



St Luke's C.E. Primary School

Admissions Policy

Langport Avenue

Longsight

Manchester

M12 4NG

ST. LUKE'S C.E. PRIMARY SCHOOL

Admissions to an Aided school are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

The standard number agreed for admission to the Reception Class is 60. The Governors will admit all children having a Statement of Special Educational Needs naming the school. In the event of over-subscription for the remaining places they will be allocated using in order, the following criteria.

Responsibility for admissions is delegated to a panel of Governors. When applications are received, the decision on which children will be admitted will be based on the following criteria:

- Looked After Children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order.)
- Children whose medical or social circumstances mean that their needs can only be met at this school.
- Children who will have an older sibling attending the school at the time of their admission.
- Baptised children whose parent(s)/guardian(s) are in regular attendance at any of the Anglican churches within the adjoining parishes of St. Luke's.
- Baptised or dedicated children whose parent(s)/guardian(s) live in one of the above parishes and are in regular attendance at a church, which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
- Any other children based on geographical proximity to the school.
- Children who arrive after the closing date (for stating preferences) who cannot be made an offer of a place at a preferred school or at a reasonable alternative.
- Children who were in the system at the time of the closing date, who have an offer of a place at a preferred school or at a reasonable alternative, who want a place at a higher preference school.

Notes:

- Where admission is sought under special medical or social circumstances, 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.

- The term sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- Regular attendance is normally taken to mean a minimum of fortnightly attendance at church or public worship for at least a year prior to 1st September in the year before admission to the school. Where an application is being made under faith criteria (paragraphs 4 and 5), parents will need to provide evidence of baptism and attendance.
- In the event of over-subscription in any category places will be awarded to those living nearest to the school. Distance is to be measured in a straight line from the centre point of the school as defined by the Ordnance Survey, the national mapping agency, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
- Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement 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 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. The waiting list will operate until the end of the autumn term only.

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 Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should lodge an appeal within 20 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.

In-year Admissions

Parents should apply directly to the school for an application form for in year admissions. If the school is unable to offer a place, the child's name may be placed on a waiting list. Parents have the right to appeal as described above.

Nursery Admissions

65 places are available in the Nursery, and the Governors shall determine how many of these places are to be allocated on a full-time or part-time basis each year, depending on the number of applicants. A place in the Nursery does not guarantee a place in the Reception Class the following year. A separate application must be made for a Nursery place. The above criteria and procedures are followed for Nursery admissions.

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.

Notes:

- Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, either on the reverse of the application form or in a covering letter.
- Please keep this copy of the Admissions Policy for your own information.

Document Control	
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