



Admissions Policy 2018-2019

Date of Policy:	Spring 2018
Review Date:	Annually
Responsibility:	Full Governing Body

Admissions to an Aided school are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

The Governors of Leigh St Peter's C.E. Primary School and the Local Authority undertake that 60 children may be admitted to the Reception classes and 54 children into the Nursery classes. If no more than 60 applications are received, all the applicants will be offered places.

The Governors will admit all children having a statement of special educational needs in which the school is named. In the event of oversubscription for the remaining places in Reception will be allocated by use of the following criteria, which will be applied in the order of priority in the order that follows.

1.	Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order.
2.	Children who will have an older brother or sister attending the school at the time of their admission. (see note C)
3.	Baptised children whose parent(s)/guardian(s) are in regular attendance at St Peter's Church or any fresh expression of St Peter's Church. (see note A)
4.	Baptised or dedicated children whose parent(s)/guardian(s) are in regular attendance at a church or any fresh expression of a Christian church.
5.	Any other children (by proximity).

Notes:

- a) Regular attendance is taken to mean a minimum of once a month attendance at church at public worship or a fresh expression eg Messy Church, Cafe Church etc for at least the year prior to 1st September in the year before admission to the school. Evidence of infant baptism or dedication of the child and of regular attendance of parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the Supplementary Information Form available from school.
- b) Geographical Proximity:
If more children fall into any one category than the number of places left, the Governors will offer places to the children who live nearest to the school. Distance will be measured in a

straight line from the child's home address to the front gate on Leigh Street, using Wigan Council's measuring system.

Tie Breaker:

In cases where there are two or more children with the same distance measurement (for example if more than one child lives in a block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. This process will be supervised by someone independent of the school. Please contact the school if you would like more information about this.

Twins: Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.

Child's home address:

You must give the correct permanent home address. This is where the child and parent, or the person who has care of the child or parental responsibility, normally live.

If you are separated and your child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

- c) 'Brother' or 'sister' includes half-brothers & half-sisters, step brothers & step sisters and foster brothers & foster sisters who live at the same address as part of the same family.
- d) **Late applications** Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.
- e) **Waiting List** Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admissions number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. The waiting list will operate until the end of the autumn term only.
- f) **Admission of children outside their normal age group**
Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.
The parents of a summer born child (born between 1 April and 30 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.
- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

Stage 2 – decision

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.

Part-time attendance

Parents can request that their child attends part-time until the child reaches compulsory school age.

RIGHT OF APPEAL: Under the School Standards and Framework Act 1998 , parents have the right to appeal to an independent appeal panel if the school governing body refuse a place at this school. Information about this is also provided by the LEA.
Under the School Admission Code 2012, parents have the right to refer a school's admission policy to the School's Adjudicator if it fails to conform to the provisions of the Code.

Letters of appeal should be addressed to
The Clerk of the Governing Body
Leigh St Peter's CE Primary School
Leigh Street
Leigh
WN7 4TP

Nursery Admissions

In our Nursery there are 52 places for 3 and 4 year olds and 16 places for our 2 year olds. Parents will be asked to choose from a variety of options as to what nursery sessions they would prefer, including 30 hour places for those that qualify.

However, it may not always be possible to allocate all first choice requests depending upon demand. The Senior Leadership Team will make the final decision about session allocation after taking all factors into consideration. A place in the Nursery does not guarantee a place in the Reception class the following year. A separate application must be made for a Reception place. The following criteria and procedures are followed for Nursery admissions.

Notes:

2 year old room:

Places in the 2 year old room are only allocated to those children who qualify for the free 2 year old places.

3 and 4 year old room:

Children will be admitted into pre-school either in the term after they have had their third birthday or at the beginning of the Autumn Term before their fourth birthday.

Parents are asked to fill in an admissions form.

1. Looked after children (children in public care)
2. Date of birth

Tie-breaker:

If more children fall into any one category than the number of places left, the Governors will offer places to the children who live nearest to the school. Distance will be measured in a straight line from the child's home address to the front gate at the infant site, using Wigan Council's measuring system.

If there are more children than places available, a waiting list will be kept ranked in the above order. If a place becomes available it will be offered to the next child on the waiting list.


In-year admissions

The Local Authority will co-ordinate in-year admissions subject to Local Authority Service Provision.

LEIGH ST. PETER'S C.E. PRIMARY SCHOOL

SUPPLEMENTARY INFORMATION FORM

Will you please complete the following information about your child and return it to St Peter's CE Primary School.

Surname	Forename	Male / Female
Home Address	Date of Birth	
Post Code		
	Mobile	
Parent / Carer		
Please give details of any brothers or sisters who will be at Leigh St Peter's Primary School on September 1st, in year of admission.		
Name	(please state whether natural brother/sister , step brother/sister or foster brother/sister)	Age

CHURCH CONNECTIONS

<u>Baptism</u>	Yes / No (Please delete)	If 'yes' Proof of Baptism required (eg copy of certificate) attached Yes / No
<u>Attendance</u> - Name / Address / telephone number of (Priest / Minister / Pastor) in Charge of church or the fresh expression of the church where you attend at least once a month:		
I confirm that the Church is one which is named in the Admissions Policy or belongs to one of the denominations named in the policy, and that the information provided by the family above is correct.		
Signature of Priest / Minister / Pastor:		

This information falls within the Data Protection Act. The information supplied will be held on computer for the purposes of education and training administration and will be used solely for this purpose and disclosed when necessary to other Local Authority schools, etc. The information on this form and any other information subsequently provided whether by meeting, phone, fax or mail would also be used for this purpose. I freely consent to the use of the personal data as described in this paragraph.

Signed:

Parent / Carer

Date: