LEIGH C.E. INFANTS' SCHOOL
ADMISSIONS POLICY 2015/16

Children are admitted to Leigh C.E. Infants' School at the beginning of the school year in which the child will reach his/her fifth birthday. The number of pupils to be admitted to school at the beginning of the year is 60.

People who are considering sending a child to the school may call in at any time to make arrangements to see the staff and school. If parents/guardians wish their child to attend the school, they will be asked to complete an Interest in Admissions Form.

In the December before their child is due to begin school, parents will receive an Admissions Form; a Supplementary Information Form; an Authority Brochure on Admissions, and a School Brochure. Parents will have until the closing date for applications to return the form and an offer of a place will be made in April.

Parents/guardians who have been offered a place for their child will be invited to attend a New Parents' Evening. Arrangements will be also be made for their child to spend time in school prior to them starting.

Initially the children may be asked to attend part-time but full time attendance is organised as soon as possible, when the children have fully settled into the Reception classes. Irrespective of a child's date of birth - Autumn, Spring or Summer - he/she will spend three years in the Infant School.

If the school is over-subscribed, children will be selected using stated criteria in order of priority. Those who are unsuccessful have the right to appeal against this decision. Parents/Guardians who wish to do this should do so in writing to the Chair of Governors within 15 days of the date of the the letter informing them that their application was unsuccessful.

An appeal will be heard by a panel which is independent of the Admissions Authority, i.e. the Governors. The appeal which you make at Leigh C.E. Infants' School is for a place in an Infant Class. (i.e. Reception, Year 1 or Year 2) and the grounds on which an appeal can succeed are severely limited.

Please Note:
Appeals by Pupils Seeking Admission to a Class Where a Limit of 30 Applies:
School Admission Appeal Code 2009 section 3.19 reads:
Where a child has been refused admission to a school on infant class size prejudice grounds an appeal panel can only offer a place to a child where it is satisfied that either:

a) the child would have been offered a place if the admission arrangements had been properly implemented;
b) the child would have been offered a place if the arrangements had not been contrary to the mandatory provisions in the School Admissions Code and the SSFA 1998; and/or
c) the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Occasional Admissions:
Parents can apply to school or the Local Authority for in-year admissions..

LEIGH C.E. INFANTS' SCHOOL
ADMISSIONS CRITERIA 2015/16

Leigh CE Infants' School is a Voluntary Aided School in the Diocese of Manchester. The Governing Body is the admission authority for the school. The annual admissions process is co-ordinated by Wigan Council (the Local Authority).

The number of places available for admission to the Rception Year in September 2015 is 60. If no more than 60 applications are received, all applicants will be offered places.

The Governors will admit all children having a statement of special needs in which school is named. In the event of oversubscription for the remaining places the following criteria will be applied in order:

1 Looked after children and previously looked after children.
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.

2 Children with brothers/sisters attending Leigh C.E. Infants' School or Leigh C.E. Junior School at the time of admission.

3 Children whose parent(s)/legal guardian(s) regularly attend Leigh Parish Church at least once a month for a minimum of six months up to the time of application. (The confirmation statement on the supplementary information form must be signed by the appropriate clergy or a confirmation letter attached).

4 Children whose parent(s)/legal guardian(s) regularly attend, at least once a month and for a minimum of six months up to the time of application, a Christian church which is a member of the Churches Together in Britain and Ireland (see CTBI website for details www.ctib.org.uk) or a local Churches Together group. (The confirmation statement on the supplementary information form must be signed by the appropriate clergy or a confirmation letter attached)

5 All other children.

Tie-breaker:
If more children fall into a particular category than the number of places left, the Governors will allocate places to the children who live nearest to the school measured in a straight line from the child's home address to the centre of the school using the Local Authority's measuring service based on ordnance survey.

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. This process will be supervised by someone independent of the school. Please contact the school if you would like more information about this.

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.

Evidence:
Applications falling within the criteria 3 and 4 will be required to submit with their application a letter from their minister to support the criterion.

Brothers and sisters
Reference to brother/sister includes birth, step, foster, half and adopted siblings who live at the same address as part of the same family unit.

Residence
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. When considering a child's application we will use the permanent home address at the closing date for applications. 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. We use the address of the parent who gets the Child Benefit for this.

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

- Put all children who were refused a place on the waiting list for school
- Keep the list in priority order, decided by school's oversubscription criteria
- Offer places that become available to the next child on the waiting list
- Keep the waiting list until the end of the autumn term 2012.

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 a 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.

Appeals
If a child is refused a place then an appeal may be lodged with the Clerk to the Governors. The appeal should be lodged within 15 days of the date of the letter informing the parents/guardians that their application was unsuccessful.

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.

LEIGH C.E. INFANTS' SCHOOL

Walmesley Road, Leigh, Lancs, WN7 1YE

SUPPLEMENTARY INFORMATION FORM 2015/16

Please complete these details and return this form with the LA application form.
You are strongly advised to complete this form if you are naming this school as your 1st, 2nd, or 3rd preference. The Governors will need this information in order to rank applications.

CHILD'S SURNAME	**FORENAMES:**
DATE OF BIRTH:	**MALE/FEMALE**
ADDRESS: **POSTCODE**	
HOME TEL NO:	**MOBILE TEL NO:**
NAME OF PARENT OR LEGAL GUARDIAN:	

Is the child a Looked After child or a previously Looked After child YES NO

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.

Please give details of brothers/sisters who will be attending this school, or Leigh C.E. Junior School at the time of admission of this child.

Do you regularly attend Leigh Parish Church? YES NO

- regular attendance is deemed to be at least one a month for a minimum of six months up to the time of application

The confirmation statement at the bottom of this form must be signed by the appropriate clergy or a confirmation letter attached

Do you regularly attend a Christian Church which is a member of the Churches Together in Britain and Ireland (see CTBI website www.ctbi.org.uk)or a local Churches Together group?

YES NO

- regular attendance is deemed to be at least one a month for a minimum of six months up to the time of application

The confirmation statement at the bottom of this form must be signed by the appropriate clergy or a confirmation letter attached

Signed Parent or Guardian
Date:

CONFIRMATION STATEMENT (to be completed by appropriate clergy)
I confirm that the information regarding church attendance above is correct

Signed: Position:
Date

Name and address of Church:

PLEASE NOTE:
COMPLETION OF THIS FORM DOES NOT, IN ANY WAY, GUARANTEE A PLACE FOR YOUR CHILD.