



ST. BARTHOLOMEW'S

CHURCH OF ENGLAND PRIMARY SCHOOL

Admissions Policy

Our Mission Statement

At **St. Bartholomew's Church of England Primary School** we strive to develop a love of learning through high standards of education. We will provide a caring, Christian community with exciting opportunities nurturing everyone to be independent, able and curious.

ADMISSIONS POLICY

Admissions to a voluntary aided school are the responsibility of the Governing Board, in agreement with Manchester Diocesan Board of Education and Bolton Council (the Local Authority). The school is required to act in accordance with the School Admissions Code, and the admissions process is co-ordinated by the Local Authority.

Responsibility for admissions is delegated to the Governors' Admissions Committee.

The school's published admission number agreed for the admission of children to the Reception Class each September is 30. If no more than 30 pupils apply for admission, all applicants will be offered places.

The Governing Body will admit all children with statements of Special Educational Needs or Education, Health and Care Plans (EHCPs) in which the school is named.

Applications for admission to Reception must be made on the form available from the Local Authority. Applicants seeking places under criteria 3 or 4 below should also complete the Supplementary Information Form that is available from school.

When the number of applications received is greater than the number of remaining places available (after the admission of any children with a statement of Special Educational Needs or an EHCP naming the school), 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 who will have an older brother or sister attending the school at the time of their admission. This includes full, step, half, foster and adopted brothers or sisters living at the same address and full brothers or sisters living apart.

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3. Children who together with their parent(s)/guardian(s) are regular attendees of the congregation of any of the churches within the Blackrod, Daisy Hill, Westhoughton and Wingates Team Ministry (St. Bartholomew's, St. John's Wingates, St. Thomas' Chequerbent, St. James' Daisy Hill, St. George's, St. Katharine's Blackrod).
4. Children who together with their parent(s)/guardian(s) are regular attendees of the congregation of another Christian Church which is a member of Churches Together in Britain and Ireland. A list of member churches can be viewed at www.ctbi.org.uk.
5. All other children.

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).
- Regular attendance at church means a minimum of monthly attendance at church at public worship for at least the 12 months prior to submission of the Local Authority preference form for admission. Evidence of attendance must be provided by a member of the clergy or other designated church officer on the form provided with the Local Authority preference form. Applicants who satisfy Points 3 and 4 of the above admissions criteria will be ranked on duration of regular attendance (at least monthly). For example, a child, who together with their parent/carer had attended public worship at church monthly for the three years prior to submission of the Local Authority preference form would be ranked higher than a child, who, together with their parent/carer had attended public worship at church monthly for the two years prior to submission of the Local Authority preference form and so on. Applicants with Church attendance of less than 12 months will be considered within Point 5 (All other children).
- In the event of oversubscription in any category, places will be awarded to according to the geographical straight line distance between home and school as measured by the Local Authority, nearer addresses having priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.



Information on Previous Admissions

Information on last year's admissions, the number of children that were admitted under each criterion, can be found on the school's website - <http://www.st-barts.bolton.sch.uk/Pages/Documents.aspx>.

Multiple Births

Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the published admission number if it is possible to do so (see note below about the infant class size limit).

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.

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 31st December at the end of the Autumn term only.

Deferred Admission

Children are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been

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allocated and accepted parents can request that the 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 criteria.

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 LA. 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 this 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.

In-Year Admissions

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

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.

Reviewed

November 2016

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