



**Together, we love, we learn, we shine.**

## **Admission Policy 2020**

At St. Andrew's School the Staff and Governors work together to create a happy secure and stimulating environment. We are committed to the provision of a high quality education which enables children to grow and develop within a caring Christian context.

St Andrew's Church of England Primary School is a Voluntary Aided school in the Diocese of Manchester. Admissions to a Voluntary Aided School are the responsibility of the Governing Body and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bury Council (the Local Authority) and the school liaises with the Diocesan Board of Education and the Local Authority on admissions issues.

Responsibility for admissions is delegated by the Governing Body to the Admissions Sub-Committee.

### **Admission arrangements**

The Published Admission Number for the admission of children to the Reception Year at the School is 30.

Places will be allocated to any child who has a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) and this school is named on the Statement or EHCP. If sufficient places are available, all other applicants will be offered a place (i.e. up to the Published Admission number for St. Andrew's which is **30**).

### **Oversubscription criteria**

**If the number of applicants exceeds the Published Admission Number, applications will be passed to the Admissions Sub Committee who will allocate places in order of priority as follows:**

- 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 [1] (or became subject to a child arrangements order [2] or special guardianship order [3].**
- 2** **Those children for whom some exceptional educational, medical or social need is established. See note a**

- 3 **Children whose older brother/sister/stepbrother/stepsister is (at the time of admission of the younger child) a pupil at the school.**
- 4 Child along with a parent(s)/carer(s)/grandparent(s) has attended public worship at **St Andrew's Church, Radcliffe or Sunday 'See & Know' (Crèche)** at least twice a month for at least the year prior to 1st January in the year before admission. **See note b.**
- 5 Child along with a parent(s)/carer(s)/grandparent(s) has attended public worship at other CE churches at least twice a month for at least the year prior to 1st January in the year before admission. **See note b**
- 6 **Other children from within St Andrew's Parish. (If in doubt, please ask the school or Vicar for a list of the streets/roads etc within St. Andrew's Parish).**
- 7 **Any other children.**

[1] Under the terms of Section 12 of the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002 (adoption orders).

[2] Under the terms of Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014 which defines a 'child arrangements order' as an order settling the arrangements to be made as to the person with whom the child is to live.

[3] Special guardianship orders are defined in Section 14A of the Children Act 1989.

#### **Notes:**

a. Exceptional educational, medical or social need: - where admission is sought under exceptional educational, medical or social criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker **must** be provided, which gives **compelling reasons why the child should attend this school rather than any other school.**

b. Regular attendance means a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st January in the year before admission to the school. **Evidence of regular attendance of the parent/carer/grandparent and the child must be provided by a member of the clergy or other designated church officer on the supplementary information form provided.** NB If you have recently changed the Church you attend, please explain in a letter, supported by a letter from the Clergy or Church Leader of your previous church.

#### **Tie-breaker**

If there is over-subscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using the Local Authority's computerised mapping system, which uses a straight line measurement. Those living closer on this basis will receive the higher priority. Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be taken as the address of the parent to whom Child Benefit is paid.

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.

### **Children from multiple births**

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number if it is possible to do so.

### **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. These children will remain an “excepted pupil” for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school
- b) Looked after children and previously looked after children admitted outside the normal admissions round
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
- d) Children admitted after an independent appeals panel upholds an appeal
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance
- f) Children of UK service personnel admitted outside the normal admissions round
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

### **Applying for a place in the Reception Year**

Applications for places 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.

If you wish your child to be considered within the faith categories (criteria 4 and 5), you must also complete the supplementary form which is available from the school and return it to the school by the date specified on the form.

Offers of places will be made to parents/carers, in writing, via the Local Authority, on the national offer day for primary schools.

Parents/carers are asked to confirm acceptance of the offer within 14 days. Where parents/carers have not accepted the place offered within 14 days, they will be given a further opportunity to respond, and will be informed that if they do not respond the offer may be withdrawn and consideration will be given to offering the place to a child on the waiting list.

Parents/carers not allocated a place for their child will be notified, in writing, and included with their letter will be details of their right to appeal.

### **Late applications**

All applications received by the published closing date will be considered on the basis of the school's admissions criteria. Applications received after this date will be considered after all the others, and if no places are available within the published admission number the late applications will be placed on the waiting list.

### **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 the 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 31 December at the end of the autumn term only.

### **Children attending the Nursery Class**

Admissions to the Reception Class are separate to those for the Nursery. Placing a child's name on the School's Register of Interest or attendance at the Nursery does **not** give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception Class. A separate application must be made for any child wishing to transfer from the Nursery to the Reception Class in the school.

### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, parents/carers 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/carers should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place.** Parents/carers 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.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions criteria had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

## Deferred Entry to School

Children are entitled to a full time place in school in the September following their fourth birthday. Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **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.

**Revised and adopted by the Governing Body**

**Signed**                      *P Richardson*

**Name and position**    **Mr P Richardson, Chair of Governors**

**Date**                        **17 October 2018**

**To be reviewed on**    **17 October 2019**

**Policy to be reviewed annually**