

Consultation on proposed changes to Lowton St Mary's CE Primary School's Admission Policy for 2027-28

The Governing Body is consulting on proposed changes to Lowton St Mary's CE Primary School's admission policy for 2027-28.

The definition of church attendance has been updated and clarified.

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

Proposed Admissions Policy 2027-28

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 will have a brother and/or sister attending Lowton St. Mary's School at the time of admission. Brother or sister includes:

- a. full brothers and sisters living together
- b. full brothers and sisters living apart
- c. half brothers and half sisters
- d. foster brothers and foster sisters
- e. adopted brothers and adopted sisters

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

3. Children and parents/legal guardians who are committed members of Lowton St. Mary's Church, who attend church and or Messy Church at least once a month for the twelve months prior to the closing date for applications. A Church/Messy Church attendance card, signed by the appropriate Clergy or Messy Church Officer and a completed Christian Reference Form signed by the appropriate Clergy, must accompany all applications. In the event that during the period specified for attendance at worship Lowton St Mary's 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. Children and parents/legal guardians who attend churches and or Messy Church/Sunday Schools of another Christian Church, who attend at least once a month for the twelve months prior to the closing date for applications. A signed Church/Messy Church/Sunday School attendance card signed by the appropriate Clergy or Messy Church/Sunday School Officer and a completed Christian Reference Form, signed by the appropriate Clergy, must

accompany all applications. Christian Church means any church which is designated under Ecumenical Relations Measure nationally by Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity. 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".

5. Other children who have been baptised in any Christian Church. Christian Church means any church which is designated under Ecumenical Relations Measure nationally by Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity

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:

When attendance cards and supplementary information forms are provided, verification will be sought from the appropriate Clergy/body along with confirmation of Church/Place of Worship closures. This will involve us sharing the details you provide with the appropriate Clergy/body

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 31st December 2027.
- 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 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.

Supplementary Information Form

Child's Name:	
Date of Birth:	
Address:	
Postcode	

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. Children who will have a brother and/or sister attending Lowton St. Mary's School at the time of admission. Brother or sister includes:
- a. full brothers and sisters living together
 - b. full brothers and sisters living apart
 - c. half-brothers and half sisters
 - d. foster brothers and foster sisters
 - e. adopted brothers and adopted sisters

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

Yes ☐ No ☐ (Please tick)

If Yes name of child already attending _____

If Yes, relationship to child applying place for _____

3. Children and parents/legal guardians who are committed members of Lowton St. Mary's Church, who attend church and or Messy Church at least once a month for the twelve months prior to the closing date for applications. A Church/Messy Church attendance card, signed by the appropriate Clergy or Messy Church Officer and a completed Christian Reference Form signed by the appropriate Clergy, must accompany all applications. *In the event that during the period specified for attendance at worship Lowton St Mary's 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.*

Yes ☐ No ☐ (Please tick)

4. Children and parents/legal guardians who attend churches and or Messy Church/Sunday Schools of another Christian Church, who attend at least once a month for the twelve months prior to the closing date for applications. A signed Church/Messy Church/Sunday School attendance card signed by the appropriate Clergy or Messy Church/Sunday School Officer and a completed Christian Reference Form, signed by the appropriate Clergy, must accompany all applications. Christian church means any church which is designated under Ecumenical Relations Measure nationally by Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity. *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".*

Yes ☐ No ☐ (Please tick)

5. Other children who have been baptised in any Christian Church. Christian Church means any church which is designated under Ecumenical Relations Measure nationally by Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.

Yes ☐ No ☐ (Please tick)

Please provide the following documents when returning this form

- a) Two forms of proof of address, one of which is less than three months old.
- b) Baptismal certificate (if appropriate)
- c) Christian Reference Form signed by the appropriate Clergy.(if appropriate)
- d) Proof of statement of special educational need or education health and care plan (if appropriate)
- e) Certificate of adoption (if appropriate)
- f) Confirmation of in care details and key social worker/local authority contact
- g) Church/Place of Worship/Messy Church, Sunday School Attendance Card, signed by the appropriate Clergy/Messy church, Sunday School Officer, showing twelve months attendance up to the close of applications and where appropriate confirmation from your Church/Place of Worship that they were closed with no alternative place of worship and for what period they were closed.

Please note, Church/Messy Church attendance cards and Christian Reference Forms will only be accepted from January 2027 onward and all are subject to verification. This will involve us sharing the information you provide with the appropriate Clergy/body.

It is the responsibility of parents to ensure this form, messy church card and the Christian Reference Form and associated supplementary information is completed and returned to Lowton St Mary's Church of England Primary School by 15 January 2027. Please note only original copies will be accepted. Receipts will be issued for supplementary information forms received. Lowton St Mary's C E Primary School accepts no responsibility for forms not received when a signed receipt cannot be shown as evidence.

The submission of this form, the Christian Reference Form, Church/Messy church/Sunday School attendance card and the issuing of a receipt enables the school to apply the over subscription criterion and does not constitute the offer of a place. Parents are required to make an application through Wigan Council's published process in addition to submitting this form and associated documents to the school.

Parent Declaration

I confirm that all the information detailed is accurate at the time of signing and confirm that you understand that the School Admission Code allows schools to withdraw the offer of a school place if parents/carers give fraudulent or intentionally misleading information. The school reserves the right to verify information given to them by the applicant.

Parent/Carer Name:	
Signature:	
Date:	