



LEIGH ST PETER'S CE PRIMARY SCHOOL

Admissions Policy

Date of Policy:	Autumn 2015
Review Date:	Annually
Responsibility:	Full Governing Body

Admissions to an Aided school are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

The Governors of Leigh St Peter's C.E. Primary School and the Local Authority undertake that: 60 children may be admitted to the Reception classes and 60 children into the Nursery classes. If no more than 60 applications are received, all the applicants will be offered places.

The Governors will admit all children having a statement of special educational needs in which the school is named. In the event of oversubscription for the remaining places in Reception will be allocated by use of the following criteria, which will be applied in the order of priority in the order that follows.

1.	Looked after children and previously looked after 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 whose medical or social circumstances mean that their needs can only be met at this school. (see note C)
3.	Children who will have an older brother or sister attending the school at the time of their admission. (see note D)
4.	Up to 12 places will be allocated to any children based on geographical proximity to the school. The remaining places will be allocated as follows:
5.	Baptised children whose parent(s)/guardian(s) are in regular attendance at St Peter's Church or any fresh expression of St Peter's Church. (see note A)
6.	Baptised or dedicated children whose parent(s)/guardian(s) are in regular attendance at a church or any fresh expression of a church within the parish..
7.	Any other children (by proximity).

Notes:

a) Regular attendance is taken to mean a minimum of once a month attendance at church at public worship or a fresh expression eg Messy Church, Cafe Church etc for at least the year prior to 1st September in the year before admission to the school. Evidence of infant baptism or dedication of the child and of regular attendance of parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the Supplementary Information Form available from school.

b) Geographical Proximity:

If more children fall into any one category 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 gate at the infant site, using Wigan Council's measuring system.

Tie Breaker:

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.

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.

- c) Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- d) 'Brother' or 'sister' includes half-brothers & half-sisters, step brothers & step sisters and foster brothers & foster sisters who live at the same address as part of the same family.
- e) **Late applications** 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.

- f) **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 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 admissions 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. The waiting list will operate until the end of the autumn term only.

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.

RIGHT OF APPEAL: Under the School Standards and Framework Act 1998 , parents have the right to appeal to an independent appeal panel if the school governing body refuse a place at this school. Information about this is also provided by the LEA.

Under the School Admission Code 2012, parents have the right to refer a school's admission policy to the School's Adjudicator if it fails to conform to the provisions of the Code.

Letters of appeal should be addressed to
The Clerk of the Governing Body
Leigh St Peter's CE Primary School
Leigh Street
Leigh
WN7 4TP

Nursery Admissions

60 places are available in the Nursery. Parents will be asked to choose from a variety of options as to what nursery sessions they would prefer.

However, it may not always be possible to allocate all first choice requests depending upon demand. The Senior Leadership Team will make the final decision about session allocation after taking all factors into consideration. A place in the Nursery does not guarantee a place in the Reception class the following year. A separate application must be made for a Reception place. The following criteria and procedures are followed for Nursery admissions.

Notes:

Children will be admitted into the Nursery either in the term after they have had their third birthday or at the beginning of the Autumn Term before their fourth birthday.

Parents are asked to fill in an admissions form.

1. Looked after children (children in public care)
2. Children whose medical or social circumstances mean that their needs can only be met by this nursery
3. Date of birth

Tie-breaker:

If more children fall into any one category 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 gate at the infant site, using Wigan Council's measuring system.

If there are more children than places available, a waiting list will be kept ranked in the above order. If a place becomes available it will be offered to the next child on the waiting list.

In-year admissions

The Local Authority will co-ordinate in-year admissions subject to Local Authority Service Provision.

LEIGH ST. PETER'S C.E. PRIMARY SCHOOL

SUPPLEMENTARY INFORMATION FORM

Will you please complete the following information about your child and return it to St Peter's CE Primary School.

Surname	Forename	Male / Female
Home Address	Date of Birth	
Post Code		
	Mobile	
Parent / Carer		
Please give details of any brothers or sisters who will be at Leigh St Peter's Primary School on September 1st, in year of admission.		
Name	(please state whether natural brother/sister , step brother/sister or foster brother/sister)	Age

CHURCH CONNECTIONS

<u>Baptism</u>	Yes / No (Please delete)	If 'yes' Proof of Baptism required (eg copy of certificate) attached Yes / No
<u>Attendance</u> - Name / Address / telephone number of (Priest / Minister / Pastor) in Charge of church or the fresh expression of the church where you attend at least once a month:		
I confirm that the Church is one which is named in the Admissions Policy or belongs to one of the denominations named in the policy, and that the information provided by the family above is correct.		
Signature of Priest / Minister / Pastor:		

This information falls within the Data Protection Act. The information supplied will be held on computer for the purposes of education and training administration and will be used solely for this purpose and disclosed when necessary to other Local Authority schools, etc. The information on this form and any other information subsequently provided whether by meeting, phone, fax or mail would also be used for this purpose. I freely consent to the use of the personal data as described in this paragraph.

Signed:

Parent / Carer

Date: