

## **St. Stephen and All Martyrs' CE Primary School Admissions Policy (for Admissions from September 2018)**

Admissions to St Stephen and All Martyrs CE Primary School are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

Responsibility for admissions is delegated to the Governing Board Admissions Committee.

The published admission number for 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 Governors will admit all children having a statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) in which the school is named.

### **Oversubscription criteria:**

When the number of applications received exceeds the number of remaining places available, the Governors will allocate places using the following criteria applied in priority order.

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 looked after 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. Children whose medical or social circumstances mean that their needs can only be met at this school. (see note a)
3. Children who will have an older brother or sister attending the school at the time of admission. (see note b)
4. 20% of the remaining places (rounded to the nearest whole number) will be allocated to any children based on geographical proximity to the school. (see note d about measurement of distance)
5. Children who regularly attend or whose parent/carer is in regular attendance at St Stephen and All Martyrs church. The school's supplementary form must be completed. (see note c)
6. Children who regularly attend or whose parent/carer is in regular attendance at a local church which is a member of Churches Together in Britain and Ireland, or a local Churches Together group. The school's supplementary form must be completed. (see note c)
7. Any other children.

### **Notes:**

- a) Where admission is sought under exceptional medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. 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 had to attend another school.
- b) 'Brother or sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- c) Regular attendance is attending public worship at church at least once a month sustained over a period of at least the year prior to 1 January of the year of admission. Evidence of regular attendance of the parent/carer and/or child must be provided by completion of the school's supplementary form (available to download from the school website at [www.ssam.bolton.sch.uk](http://www.ssam.bolton.sch.uk) or from the School Office). Within this criteria priority will be given to those who have attended regularly over a longer period of time. 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). Local means in the parish or less than a mile outside the parish boundary (see map at school or at <http://www.achurchnearyou.com/parishfinder.php?BL2+1NZ>).
- d) Where there are more applicants than places available within any criteria, places will be allocated on the basis of proximity to the school, with those living nearest having the greatest priority. Distance will be determined by measuring a straight line from the centre of the child's normal home to the main entrance of the school (like the local authority's system). The normal home of the child will be taken to be the home of the adult with whom the child is ordinarily permanently resident. Appropriate evidence may be sought.

- e) **Final tie-break** 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 the final tie-breaker. Someone independent of the School will supervise this process.
- f) Where a single place remains at the school and the application being considered is for twins or other multiple birth children the Governors may admit over the infant class size limit of 30 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 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 at least until 31 December 2018 at the end of the autumn term following admissions in September.

### **Appeals**

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.

Bolton Council's Democratic Services Unit will set up appeals on behalf of all the schools in Bolton. An appeals form is available from Pupil & Student Services. 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 10 days' notice of the place and time of the hearing.

### **Admission of children following their 4<sup>th</sup> birthday**

Children in Bolton LA 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. Parents may therefore 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 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 see the separate note about requests for admission outside a child's normal age group.)

### **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.

**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 Local Authority.

**SUPPLEMENTARY FORM for parents applying for child's admission  
to St Stephen and All Martyrs CE Primary School in September 2018**

You should only complete this form if you wish to apply for admission to St Stephen and All Martyrs CE Primary School under their published faith criteria (criteria 5 and 6). Only forms countersigned by the Church Leader or other authorised official can be considered.

You may still show this school as your preference even if you do not attend Church and your application will be considered on the basis of the other admission criteria. In such cases this form need not be completed.

The admission criteria for the school are published in the booklet "Admission to primary school Information for parents and carers 2018/19". If you need further help you should contact the school or Pupil & Student Services. Please return the completed form in an envelope to the School office.

Child's name \_\_\_\_\_

DOB \_\_\_\_\_

Child's address \_\_\_\_\_

Which church do the parent/carer and/or child attend?  
\_\_\_\_\_

Has the parent/carer and/or child attended Church for public worship at least once a month during the period 1 January 2017 to 1 January 2018?

Please answer Yes or No:

For how many years prior to 1 January 2018 has the parent/carer and/or child sustained the above pattern of attendance?

Please state the number of years:

I declare that the above information is correct and complete.

Parent's signature \_\_\_\_\_

For completion by Church Leader:

I confirm that the above information is correct and complete.

I can verify that the child named and/or their parent/carer attend

Name of Church \_\_\_\_\_

Denomination \_\_\_\_\_

Church Leader's signature \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Tel. No \_\_\_\_\_

Forms which have not been countersigned by a church official will not be taken into consideration.