



Admissions Policy (2017/18)

Introduction

Atherton St. George's CE Primary School is a Voluntary Aided Church of England Primary School. The policy for admission to the school is determined by the Governing Body in consultation with the Diocesan Board of Education and the Local Authority.

Admissions

The standard number agreed for admission to the Reception Class is 45.

The Local Authority administers the admission programme, using the admission forms designed for this purpose. The Supplementary Information Form should be completed if applicants are seeking a place under any of criteria 2, 3, 4 or 5 below. Responsibility for admissions is delegated to the Governing Body's Admissions Committee.

The Governing Body will admit all children having a statement of special educational need or education health and care plan in which the school is named.

If more children apply to the school than the number of places available then each applicant will be considered using the following criteria, which will be applied in the order of the priority shown.

1. Children in public care (Looked After Children). (See note a)
2. Children who will have a brother or sister attending the school at the time of admission (see note d)
3. Child participation in worship within the parish of Atherton and Hindsford. (Validated by Clergy) (see note b)
4. Child participation in worship at another Christian Church, defined as members of Churches Together in Britain and Ireland (see www.ctbi.org.uk) (Validated by Clergy) (see note b)
5. Child whose medical or social circumstances mean that their needs can only be met at this school (see note c)
6. A child resident in the St. George's district within the parish of Atherton and Hindsford. (School will advise district on request)
7. A child resident in the conventional district of St. John's, St. Philip's or St. Anne's districts of the parish of Atherton & Hindsford. (School will advise district on request)
8. Any other children, with priority given to those who live nearest to Atherton St. George's C.E. Primary School.

Notes:

- a) Looked after children who have been looked after for 1 day or more, children who were adopted from care, children who left care under a Special Guardianship Order on or after 30th December, 2015 or children who had a Residence Order on or after 14th October, 1991. Applications for previously looked after children must be supported with appropriate evidence i.e. copy of the adoption order, residence order or special guardianship order.



b) Child participation in worship will be taken to mean a minimum of monthly attendance at Church/Public Worship/Sunday School Worship/Pre-School Worship, for at least the year prior to 1st September in the year before admission to the school.

c) Where admission is sought under exceptional, medical or social circumstances criteria, professional supporting evidence, eg. 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.

d) 'Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Tie-breaker:

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to the main entrance of the school using the local authority Geographical Information System (GIS) which is based on Ordnance Survey.

In cases where there are two or more children with the same distance measurement (for example if more than one child lives in a block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. Please contact the school if you would like more information about this.

Where there are children of multiple births wishing to be admitted and the sibling is the 45th child, the governors may admit over the infant class requirement if it is possible to do so.

You must give the correct permanent home address. This is where the child and parent, or the person who has care of the child or parental responsibility, normally live.

If you are separated and your child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.

Waiting List

The school has a waiting list system which will be in operation until the beginning of the Autumn Term 2016.

Places may become available after the offer date. We will:

- Put all children who we refuse a place on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- Offer any places that become available to the next child on the waiting list; and
- Maintain the waiting list until the end of the Autumn Term in 2015.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

Right of Appeal

Under the School Standards and Framework Act 1998, parents/carers have the right to appeal if their application is not successful in the first instance.

Such an appeal must be made in writing, within 14 days of receipt of the letter of refusal, giving reasons for the appeal.

Letters of appeal should be addressed to:

***The Appeals Committee
Atherton St. George's C.E. Primary School
Derby Street
Atherton
Manchester
M46 0HG***

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their 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.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.

- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

Stage 2 – decision

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** 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.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.



**Atherton St George's CE Primary School
SUPPLEMENTARY INFORMATION FORM
2017/2018**



Please complete and sign **Part A** of this form and, if you are a member of a church, take it to the priest or minister of that church, who will complete **Part B** for you.

Completed forms should be returned as detailed in the Booklet for Parents 'Admissions to Primary Schools 2017-2018'.

PART A

Full Name of Child:	
Child's Date of Birth:	
Parents' Full Names:	
Address:	
Telephone (inc. STD Code):	
Name(s) of any brothers/sisters currently attending St. George's CE primary School and who will be in attendance at the time of admission:	

Please state any medical or social circumstances which can only be met at St George's CE Primary School
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Signature of Parent/Carer _____ Date: _____

PART B

If you attend a church, please ask one of the following people to complete and sign Part B of the form: Vicar, Priest, Minister, Church Warden/Deputy Church Warden, Elder or Sunday School Leader.

Denomination and name of Church/place of worship child attends.	
Name of Sunday School child attends.	

Please indicate below the box which best describes the child's attendance.

I confirm that the child has attended Church/Public Worship/Sunday School/Pre-School Worship at least monthly for at least the year prior to 1st September in the year before admission to the school.
Comment from Clergy if the child attends church but has not attended for at least 12 months.

**Name of Priest/Vicar/Minister/Elder/
Sunday School Leader:**

Name of Church/Sunday School:

Telephone Number:

Signed:
