

St. Peter's C.E. Primary School – Farnworth

Admission arrangements for admission to the Reception Year

Applications for admission to the Reception Year in September must be made on the local authority's common application form. Details of all the applications made will be forwarded to the school by the local authority. Applicants for admission on faith grounds also need to complete the Supplementary Information Form available from the school. The timetable for submitting applications, and notifying parents, of the outcome is published by the local authority.

Children whose applications are successful will be admitted to the Reception Year in September at the beginning of the Autumn term before their fifth birthday. Children entering the Reception Year in September will be invited to spend a number of sessions with class teacher and new friends towards the end of the summer term prior to their date of admission. Parents are encouraged to attend a meeting before the child starts school when all information about the school will be circulated and discussed.

Admissions Policy

St Peter's Church of England Primary School is a Voluntary Aided school. Admissions to an Aided school are the responsibility of the Governing Body, in agreement with the Diocesan Board of Education and the Local Authority. The school is required to act in accordance with the School Admissions Code. Responsibility for admissions is delegated to the Governing Body Admissions committee. No member of this committee may be otherwise involved in the admissions process e.g., by writing references on behalf of the church.

The Published Admission Number (PAN) agreed for admission to the Reception Year is 60. If no more than 60 applications are received for admission to the Reception Year, all applicants will be offered places.

The Governors will admit all children who have a statement of special educational needs or an Education, Health and Care Plan (EHCP) in which the school is named. In the event of over subscription for the remaining places they will be allocated by use of the following oversubscription criteria which will be applied in the order of priority set out below;

1. 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 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).
2. Regular attendance by the parent/guardian and the child (a minimum of monthly in the 12 consecutive months prior to the date of application for admission to the school) at public worship at a church which is a member of the Parish of Farnworth, Kearsley and Stoneclough. Evidence will be required from a member of the clergy or Church Officer. (A list of churches which are members of the Parish of Farnworth, Kearsley and Stoneclough can be viewed at the school.)

3. Regular attendance by the parent/guardian and the child (a minimum of monthly in the 12 consecutive months prior to the date of application for admission to the school) at public worship at a Christian church which is a member of Churches Together in Britain and Ireland and which is within a 3 mile radius of the school. Evidence will be required from a member of the clergy or Church Officer. (A list of churches in membership of Churches Together in Britain and Ireland may be viewed at www.ctbi.org.uk)
4. Children who will have an older brother or sister attending the school at the time of admission. This includes full, step, half, fostered and adopted brothers or sisters living in the same home and full brothers or sisters living apart.
5. Children whose medical or social circumstances mean that their needs can only be met at the school. (Professional supporting evidence e.g. from a doctor, psychologist or social worker is essential and must be provided. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child attended another school).
6. All other children who wish to attend the school.

Tie-breakers

In the event of over subscription within any category the Governors will use geographical proximity to the school to determine the offer of places. This will be the distance to the child's normal front door from the main gate of the school in a straight line, as defined by the local authority, the nearer address 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. 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 oversubscription 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 oversubscription 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 for 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 December at the end of the Autumn term following admissions in September.

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 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.

Twins, triplets etc.

Where there are children of multiple births wishing to be admitted and the sibling is the 60th child, the Governors may admit over the published admission number if it is possible to do so, as such children are permitted exceptions to the infant class limit

Appeals

Where the Governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standard and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the Governors at the school 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.

Requests for admission outside a 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 Headteacher 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 Headteacher. 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.

Non-routine admissions In year admissions Applications to join other year groups

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school. All applicants must use the standard Local Authority in year admission form and the Local Authority will co-ordinate the application for a place. The Governing Body Admissions committee will decide whether the applicant shall be offered a place.

If the applicant has indicated more than one preference the LA will make an offer of a place at the highest preferred school available.

Occasionally it may be necessary to refer the application to the local authority's in year fair access panel on the basis that the school feels unable to offer the child a place, due to the exceptional circumstances of the case. Each case of this type will be considered individually. The school has signed up to the in year fair access protocols and will abide by the outcomes of the panel's decision.

If there is no place available in our school then the Governing Body Admissions committee will inform the LA and information about how to appeal against the refusal will be provided.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

SUPPLEMENTARY FORM FOR PARENTS APPLYING FOR ADMISSION TO ST.PETERS C.E. PRIMARY SCHOOL, FARNWORTH

This form must be submitted along with the local authority's common application form if you wish to apply under criteria 2 or 3 of the admissions policy as part of your application.

Name of child _____

Date of birth _____

Name of parent(s)/guardian(s) _____

Address _____

Name and address of church the child and at least one parent/guardian attend

Name of vicar/priest/minister/faith leader _____

Can you confirm that you and your child attend public worship at the above church at least once per calendar month? Yes/No

Has this attendance been sustained for at least 12 consecutive months, prior to the date of application? Yes/No

I declare that the above information is correct and complete.

Parent/Guardian signature _____

Date

Reference from Church/Faith Leader

Name and address of church

I confirm that the above information provided by the parent/guardian is correct.

Name of Vicar/Priest/Minister/Faith Leader _____

Denomination _____

Address _____

Vicar/Priest/Minister/Faith Leader's signature _____

Date _____