

ST PHILIP'S CE PRIMARY SCHOOL



ADMISSIONS POLICY 2017 - 2018

Reviewed by Governors	December 2015
Reviewed by Staff	
Date of implementation	December 2015
Date of Review	
Signed by Chair	<i>M.</i>
Signed by Headteacher/ Coordinator	<i>L. Rigby</i>



ST PHILIP'S CE PRIMARY SCHOOL
ADMISSIONS' POLICY
2017 - 2018

The Governing Body are the admissions authority for St. Philip's CE Primary School with the process of awarding places delegated to the Admissions Committee. The policy has been written in consultation with the Local Authority and Diocesan Board of Education.

St Philip's CE Primary School will admit children up to the maximum Standard Number of 60. If 60 or fewer children apply for admission to the reception year, all will be offered a place. If more than 60 applications are received, the following admission criteria will be applied in the order of priority shown once places have first been allocated to pupils who have a statement of special educational needs which names St Philip's CE Primary School.

1.	Looked After Children and Previously Looked After Children (a)
2.	Brother or sister to pupils who will be in attendance at the school at the time of admission. <i>see note (b)</i>
3.	Child participation in worship in an Anglican Church within the Parish of Atherton and Hindsford (validated by Clergy). <i>see note (c)</i>
4.	Child participation in worship at another Christian church. <i>see note (d)</i>
5.	Children whose medical or social circumstances mean that their needs can only be met at this school. <i>see note (e)</i>
6.	Residence in St Philip's district of the Parish of Atherton and Hindsford. <i>see note (f)</i>
7.	Residence in St John's, St George's or St Anne's district of the Parish of Atherton and Hindsford. <i>see note (f)</i>
8.	Any other children, with priority given to those living nearest to the school (See note (g) below).

Where there are more applications in categories 3, or 4, for the available places then places will be allocated to those having the highest scores (see notes (c) and (d) below). In all categories, where necessary at tie-breaker will be used, giving priority to those living nearest to the school. (See note (g) below).

NOTES:

(a)

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 of special guardianship order). Appropriate evidence must be produced for example: copy of adoption, residence or special guardianship order.

(b)

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

(c)

Points for attendance by the child at a church in the Parish of Atherton and Hindsford are awarded as follows (up to a maximum of 8 points):-

	<u>Over 2 years</u>			<u>1-2 years</u>			<u>6 – 12 months</u>		
	At least 40 weeks Per year	At least 20 weeks Per year	At least 10 weeks Per year	At least 40 weeks Per year	At least 20 weeks Per year	At least 10 weeks Per year	At least 40 weeks	At least 20 weeks	At least 10 weeks
<u>Child</u>	8	6	4	6	3	2	4	2	1

(d)

Points for attendance by the child at another Christian church which is a member of Churches Together in Britain and Ireland (www.CTBI.org.uk), or a local Churches Together organisation are awarded as follows (up to a maximum of 4 points):-

	<u>Over 2 years</u>			<u>6 months – 2 years</u>		
	At least 40 weeks Per year	At least 20 weeks Per year	At least 10 weeks Per year	At least 40 weeks Per year	At least 20 weeks Per year	At least 10 weeks Per year
<u>Child</u>	4	3	2	3	2	1

(e)

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.

(f)

The district boundaries shall be those recognised by the Atherton Church of England Clergy. Details can be accessed from the school office.

(g) Tie-Breaker

Living nearest to the school refers to the distance, measured by the LA, from the child's normal home to the school's front entrance, nearer addresses having priority over more distant ones. When considering your child's application, we will use the permanent home address we have for you at the closing date for applications.

If parents are separated and the 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.

In cases where there are two or more children with the same measurement (for example if more than one child lives in a block of flats), or where to admit another child would breach the infant class size regulations, a fair draw will pick who will be offered a place. This process will be supervised by someone

independent of the school. If we offer the last place available to one of twins (or triplets and so on) our policy is to admit the other twin or triplet too.

(h) Deferred Entry

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.

(i) Part-Time Attendance

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

It should be noted that Baptism is not a criteria for admission nor is the length of time that a child's name has been registered at the school.

COMPLETION OF FORMS

Please note that all applications must be made on the Local Authority application form and parents are strongly advised to complete and return the school's Supplementary Information form to St Philip's CE Primary School

RIGHT OF APPEAL

Where the governors are unable to offer a place because the school is over subscribed, 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 should notify the clerk to the governors at the school within 20 school 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.

Letters of appeal should be addressed to:

The Clerk to the Governors
St Philip's CE Primary School
Bolton Old Road
Atherton
Manchester
M46 9FD

Late applications

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

Should the school be over subscribed a waiting list system will be in operation until the end of the Autumn Term 2017. Places may become available after the official offer date.

To decide which children have these places, we will:

- put all children who were refused a place on the waiting list.
- keep the list in priority order according to the oversubscription criteria.
- offer places that become available to the next child on the waiting list.

ST. PHILIP'S CE PRIMARY SCHOOL
BOLTON OLD ROAD, ATHERTON, M46 9FD
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:	
Parent/ Carer Name:	
Address:	
Telephone (inc. STD Code):	
Name(s) of any brothers/sisters currently attending St. Philip's 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 Philip's C.E. Primary School.

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.

	<u>Over 2 Years</u>			<u>1 – 2 Years</u>			<u>6 – 12 months</u>		
	At least 40 weeks per year	20-39 weeks per year	At least 10 weeks per year	At least 40 weeks per year	20-39 weeks per year	At least 10 weeks per year	At least 40 weeks	20-39 weeks	At least 10 weeks
Child									
Clergy Comment									

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

Name of Church/Sunday School:

Telephone Number:

Signed:
