

**MILNROW PARISH
CHURCH OF ENGLAND PRIMARY SCHOOL**

enjoy, learn, play, succeed



INVESTOR IN PEOPLE

Admissions Policy 2018 / 2021 & Guidance (reviewed annually)

DATE: Autumn 2018

REVIEW DATE POLICY: Autumn 2021

SIGNED (HEADTEACHER) _____

SIGNED (CHAIR OF GOVERNORS) _____

**MILNROW PARISH CE PRIMARY SCHOOL
ADMISSIONS ARRANGEMENT GUIDANCE 2018 - 2021**



Thank you for enquiring about a place in our school. These guidance notes should explain the process to you and we have also attached a copy of our policy (which is also in the prospectus).

Making an application

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure and also if the application is being sought on church attendance the school's own supplementary form is to be completed (attached at **appendix A**). The common application form must be returned to the local authority directly and the supplementary form returned to school. All applications must be received by **(date to be confirmed, please check LA website)**.

Applications may also be made on-line by using the common application form, again, if you wish Church Attendance to be taken into consideration you will need to collect the Supplementary Form from the school. Whether application is made on paper or electronically, both forms must be completed.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on the **(date to be confirmed please, check LA website)**. by second class post. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Admission procedures

The Published Admission Number (PAN) to the Reception class agreed by the Governing Board is 30. This arrangement follows consultation between the governing board, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing board will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children with a single school teacher other than in very limited exceptional circumstances. In the event that there are more applicants than places, the governing board will allocate places using the attached oversubscription criteria.

Admissions information: This is the most recent information available and will be updated when information is available following 1st September each year.

Last year (from 1st Sept 18) there were 67 applications (1st, 2nd or 3rd choices). There was no need to apply the oversubscription criteria as 30 children were offered places at this school by the LA. 30 places were taken up places were offered according to priority below:

Priority 1	0 places	Priority 2	1 places
Priority 3	17 places	Priority 4	10 places
Priority 5	1 places	Priority 6	0 places
Priority 7	1 places		

Late applications for admission Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the oversubscription criteria.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal home* address of the child will be the one used. *Home is classed as the one where they reside for the majority of their time, unless time is split equally with parental/guardian custody. Where there is joint parental/guardian custody then the distance would be measured from the closest home. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Admissions other than Reception Class

From September 2013 the Local Authority no longer has a duty to co-ordinate in-year admissions. Any parent is able to apply to any school at any time. The Local Authority will provide an appropriate in-year common application form and our school, which is its own admissions authority, has a duty to administrate the offer of a place (or refusal) and inform the Local Authority that an application has been received and the outcome of that application.

Fraudulent applications

Where the governing board discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example, a false claim to residence eg a false address, or, of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing board is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Twins

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.

Deferred admission

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You 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. Please make a formal written request for deferral to the Headteacher and Governors at the time of your application or earlier. An appointment to speak to the Headteacher about your decision and your reasons for deferral will be arranged within ten working days of receipt of your letter.

Waiting list

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places. 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 is not one of the admissions criteria, it cannot be a criterion for the order of names on the waiting list, and 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 for 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 following admissions in September.

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 at the time of application or earlier. The governing board 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 board 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 board will set out clearly the reasons for their decision.

Where the governing board 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 is due to be admitted to the reception year (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing board must process the application as part of the main admissions round. At this stage the normal admissions procedures will be followed. The governing board 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.

Fair Access Protocol

The school participates in the Local Authority's In-Year Fair Access Protocol for unplaced children. There is no duty to comply with parental preference when allocating places under the In-Year Fair Access Protocol.

**MILNROW PARISH CE PRIMARY SCHOOL
ADMISSIONS POLICY 2017-2019**

Milnrow Parish CE Primary School is an Aided school and therefore admissions are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

The school will admit all pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) where the school is named in the Statement.

All applicants will be admitted if 30 or fewer apply. In the event of oversubscription the remaining places will be allocated according to the following criteria in numerical order:

1	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
2	Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned.
3	Children with a sibling attending the school at actual time of starting school.
4	Ten children by distance from the school, with priority for admission given to children who live nearest to the school.
5	Children whose parent(s) / guardian(s) are in regular attendance** at St James' Church, Milnrow, or St Thomas' Newhey.
6	Children whose parent(s)/guardians(s) are in regular attendance** at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
7	Any other children, by distance from the school, with priority for admission given to children who live nearest to the school

ADDITIONAL NOTES

(1) 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 (see the definition in Section 22(1) of the Children Act 1989).

(2) Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference. On receipt of the medical certificates/letters the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.

Exceptional welfare considerations (such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to the school preference. On receipt of such a letter and evidence the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.

These criteria will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

- (3) Sibling is defined in these arrangements as children who live as brother or sister in the same home*, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers and sisters. *Home is classed as the one where they reside for the majority of their time, unless time is split equally with parental/guardian custody. Where there is joint parental/guardian custody then the distance would be measured from the closest home. To meet this rule the sibling should still be in attendance at Milnrow Parish CE Primary School at the time of the applicant starting on 1st September.
- (4) Distance is measured by using Ordnance Survey data provided by the Local Authority to plot an address in this system. Distances are measured from the main entrance of the child's home* to the main entrance of the school using software which the Local Authority uses.
- (5) St James Church, St James Street, Milnrow, Rochdale, OL16 3JT, St Thomas' Church, Church Street, Newhey, Rochdale, OL16 3QS. **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 parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the form provided.
- (6) See (5) above. A list of churches together can be found at ctbi.org.uk
- (7) See (4) above.

Within every category distance is used to prioritise the children and random allocation will be used as a tie-break in all categories above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria in a covering letter.

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 notify the clerk to the governors at the school within 14 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. Letters of appeals should be sent to: The Clerk to the Governors, Milnrow Parish Primary School, St James Street, Milnrow, Rochdale, OL16 3JT.

APPENDIX A



MILNROW PARISH CE PRIMARY SCHOOL
SUPPLEMENTARY FORM (A)

Return both parts A and B to Milnrow Parish CE Primary School, St James Street, Milnrow,
Rochdale, OL16 3JT

Part A. To be completed by Parent / Guardian with church attendance

Surname of child: Christian names of child

Date of birth

Name of parent(s)/guardian(s)

Address

Postcode

Telephone (landline)..... Mobile

Worship attendance:

How frequently do you attend worship?

At least fortnightly

Has this been your practice for at least the year prior to this application?

Yes No

What other involvement do you have in your place of worship? (continue overleaf if necessary)

.....

SignedParent/Guardian Date:

Print name

Your faith leader will be contacted in order to confirm this information.

Part B. To be completed by vicar / priest / minister / faith leader / church officer

Name and address of place of worship one (or both) of the parents / guardians regularly attends:

.....
.....

Name of vicar / priest / minister / faith leader /church officer

Address

Postcode Telephone

I confirm that one (or both) of the parent(s)/guardian(s) named above have attended church at least fortnightly for the past year.

Signed vicar / priest / minister/ faith leader / church officer Date