



## **Consultation on Canon Sharples CE Primary School and Nursery, Admission Arrangements for 2024-25**

The Learning Together Trust is currently consulting on the admission arrangements for Canon Sharples CE Primary School and Nursery for 2024-25.

Changes are not being proposed to the school's admission arrangements. The Trust is consulting in line with the requirement within the School Admissions Code 2021, that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

The school's full proposed arrangements and supplementary form are below. If you have any questions about the school's proposed admission arrangements, please contact Mrs. Jennifer Woodcock on 01942 776188.

### **Proposed Admission Arrangements for 2024-25 - School**

#### **Introduction**

This document sets out the admission arrangements of Canon Sharples C.E. Primary School. For the purposes of this policy, the Local Governing Board is the admission authority.

#### **Process**

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date.
2. The Local Authority will inform parents of the offer of a place on behalf of the Local Governing Board on the national offer date.
3. Canon Sharples C.E. Primary School has an admission number of 50 pupils for entry into each year group. The school will accordingly admit at least 50 each year, if sufficient applications are received. All applicants will be admitted if 50 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

## **Oversubscription Criteria**

### **Looked after/Previously looked after child**

1. Children in public care or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

#### **Children in public care and previously looked after children.**

This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **Siblings**

2. Siblings of pupils attending the school during the academic year to which the child would be admitted. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

### **Faith based**

3. Regular attendance at public worship in any Christian church.

For the purposes of these admission arrangements 'Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity.

The list of nationally Designated churches can be found at

[https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf).

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance, by child and parent/carer, at least eight times in the twelve months immediately prior to the date of application.

4. Practising member of any religious faith.

Membership and practice of the faith will be established by information provided on the

Supplementary Information Form completed by a designated faith leader of the relevant faith eight times in the twelve months immediately prior to the date of application.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

### **Distance from school**

5. Proximity to the school with those living closest to the school having priority calculated by:

Straight line – the distance will be measured in a straight line from the child's home address to the main entrance using the local authority Geographical Information System (GIS) which is based on Ordnance Survey.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- your television licence
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carers is unable to provide sufficient proof of their residence.

### **Tie-breaker**

Proximity to the school. We will measure the distance by a straight line. All straight line distances are calculated electronically using a geographical information system.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

## **Late applications**

Applications received after the closing date and before the [Admission Authority's] admission meeting will be placed last in the criteria in which they fall unless the [Admission Authority] is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

## **In-Year admissions**

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

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

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

## **Waiting Lists**

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

## **Appeals Procedure**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Executive Headteacher at Canon Sharples C.E. Primary School at Whelley, Wigan, WN2 1BP within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <http://www.canonsharples.wigan.sch.uk>.

## **School age**

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

## **Deferred entry for infants**

Where parents wish, they can defer the date their child is admitted to the school 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.

Where parents wish, their child can attend part-time until the child reaches compulsory school age.

## **Enquiries**

Should be to: The Executive Headteacher, Canon Sharples C.E. Primary School, Whelley, Wigan, WN2 1BP or via email to [enquiries@canonsharples.wigan.sch.uk](mailto:enquiries@canonsharples.wigan.sch.uk)

## **Proposed Admission Arrangements for 2024-25 – Nursery**

### **Introduction**

This document sets out the admission arrangements of Canon Sharples C.E. Nursery. For the purposes of this policy, the Local Governing Board is the admission authority.

### **Process**

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date.
2. The Local Authority will inform parents of the offer of a place on behalf of the Local Governing Board on the national offer date.
3. Canon Sharples C.E. Nursery has an admission number of 60 pupils. The nursery will accordingly admit at least 60 each year, if sufficient applications are received. All applicants will be admitted if 60 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

### **Oversubscription Criteria**

#### **Looked after/Previously looked after child**

1. Children in public care or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

#### **Children in public care and previously looked after children.**

This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

## **Siblings**

2. Siblings of pupils attending the school during the academic year to which the child would be admitted. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

## **Faith based**

3. Regular attendance at public worship in any Christian church.

For the purposes of these admission arrangements 'Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at [https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf).

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance, by child and parent/carer, at least eight times in the twelve months immediately prior to the date of application.

4. Practising member of any religious faith.

Membership and practice of the faith will be established by information provided on the Supplementary Information Form completed by a designated faith leader of the relevant faith eight times in the twelve months immediately prior to the date of application.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

## **Distance from school**

5. Proximity to the school with those living closest to the school having priority calculated by:

Straight line – the distance will be measured in a straight line from the child's home address to the main entrance using the local authority Geographical Information System (GIS) which is based on ordnance survey.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
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Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carers is unable to provide sufficient proof of their residence.

### **Tie-breaker**

Proximity to the school. We will measure the distance by a straight line. All straight line distances are calculated electronically using a geographical information system.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

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### **In-Year admissions**

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.



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- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

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## **School age**

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## **Deferred entry for infants**

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Where parents wish, their child can attend part-time until the child reaches compulsory school age.

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# Canon Sharples Church of England Primary School and Nursery

Executive Headteacher: Mrs Jennifer Woodcock

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WN2 1BP

Tel: 01942 776188

email: [enquiries@canonsharples.wigan.sch.uk](mailto:enquiries@canonsharples.wigan.sch.uk)

website: [www.canonsharples.wigan.sch.uk](http://www.canonsharples.wigan.sch.uk)

## Trust God, Love Always, Aim High

### Supplementary Information Form 2024-25

#### CHILD INFORMATION

Surname:..... Forename(s):.....

Date of birth: .....

Name of Parent/Guardian: .....

Address: .....

Postcode: ..... Telephone: .....

Email: .....

THIS SECTION TO BE COMPLETED AND SIGNED BY THE VICAR/PRIEST/MINISTER/FAITH LEADER

PLACE OF WORSHIP: .....

Address: ..... Postcode: .....

Name of Vicar/Priest/Minister: .....

Address: ..... Postcode: .....

Telephone: .....

#### PUBLIC WORSHIP ATTENDANCE

I confirm that the above-named child and an immediate adult member of family (parent, grandparent, primary carer) has attended public worship at least eight times in the twelve months prior to the date of application.

(please tick one)

- Regular attendance at any Christian church
- Regular attendance of any other religious faith

Name: .....

Signed: ..... Date: .....

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.