



ADMISSION POLICY 2024 - 2025

Date of Policy:	Autumn 2022
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 52 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 an Educational Health and Care Plan 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.	Children in public care and previously looked after children. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criterion also includes looked after children and all previously looked after children 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.
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 e.g. 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.

** In the event that during the period specified for attendance at worship or a fresh expression that have been 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.

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:

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- your television licence
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

Siblings:

'Brother' or 'sister' includes half-brothers & half-sisters, stepbrothers & step sisters and foster brothers & foster sisters who live at the same address as part of the same family.

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.

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 be maintained until 31st December 2023.

Part-time admissions

Where parents wish, their child can attend part-time until the child reaches compulsory school age.

Deferred entry

Where parents wish, they can defer the date their child is admitted to the school until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

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 2021, 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

In-year admissions

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

Nursery Admissions

In our Nursery there are 52 part time equivalent 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 Nursery:

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 Pre-school:

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.

Allocation of places will be determined by the following criteria:

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


Tie-breaker:

If more children fall into any one category than the number of places left, we 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.

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
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Attendance - 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 (see note A):

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: