

# St Andrew's C.E. Primary School



## OUR MISSION STATEMENT With God's help we aim high

We believe that St Andrew's Church of England Primary School exists to provide life's main opportunities for our children guided by and learning from the example and teaching of Jesus Christ.

These opportunities come from an ethos and curriculum that provide maximum learning experiences for each individual child, no matter what their particular learning abilities may be.

We will aspire to a curriculum which results in the enjoyment of learning, children who feel good about themselves and in which everyone can be good at something. We will encourage pupils to show tolerance and respect for each other, set themselves high standards, to take pride in their work and do their best.

We will provide curriculum enrichment activities including first hand experiences, creative opportunities, visits and visitors.

We will offer every child the chance to achieve as much as they are able.

We will achieve high standards for all children, giving them secure foundations for future learning and success in life.

### Admissions Policy 2022-23

St Andrew's Church of England Primary School is a Voluntary Aided primary school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bolton Council (the Local Authority) and the school liaises with the Local Authority on admissions issues. The following arrangements for admissions, which include the criteria used to determine the allocation of places when the school is oversubscribed, have been agreed following consultation with parents, Manchester Diocesan Board of Education, neighbouring admission authorities, other interested parties and Bolton Local Authority. Responsibility for admissions is delegated to the Governing Body Admissions Committee.

#### How to apply

Applications for admission to the Reception Class must be made on the local authority's application form. Applications must be submitted to the local authority by the closing date set by the local authority. Details of all the applications made will be forwarded to the school by the local authority. On the notification date the local authority will inform parents whether or not their child has been allocated a place at the school. Parents are also advised to complete and return the Supplementary Form.

#### Admission arrangements for admission to Reception in September

##### Published Admission Number

The school's published admission number (PAN) agreed for admission to the Reception Class is 30. If no more than 30 applications are received for admission to the Reception Class, all applicants will be offered places.

The Governing Body will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement/EHCP the school is named.

##### Oversubscription criteria

In the event of demand for school places exceeding the number available (after the admission of any children having a statement of special educational needs or an EHCP in whose statement/EHCP the school is named), the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority shown.

- 1) Looked after children and previously looked after children.
- 2) Children with siblings in school at the time of admission. A sibling is defined as a brother or sister, step-brother or step-sister living at the same address and full brothers or sisters living apart.

- 3) Children of parents/guardians resident within the boundaries of St. Andrew's district, who are active worshipping members of St. Andrew's Church, Over Hulton.
- 4) Children of parents/guardians resident within the boundaries of St. Andrew's district, who are active worshipping members of other churches which are members of Churches Together in Britain and Ireland.
- 5) Children of parents/guardians resident outside the district of St. Andrew's who are active worshipping members of St. Andrew's Church, Over Hulton.
- 6) Other children resident within the boundaries of St. Andrew's district
- 7) Children resident outside the boundaries of St. Andrew's district, who are active worshipping members of other churches which are members of Churches Together in Britain and Ireland.
- 8) Other children resident outside the district of St. Andrew's

**Notes:-**

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 at the time of making an application to a school. 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).

'Active worshipping members' means a minimum of monthly attendance at church at public worship by at least one of the child's parents, and attendance at church at public worship or Sunday School or Junior Church by the child, for at least 12 months prior to **submission** of the Local Authority preference form \*. Evidence of regular attendance must be provided by a member of the clergy or other designated church officer on the Supplementary Form provided with the Local Authority preference form.

A list of churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)

A map showing the boundary of St Andrew's district can be viewed at the school.

**\*INSERTED September 2020: Relevant to points 3, 4, 5 and 7 above, 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\*.**

**Tie-breakers:**

Priority within all the above categories will be determined on the basis of proximity to the school, those living nearest being accorded the greatest priority. Distance will be measured in a straight line from the front door of the child's normal home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system. A map showing the district boundaries can be viewed in school. The 'normal' home address of the child will be taken to be the home in which the child sleeps for the majority of the school week.

Proof of address is required at the time of application. Church references are required at the time of application for those claiming priority due to church attendance. Therefore, applicants to St. Andrew's are advised to complete the Supplementary Form for parents applying to a Church of England Primary School, in order to show how the school's admission criteria is met in respect of church attendance. This form is available on line or from Pupil and Student Services Unit. Please note that completion of this form is not compulsory, but failure to fill in the form may affect where your child is placed within the oversubscription criteria.

### **Final Tie-breaker**

If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

### **Multiple births**

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

### **Infant class size**

Under the School Standards and Framework Act 1998 and the School Admissions Code, infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances, which are set out in the School Admissions Code.

### **Information on Previous admissions**

Information on last year's admissions, the number of children who were admitted under each criterion, can be found on the school's website.

### **Final Tie-breaker**

If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

### **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 admission 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. This waiting list will operate until 31<sup>st</sup> December at the end of the Autumn term only.

### **Deferred Admissions**

Children are entitled to a full time place in school in the September following their fourth birthday.

Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

### **Admission outside the child's normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that 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. Parents requesting admission out of the normal age group must put their request in writing, addressed to the Head teacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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 governing body will also take into account the views of the Head teacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

**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.**

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as a result of a fraudulent or intentionally misleading application (for example, a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the governing body is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Late applications for admission**

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the oversubscription criteria.

### **In Year Admission**

All in-year admissions will be co-ordinated by the Local Authority. Guidelines and admission forms are available from Pupil and Student Services at Bolton Council or can be obtained from the school office.

### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Local Authority. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against the decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. Please refer to the appeals process outlined in the Admissions booklet provided by the Local Authority.

### **Fair Access Protocol**

The school participates in the Local Authority's In-Year Fair Access Protocol for unplaced children. There is no duty to comply with parental preference when allocating places under the In-Year Fair Access Protocol.

**Please keep this copy of this Admissions Policy for your own information.**

