

St. Andrew's Church of England Primary School

Admissions Policy for entry to school in 2018

There are 30 places available in the Reception year group in 2018. St. Andrew's has three classes in the Infant department of 30 or less, as the law requires.

Children who have a statement of Special Educational Needs in which St. Andrew's is the named school will be given priority in accordance with Section 324 of the Education Act.

In the event of demand for school places exceeding the number available, the Governors' Admissions Committee will make the allocation, using the following criteria applied in order

- 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.
- 2) Children of armed service personnel, if the school has been notified that the family will be moving into the area and an application has been made for admission.
- 3) Children whose medical or social circumstances mean that their needs can only be met at St. Andrew's school. Professional supporting evidence e.g. from a doctor, psychologist or social worker must be included in the application. This should set out the particular reasons why St. Andrew's is the most suitable school for the child and the difficulties that would be caused if the child had to attend another school.
- 4) 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 as the child for whom the application is being made. Sibling priority will not be given where the brother or sister or step-brother or step-sister lives at a different address to the child for whom the application is being made. No sibling priority is given to cousins regardless of their address.
- 5) Children of families resident within the boundaries of St. Andrew's district, who are active worshipping members of St. Andrew's Church, Over Hulton.
- 6) Children of families resident within the boundaries of St. Andrew's district, who are active worshipping members of other churches which are members of Churches Together.
- 7) Children of families resident outside the district of St. Andrew's who are active worshipping members of St. Andrew's Church, Over Hulton.
- 8) Other children resident within the boundaries of St. Andrew's
- 9) Children resident outside the boundaries of St. Andrew's district, who are active worshipping members of other churches which are members of Churches Together.
- 10) Other children resident outside the district of St. Andrew's

Active worshipping members of a church means attending worship at least once a month sustained over a period of at least the last year.

Priority in 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 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.

Twins, triplets

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 size requirement if it is possible to do so.

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 the end of the autumn term only.

Deferred Admissions

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.

Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, either on the school's supplementary information form or in a covering letter.

Please keep this copy of the Admissions Policy for your own information

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.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify Democratic Services, Town Hall, Bolton, BL1 1RU within 14 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.