



ADMISSION POLICY 2025-26

Date of Policy: Autumn 23
Review Date: Annually
Responsibility: Full Governing Body

Admissions to an Voluntary 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 **30** 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.	<p><u>Children in public care and previously looked after children.</u> 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)]. This criteria 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**.</p>
2.	<p>Children with sisters or brothers in school on the date that the list of children (who have named us on their admissions application) is ranked; (to include full brothers and sisters, half brothers & sisters, step brothers & sisters and foster brothers/sisters who live at the same address as part of the same family unit).</p>
3.	<p>Children who, with their immediate families*** are regular worshippers at St Peter's CofE Church, Westleigh (a regular worshipper is deemed as one who attends Sunday worship on at least 12 occasions during the 12-month period prior to the closing date for applications – January 2025-January 2026). Written verification by a member of the clergy or designated church officer, or a St Peter's Church.</p> <p>Regular Worship can include Messy Church which takes place at Leigh St Peter's CE Primary School on the 1st Saturday of each month for at least the year prior to 1st September in the year before admission to the school. (See Note A)</p>
4.	<p>Children who, with their immediate families*** have an active membership of a church which is a member of Churches Together in Britain and Ireland, either within the boundary of Westleigh St Peter's parish or outside of the boundary (a regular worshipper is deemed as one who attends worship on at least 12 occasions during the 12-month period prior to the closing date for applications – January 2025-January 2026). Written verification by a member of the clergy or designated church officer where the person(s)</p>

	worship or a completed Supplementary Information Form is required as evidence of regular worship.
5.	Any other children (by proximity). (See Note B)

Notes:

a) 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 Messy Church 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.

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.

In cases where there are two or more children with the same measurement (for example if more than one child lives in a block of flats), or where to admit another child would breach the infant class size regulations, a fair draw will pick who will be offered a place. This process will be supervised by someone independent of the school. If we offer the last place available to one of twins (or triplets and so on) our policy is to admit the other twin or triplet too.

Deferred Entry:

Parents can request that the date their child is admitted to the school is deferred 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.

Part-Time Attendance:

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

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/carers is unable to provide sufficient proof of their residence.

c) Siblings:

'Brother' or 'sister' includes half-brothers & half-sisters, stepbrothers & stepsisters 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. School will maintain the waiting list until 31st December 2025. 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 31st December.

f) 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.

g) 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 1st April and 30th August) may choose not to send their child to school until the September following their 5th 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 that they wish to be considered.

- ⇒ 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 15th January) in order to give sufficient time for
- ⇒ the case to be considered prior to the offer of school places on 16th 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 into reception class for children who will not be of statutory school age.

Stage 2 - decision

Requests for voluntary-aided 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 birth date.
- ⇒ 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. The right does not apply if they are offered a place at the school but not in the preferred year 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 schools complaints procedure where the decision has been made by the school.

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 Full 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 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 required to fill in an admissions form.

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

Tiebreaker:

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.

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:		First Name:	
Home Address:			
Postcode:			
☎ Number:			
Mobile Number:			
Date of Birth:			
Parent/Carer Name:			

Please give details of any brothers or sisters who will be at Leigh St Peter's Primary School on September 1st, in the year of admission.

Name	Class	Please state whether natural brother/sister, stepbrother/sister or foster brother/sister	Age

Church Connections:

Baptised:	Yes/No (Delete as appropriate)	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):

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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: _____ **Date:** _____

This information falls within the remit of GDPR policy and procedures. 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, or email 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)**