

ST. WILFRID'S CHURCH OF ENGLAND PRIMARY SCHOOL
ADMISSION ARRANGEMENTS
2015-2016

Making an application

Applications for admission to the school in September 2015 should be made on the Local authority common application form and also on the school's own supplementary information form by the closing date 15 January 2015.

Parents *must* complete the Local Authority preference form and return to a primary school as described in the Authority's booklet, or complete an on-line application.

Parents who wish their application to this Church school to be considered must complete the supplementary form.

If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

Applications may also be made on-line by using both the common application form and the Supplementary Form (where it is on line). Where the Supplementary Form is not on-line, then a paper form *must* be submitted.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on the 16 April 2015.

Parents of children not admitted will be informed of the reason and offered an alternative place by their home Local Authority.

Admission procedures

Arrangements for admission have been agreed following consultation between the governing body, the Blackburn Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The number of places available for admission to the Reception class in the year 2015 will be a maximum of 70.

The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds their admission number. By law, no infant class may contain more than thirty children. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. Children in Public Care
 - (a) This includes any “looked after child” and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school See note (i)
3. Children whose parents live within the ecclesiastical parish of Standish, St. Wilfrid’s. See note (ii)
 - (a) Children who have a sibling attending the school on the date of the application and on the date of admission. See note (iv)
 - (b) Children with a parent/guardian worshiping in a church in full membership of churches together in England
 - (c) Other children.
4. Children whose parents live outside the parish
 - (a) Children who have a sibling attending the school on the date of the Application and on the date of admission. See note (iv)
 - (b) Children with a parent/guardian worshiping in a church in full membership of churches together in England
 - (c) Other children.
5. Proximity of home to school.

Tie Breaker

Where there are more applications for the available places within a category, then the distance between the GIS address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is a predetermined point generated from the Local Authority’s GIS computer database, which is based on information from an Ordnance Survey to the front entrance of the school. If we offer the last place available at a school to one of twins (or triplets, or so on), our policy is to admit the other twin or triplets too. Where the cut off point is for addresses within the same building, or within the same distance from the school, then the single measure between the address points will apply and the Local Authority’s system of a random draw will determine which address(es) receive the offer(s).

NOTES:

- i) Professional supporting evidence from e.g. a doctor, psychologist, social worker is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- ii) A map showing the boundaries is available in school.
- iii) The distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used to determine which addresses are closest to the school.

- iv) Siblings include step, half, foster, adopted brothers and sisters living at the same address as part of the same family unit.
- v) Churches Together in England is taken as on the 1st September 2014. A list may be obtained from its website "Churches Together in England website at cte.org.uk". Churches in membership of the equivalent bodies to CTE in Northern Ireland, Scotland and Wales are equally accepted. Parental worshipping is normally taken to mean a minimum of monthly attendance at church at public worship for at least the year leading up to the 1st September, 2014.

The governors will request confirmation of this from the relevant members of the clergy or church officer. Where a family has changed churches, then information about all of them will be required.

Late applications for admission

Applications received after the closing date would be considered late and would be considered after all the others, and placed on a waiting list in accordance with the criteria. 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

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 the 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 names are 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 2015 for those applying for a place for the 2015 intake.

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.

Part-time attendance

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

Nursery Classes

The admission criteria for schools are different than those for nurseries. Attendance at the nursery does not guarantee admission to the school. Parents must submit an application for a place in reception class by the closing date.

Address of pupil

The address used on the school's admission form must be the current one at the time of the application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. 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, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They should then approach the home Local Authority who will co-ordinate the admission arrangements. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no such place, then the Local Authority will advise on how to appeal. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

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, 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.

If your child was refused a place in Reception or Key Station 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, that the admission arrangements are illegal or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented. Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Fraudulent applications

Where the governing body 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 in the catchment's area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body 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.

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.

Twins.etc

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

Admission to Nursery

Application forms will be sent out by the school to all parents who have registered an interest to them in their child attending Nursery. The forms will be sent out in the Autumn term preceding admission.

The number of places available for admission to the Nursery class in the year 2015 will be a maximum of 60.

A range of options are available for attendance with the option to purchase additional sessions if required.

Places will be allocated in accordance with the admission criteria for school.

**St Wilfrid's Church of England Primary School
Supplementary Form
Admission to Church of England/Methodist School 2015**

Name of child:

Surname.....Christian Names.....

Date of birth.....

Name of parent/guardian

Address.....

.....

Postcode.....

Telephone.....Mobile.....

Are you applying for a place because of: (You may tick more than one box)

Living within Parish boundaries Special social/medical needs

Sibling in school Parental faith commitment

If you are applying on faith grounds, complete the following sections:

Place of worship one of parents/guardians regularly attends:

Name of place of worship.....

Address.....

.....

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

.....

Address.....

Post Code.....Telephone.....

**This named person will be contacted in order to provide the information.
Return this form to the school before the**

