclusions / behavioural information

Why we collect and use this information

We use the pupil data:

- To support pupil learning
- To keep children safe
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To assist with our administration and communication systems – for example, text messaging and cashless services in school.

The lawful basis on which we use this information

We collect and use pupil information in accordance with **the lawful basis for collecting** and using pupil information specified in the GDPR (Articles 6 and 8).

- Processing is necessary for compliance with a legal obligation – an example is Education Act 1996 census – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Explicit consent of the data subject

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. For safeguarding purposes, we will need to collect contact information from parents and have a legitimate interest to share this information, on occasion, with all parties who have designated parental responsibility to verify its accuracy.

Storing pupil data

We hold pupil data in line with the Information Records Management Society Toolkit for Schools [_\(see www.IRMS.org.uk / toolkit for schools\)](http://www.IRMS.org.uk/toolkit-for-schools)

Who we share pupil information with

We routinely share pupil information with:

- Schools or colleges that pupils attend after leaving us at age 16
- Our local authority
- The Department for Education (DfE)
- The Health Service
- Educational support system providers such as CPOMs, assessment tracking etc.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to: <https://www.gov.uk/education/data-collection-andcensuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/nationalpupildatabase-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received> To contact

DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the **Headteacher / Data Protection Officer**.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Richard Lewis-Ogden – Data Protection Officer

Email: Richard@bywaterkent.co.uk