

St. George's C. of E. Primary School

ADMISSION ARRANGEMENTS 2018



Ratified by St George's Governing Body – Date: _____

The Governors of St. George's Church of England Primary School have reviewed the admissions policy and oversubscription criteria and they propose that for admissions to Reception Year in September 2018 the arrangements will be as follows:

The published admission number of intended admissions to Reception for the year commencing 1st September 2018 is 45. If no more than 45 pupils apply for admission, all applicants will be offered places.

Applications for admission to Reception must be made on the form available from the local authority. Applicants seeking places under criteria 5, 6 or 7 below should also complete the Supplementary Information Form available from the school.

The school will admit all children with statements of Special Educational Needs or Education, Health and Care Plans where the school is named.

When the number of applications received is greater than the number of remaining places available, 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 eligible for the service premium.
3. Children whose medical circumstances mean that their needs can only be met at this school.
4. Brothers and sisters of those attending St. George's CE Primary School at the time of admission.
5. Children who attend worship regularly with their parent/guardian at St George's Church and/or other churches within the Blackrod, Daisy Hill, Westhoughton and Wingates Team Ministry. These are St Katharine Blackrod, St James Daisy Hill, St Bartholomew Westhoughton, St Thomas Chequerbent and St John Wingates.
6. Children who attend worship regularly with their parent/guardian at other churches within Westhoughton that are members of Churches Together in Britain and Ireland.
7. Children who attend worship regularly with their parent/guardian at churches outside Westhoughton that are members of Churches Together in Britain and Ireland.
8. 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. 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).
- The service premium is designed to support children with parents serving in the regular British armed forces. Pupils attract the premium if: one of their parents is serving in the regular armed forces; one of their parents served in the regular armed forces in the last three years; one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme.
- The Governors will consider applications against the oversubscription criteria in advance of the family arriving in the area for children of UK Armed Forces service personnel with a confirmed posting to the area, provided that the application for a place is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.
- Regular worship means a minimum of fortnightly attendance at church at public worship for at least the year prior to the closing date for admission to school. Applicants for places under criteria 5, 6, or 7 need to complete and return the Supplementary Information Form available from the school. A list of churches in membership of Churches Together in Britain and Ireland can be viewed at www.ctbi.org.uk
- Where there are more applicants within a category than the number of places remaining available, then geographical distance between home and school, using the Local Authority's measurement system, will be used as the final determining factor, 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. If two or more applicants for the final available place have equal priority under the criteria and live the same distance from the school, random allocation will be used as a tie-breaker to determine the allocation of the final place. Someone independent of the school will supervise this process.
- Children who suffer from some medical condition or disability, which makes it better for them to attend this school rather than another. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that the existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. **Medical evidence MUST be provided at the time of application.**
- Brother or sister includes full, step, half, foster and adopted brothers or sisters, living at the same address and full brother or sister living apart.
- **Multiple births** - Where twins, triplets etc. or other children born within the same school year might be split when allocations take place, and there are too few places available at the school to accommodate them all, the governing body will exercise as much flexibility as possible within the requirements of the limit on infant class sizes. In exceptional circumstances we are now able to offer places for multiple births, even when this means breaching infant class size limits.
- **Waiting list** - 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. 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 following admissions in September.

- **Admission of children below compulsory school age and deferred entry to school** – 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.
- **In-year admissions/admissions to other year groups** – Applications for places in other year groups or outside the normal admission round for Reception should be made to the school.

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.

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 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.

Nursery Admissions

52 part-time places are available in the Nursery. A place in Nursery does not guarantee a place in the Reception class the following year. A separate application must be made if parents of children in the Nursery wish to apply for a place in Reception.