

## **Hindley All Saints CE Primary School**

### **Oversubscription criteria for school and nursery. 2018/19**

Admission number: 30

1. Looked after children.
2. Children who have a brother or sister attending the school at the time of admission. A brother or sister is any child living at the same address.
3. Baptized children, of a church which is a member of Churches Together in Britain and Ireland, whose parents wish them to attend a church school.
4. Children living closest to school measured in a straight line as determined by the Local Authority.

\*\*\*Please remember, if you want to submit supporting evidence including birth certificates, baptism and christening certificates, when requesting a school place it is parents responsibility to ensure school receives a copy, even if an application has been made 'on line'.\*\*\*

#### **Looked after children**

'Looked after children' includes any child in 'Public Care' Previously looked after children are 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). 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.'

Children with a Statement of Special Educational Needs or Education Health and Care Plan which names the school will be admitted first before applying the oversubscription criteria

#### **Baptism**

Baptism certificates will need to be seen by school.

#### **Tie-breaker**

If more children fall into any one criterion than the number of places left, the Governors will offer places to the children who live nearest to the school. Distance will be measured in a straight line from the child's home address to the front entrance door of the school, using Wigan Council's measuring system.

In cases where there are two or more children with the same distance measurement (for example if more than one child lives in a block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. Please contact the school if you would like more information about this.

#### **Childs Home address.**

You must give the child's correct current home address. This is where the child and parent, or carer with parental responsibility, normally live. 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. This is usually the address of the parent or carer who gets child benefit for the child.

### **Late Applications**

Late applications [those received after the closing date] will only be considered after those received by the closing date.

### **Waiting list**

Places may become available at school after the offer date. To decide which children have these places, we will:

- put all children who we refused a place at one of their preferences on the waiting list for the school;
- keep the list in priority order, decided by the oversubscription criteria for the school only;
- offer places that become available to the next child on the waiting list; and
- keep the waiting list until the end of the autumn term.

Important information about the waiting list: We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

### **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 school is different than those for nursery. 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.

### **Twins etc**

Where there are twins, triplets wanting admissions and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible with the requirements of infant class sizes. In exceptional circumstances 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 in the same year group.

## **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their 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.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

### **Stage 1 – request**

Parents make a formal request to the School in writing with any supporting evidence they wish to be considered.

- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

### **Stage 2 – decision**

Requests will be considered by the School. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;

### **Stage 3 – outcome**

Parents are notified of the decision in writing by the School Organisation Team.

**Request agreed:**

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** 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.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

**Request refused:**

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.