



SAINT PHILIP'S C.E.PRIMARY SCHOOL

Admissions Policy

St Philip's Church of England Primary School is a Voluntary Aided 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 Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Manchester City Council (the Local Authority) and the school liaises with the Local Authority on admissions issues.

Admission arrangements

The published admission number agreed for admission to the Reception Class is 30. If no more than 30 applications for admission to the Reception Class are received, all applicants will be offered places.

26 children may be admitted to the Nursery Class. (Please see the separate notes below on arrangements for Nursery admissions. A separate application must be made for any transfer from the Nursery class to the Reception Class in the Primary School.)

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

The school will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named.

Oversubscription criteria

When the number of applications received is greater than the number of remaining places available (after the admission of children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named), the decision on which children will be admitted will be based on the following criteria, which will be applied in the order of priority set out below:

1.	Looked after children and previously looked after children. (See note (a) below).
2.	Children whose medical or social circumstances mean that their needs can only be met at this school. (See note (b) below)
3.	Children who will have an older brother or sister attending the school at the time of their admission. (See note (c) below)
4.	Children who are in regular attendance at public worship at the Church of the Ascension, and children whose parent/carer is in regular attendance at public worship at the Church of the Ascension (See note (d) below)
5.	Children who are in regular attendance at public worship at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation, and children whose parent/carer is in regular attendance at public worship at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation. (See notes (d) and (e) below)
6.	Children who live in Hulme. (See note (f) below)
7.	Any other children, with priority given to those living nearest to the school (See note (g) below).

Notes:

- a) 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, or became subject to a child arrangements order or special guardianship order.
- b) 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.
- c) ‘Brother’ or ‘sister’ includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- d) Regular attendance means a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of regular attendance of the parent/guardian, or the child must be provided by a member of the clergy or other designated church officer on the form provided.
- e) A list of churches in membership of Churches Together in Britain and Ireland can be viewed at www.ctbi.org.uk and a list of churches in membership of a local Churches Together organisation can be seen at www.gmct.net
- f) A map of the Hulme area can be seen at www.manchester.gov.uk/hulme
- g) Where there are more applicants for the available places within category 7 (or any other category), then distance to the child’s normal home front door from the main gate of the school in a straight line measured on a map using the Local Authority’s computerized measuring system will be used as the determining factor. Nearer addresses having priority over more distant ones. The ‘normal’ home of the child will be taken to be the home in which the child sleeps for the majority of the school week.

Final Tie-Breaker

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.

Twins

Where twins, triplets etc. or other children born within the same school year might be split when allocations take place, and there are too few places available at the school to accommodate them all, the governors will inform the Local Authority which may consult with the parent to consider whether all the siblings can be offered a place at the same alternative school (which may not be a preference school named on the CAF) or whether the parents can be offered places at two or more schools with a view to the parent deciding which child will take up which offered place.

If this consultation fails to resolve the issue then the Admissions Committee will use random allocation to decide which of the children can be offered a place.

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 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.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an Independent Admission Appeal Panel. **Parents should request an appeals booklet and a form from the Local Authority Admissions Team.** 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.

Applying for places in Reception

Applications must be made on the local authority's Common Application Form (CAF). Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, please complete and return the school's Supplementary Information Form (SIF).

Deferred Admissions

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday. Parents may 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, 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.

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 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.

Nursery Admissions

26 places are available in the Nursery. A place in the Nursery does not guarantee a place in the Reception Class the following year. A separate application must be made for both Nursery places and for Reception places. The above criteria and procedures are also followed for Nursery admissions.

Applications for admission to the Nursery Class must be made directly to the school, using the school’s Supplementary Information Form. Please give details of the points you wish to be taken into consideration regarding your child’s qualifications for entry under the above criteria, on the school’s Supplementary Information Form.

Chair of Governors – Mr P Geldard

Signature _____ *P Geldard* _____

Date _____ 14.02.18 _____

Date to be reviewed _____ Feb 2019 _____