

## **Astley St. Stephen's CE Primary School**

### **Admissions Policy**

Admissions to an Aided school are the responsibility of the Governors, and the following agreement between the Governors and the Local Authority lays down the criteria for admissions and procedures to be followed, which is in line with the Manchester Diocesan Board of Education policy.

- St. Stephen's is a one form entry school with a maximum intake of 30 pupils in each new school year.
- Responsibility for admissions is delegated to a committee, including the Headteacher.
- The governors will not place restrictions on admissions to Reception year unless they are advised that applications are likely to exceed the published admissions number
- The governors will admit all children having a statement of special educational needs naming the school
- In the event of over-subscription the governors will allocate places using the following criteria which are listed in priority order:-

1. Looked after children and previously looked after children (evidence required \*\*)
2. Attendance for worship at St. Stephen's Church by a parent/guardian (evidence required #)
3. Children with brothers and sisters in school at the date of the child's admission.\*
4. Attendance for worship at another Christian church in St. Stephen's Parish by a parent/guardian (evidence required #)
5. Children or parents who have compelling medical or social needs and who live in St. Stephen's Parish. (evidence required from a professional person with knowledge of the child's/parent's needs e.g. doctor, social worker) This evidence needs to show why the child ought to attend St. Stephen's rather than another school.
6. Children who live in St. Stephen's Parish.
7. All other children

### **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 application was accepted.

### **Part Time Attendance**

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

## **Tie Breaker**

If a tie breaker is required those living nearest to school will be given priority. Distance will be measured in a straight line from the school's main entrance to the child's home address as measured by the Local Authority 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.

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

## **Child's home address**

You must give the correct permanent home address. This is where the child and parent, or the person who has care of the child or parental responsibility, normally live.

If you are separated and your 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.

Admission applications must be in by the date established by the LA in order to be considered, particularly when there is greater demand for places than are available.

## **Admissions Guidance**

\*\* 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.

#Attendance for 12 or more times for the previous 12 months prior to application. Anyone wanting to offer evidence of a parent/guardian involvement must obtain a signature from their parish clergy/minister/other church on the school's Supplementary Information Form available from the school.

\*A sibling is defined as a brother or sister, or step-brother and step-sister, half-brother and half-sister, foster brother and foster sister living at the same address as part of the same family unit for whom application is being made. Sibling priority will not be given where the brother/sister or step-brother/step-sister half-brother/half-sister, foster brother/foster sister lives at a different address to the child for whom application is being made. No sibling priority is given to cousins, regardless of their address.

Maps of the parish boundaries may be accessed at the school office.

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.

This policy provides criteria for initial entry into school and mid-term admissions.

## **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents/guardians 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/guardians should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place. Parents/guardians 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 sent to: The Clerk to the Governors, St. Stephen's CE Primary school.

## **Waiting Lists**

Places may become available at St. Stephen's CE Primary School after the offer date has passed. To decide which child will be given a place, we will:

- put all children who have been refused a place and would still like to be offered a place on the school's waiting list;
- 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

# ASTLEY ST STEPHEN'S CE PRIMARY SCHOOL

## Supplementary information form

Child's Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone No. \_\_\_\_\_

Father's/Carer's full name \_\_\_\_\_

Mother's/Carer's full name \_\_\_\_\_

Is your child in public care? Yes/No

Does your child have a statement of educational need? Yes/No

Does either parent and/or child attend St. Stephen's church? Yes/No.

Has attendance been for 12 or more times for the previous 12 months prior to application? Yes/No

Signature of St. Stephen's minister \_\_\_\_\_

Names and ages of other children who will be in school at the time of the applicant's proposed admission

1 \_\_\_\_\_ 3 \_\_\_\_\_

2 \_\_\_\_\_ 4 \_\_\_\_\_

Does either parent and/or child attend another Christian Church in St. Stephen's parish? Yes/No.

Has attendance been for 12 or more times for the previous 12 months prior to application? Yes/No

Which church? \_\_\_\_\_ Name of minister \_\_\_\_\_

Signature of minister \_\_\_\_\_

Are there any particular medical reasons for your child being offered a place at this school? \_\_\_\_\_

On the other side of this form, please give any information which you feel would be helpful to the Governors in considering this application.

**Notes:**

- 1 The Governors reserve the right to verify any information given on this form.
- 2 The giving of false information may make this application invalid.
- 3 Medical and other further information given will be treated in the strictest confidence.
- 4 The return of this form does not in any way guarantee a child's place in the school.
- 5 Forms should be returned as detailed in the booklet for parents 'Admissions to Primary Schools'
- 6 Places will be allocated in accordance with the Governors' admissions criteria as set out in the school brochure.

***I certify that the information given on this form is correct***

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

**For office use only**

Birth certificate seen \_\_\_\_\_ Date \_\_\_\_\_

**Please note that this document is for school purposes only and is used to provide supplementary information to support your application.**

**The official application form from your Wigan School Organisation Team, which will be sent to you in due course, must be completed if your child is to be considered for a place in a Wigan School.**