

## **Consultation on Lowton St Mary's CE Primary School, Admission Arrangements for 2024-25**

The Governing Body is currently consulting on the admission arrangements for Lowton St Mary's CE Primary School for 2023-24.

The Governing Body 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.

In addition to this, the Governing Body have updated terminology within the admission arrangements to ensure compliance with the Code.

The school's full proposed arrangements are below. If you have any questions about the school's proposed admission arrangements, please contact Jill Taylor on 01942 769710.

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

#### **Admission Number: 30**

Where the school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to pupils who have a statement of special educational need or education, health and care plan which names the school:

1. 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
2. Children who have a brother or sister\*\* attending the school who will still be there at the time of admission
3. Children who, with their parent or carer, regularly\* attend St Mary's Church, Lowton, in all its forms, including Messy Church
4. Children who, with their parent or carer, regularly\* attend churches that are in church's together in Britain and Ireland.
5. Other children who have been baptised into the Church of England or other Churches that are in church's together in Britain and Ireland.
6. Children living closest to the School, as measured from the child's permanent home address in a straight line to the pedestrian gate entrance to the School on Newton Road using the Local Authority's GIS based on the Ordnance Survey.

#### **Explanatory Notes:**

\* 'Regularly' means once per month, "In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship".

\*\*'Brother' and 'sister' includes:

- a. Full brothers and sisters;
- b. Half-brothers and half-sisters;

- c. Stepbrothers and stepsisters; and
- d. Foster brothers and sisters

who live at the same address as part of the same family unit.

Any child with a statement of special educational needs which names Lowton St. Mary's C.E. Primary as the required school for admission will be admitted.

### **Tie-breaker**

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

If we offer the last place available to one of twins (or triplets, and so on), our policy is to accept the other twin or triplets.

Occasionally the distance from home to school is the same for more than one child. For example, if more than one child lives in the same block of flats. In these cases, a system to randomly pick who will be offered a place will be used. The governing body will use the same system used by the local authority for community and controlled schools. A copy of the policy is available on request from the local authority.

### **Home Address**

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 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.

### **Nursery Classes**

The admission criteria for schools differ from those for nursery classes. Attendance at the nursery or a co-located children's centre does not guarantee admission to the school. Parents must submit an application for a place in the Reception class by the closing date.

### **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.

### **Waiting list policy**

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

- put all children who were refused a place at one of their preferences on the waiting list for the school; keep the list in priority order, decided by the admissions criteria for the school only;
- offer places that become available to the next child on the waiting list; and maintain the waiting list until 31<sup>st</sup> December 2023.
- 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**

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.

### **Part Time Attendance**

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

### **Admission of Children Outside of 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 Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.
- 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 for voluntary-aided, foundation and academy schools will be referred to the school to be

considered.

Requests for community and voluntary controlled schools will be considered by the local authority. 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;
- Any other information which the parent requests the local authority to consider.

### **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.



# Lowton St Mary's CE Primary School & Nursery

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*Love of learning • Standing tall • Make a difference*

## Supplementary Information Form

<b>Child's Name:</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Postcode:</b>	

1. 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

Yes  No  (Please tick)

2. Will the child have a brother or sister on the school roll in the academic year 2023-24? (Please see guidance).

Yes  No  (Please tick)

3. Are the child's parents/carers regular attendees at St. Mary's Church Lowton, in all its' forms including 'Messy Church'. Please supply your Church Attendance register. (See guidance overleaf).

Yes  No  (Please tick)

4. Are the child's parents/carers regular attendees at another Church that are in church's together in Britain and Ireland. (Please see guidance overleaf).

Yes  No  (Please tick)

5. Has the child been baptised into the Church of England or any other Church that are in church's together in Britain and Ireland. (Please see guidance overleaf).

Yes  No  (Please tick)

### Guidance for Completion of Form:

1. "Brother or sister" includes blood relations, step brothers and sisters or adopted/cared for siblings who are resident at *the same address* as the child.
2. If you answer "yes" to question 3 you must supply your Church Attendance register. 'Regularly' means once per month.
3. If you answer "yes" to question 4, you must supply your Church Attendance register, OR ask the relevant Minister to sign this form if your Church does not supply a Church Attendance register. "Regularly" means once per month,

"In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship".

4. If you answer "yes" to question 5 you must provide your child's baptism certificate to enable the office staff to take a copy.

If you need further assistance, please do not hesitate to contact the school office on 01942 769710

### Parent Declaration

I confirm that all the information detailed is accurate at the time of signing

<b>Parent/Carer Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

### Minister's Declaration

***You only need a minister to sign if your church is not Lowton St Mary's.***

'I confirm I have seen the relevant documents as referred to in Guidance Number 3.

<b>Minister's Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

***Lowton St Mary's Office Use Only***

<b><i>Date of Form Return:</i></b>	
<b><i>Received By:</i></b>	