



Leigh St Peter's CE Primary School

Admissions Policy

Member of Staff Responsible:	Governing Board
Signed (Chair of Governors'):	Margaret Hughes
Signed (Headteacher):	Kevin Robinson
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Leigh St Peter's CE Primary School

Admissions Policy 2026-27



Our Christian Vision is:

"Let Your Light Shine" Matthew 5:16

Vision & Values:

Our Christian Vision is to provide a happy, safe, and caring high quality learning environment where all members of the school community have the opportunity to flourish; 'living life in all its fullness'. Our Christian Values have been developed in line with everyone who is invested in our school community: its pupils, parents', staff, and governors and we aim to ensure that these Christian Values are at the heart of everything we do at Leigh St Peter's CE Primary School.

Introduction:

This document sets out the admission arrangements of Leigh St Peter's CofE Primary School.

For the purposes of this policy, the Governing Board is the admission authority.

Process:

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.

The Local Authority will inform parents of the offer of a place on behalf of the Governing Board on the national offer date 16th April or the next working day.

Leigh St Peter's CE Primary School has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria:

1. Looked After Children and Previously Looked After Children:

The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) 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" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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. Siblings:

Siblings of pupils attending the school at the time of application who live within the catchment area/parish. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

3. Faith Based:

Regular attendance at public worship at St Peter's Church, Westleigh Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

Regular attendance at public worship in any Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

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.

4. Other children based on distance

Any other children (by proximity).

Tie-breaker:

Proximity to the school: where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to the main entrance at the school using a Geographical Information System (GIS) which is based on ordnance survey

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

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.

In-Year admissions:

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in. Admission of children outside their normal age group.

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will

submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc.

Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
 - ✓ where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

Waiting Lists:

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure:

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Clerk to Governing Board at Leigh St Peter's CofE Primary School at Leigh Street, Leigh, Greater Manchester, WN7 4TP within 45 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://leighsaintpeters.wigan.sch.uk/>.

School age:

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

Deferred entry for infants

A child is entitled to a full-time place in the September following their 4th birthday. Parents have the right to defer their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be deferred to the next academic year.

Address definition:

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 license
- wage/salary slip
- proof of your child tax credits

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

Enquiries:

Should be to Clerk to Governing Board at Leigh Street, Leigh, Greater Manchester, WN7 4TP.