

ST ANDREW'S CE PRIMARY SCHOOL
(An Academy of Wardle Trust)

ADMISSIONS POLICY



St. Andrew's
C.E. Primary School

2019



ADMISSION POLICY SEPTEMBER 2019

St Andrew's Church of England Primary School is an Academy of Wardle Trust. Wardle Academy Trust is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. Wardle Academy Trust has delegated responsibility for admissions to the Local Governing Body of St Andrew's Church of England Primary School.

The admissions process is co-ordinated by Rochdale Council (the Local Authority) and the school liaises with the Local Authority and Manchester Diocese on admissions issues. Applications should be made to <http://www.rochdale.gov.uk/schooladmissions>

The following arrangements for admissions include the criteria used to determine the allocation of places when the school is oversubscribed.

Admission arrangements

The school's published admission number (PAN) agreed for admission to the Reception Year is 60. If no more than 60 applications are received for admission to the Reception Year, all applicants will be offered places.

The school also has a Nursery Class. Please see the separate Nursery admissions policy for full details. A separate application must be made for any child wishing to transfer from the Nursery Class to the Reception Year in the Primary School.

The school will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP St Andrew's Church of England Primary School is named.

Oversubscription criteria

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with a statement of special educational needs or an EHCP naming the school), the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

1	Looked after children and previously looked after children. (See Note (a))
2	Children whose exceptional medical or social circumstances mean that their needs can only be met at this school. (See Note (b))
3	Children of staff at the school. (See Note (c))
4	Children who will have an older brother or sister attending the school at the time of their admission. (See Note (d))
5	Children/family who attend St Andrew's Nursery Class and/or are in receipt of the Early Years Pupil Premium (See Note (e))
6	Children/family who are in regular attendance at St Andrew's Church, Dearnley, with priority given to those with more frequent attendance. (See Note (f))
7	Baptised children (See Note (g))
8	Children/family who are in regular attendance at a church which is a member of Churches Together in Britain and Ireland, with priority given to those with more frequent attendance. (See Notes (f) and (h))
9	Children eligible for the service premium. (See Note (i))
10	Any other children, with priority given to those living nearest to the school. (See Note (j))

Notes:

- a) A “looked after child” is a child who is (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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- b) Where admission is sought under exceptional 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.
- c) Children of staff at the school are considered for admission under criterion 3 in either of the following circumstances: (i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; (ii) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) Brother’ or ‘sister’ includes full, step, and half, brothers or sisters.
- e) The early years pupil premium is additional funding paid to support disadvantaged children receiving government-funded early education.
- f) Evidence of regular attendance of the child/family at a public service at St Andrew’s church must be provided by a member of the clergy or other designated church officer/faith leader on the Supplementary Information Form, which must be returned to the school by the parent by the closing date for applications. Priority will be given to those with the most frequent attendance at a public service in three priority categories as follows:
 - 1) Minimum 26 attendances per year for at least 2 years prior to the date of application
 - 2) Minimum 12 attendances per year for at least 2 years prior to the date of application
 - 3) Minimum 6 attendances per year for at least 2 years prior to the date of application
- g) Evidence of Baptism must be provided to the school by the parent on the Supplementary Information Form by the closing date for applications
- h) A list of churches in membership of Churches Together in Britain and Ireland can be viewed at www.ctbi.org.uk
- i) The service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel. Children eligible for admission under this priority are those where:
 - One of their parents is serving in the regular armed forces;
 - One of their parents served in the regular armed forces in the last 3 years;
 - One of their parents died whilst serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War pensions scheme (WPS).

- j) Once places have been allocated using criteria 1 to 9, any remaining places are allocated on the basis of relative proximity and ease of access to the school but also other schools nearby.

Distance will be determined by measuring the shortest, suitable walking distance to the preferred school and deducting the shortest suitable walking distance to the nearest or next nearest alternative school. This figure will give the difference in distance that one child would have to travel compared to another, and so establish a priority ranking. This will mean that those living furthest from an alternative school will have priority for their nearest school. The nearest/next nearest school will include all community, voluntary controlled, foundation, free and academy schools whether in the Borough of Rochdale or not.

In the event of a tie break situation, priority will be given to the child who has the longer journey to the nearest/next nearest school. If after this it is still not possible to decide on who should be offered the place then any final place will be decided by the drawing of lots. This will be supervised by someone independent of the school.

Please note

It should be noted that in looking at ease of access bus routes are not used. Nationally, the suitable walking distance for primary age children up to 8 is up to 2 miles and for children over 8 it is up to 3 miles, with the assumption that the journey can be undertaken on foot, accompanied as necessary. Walking routes are deemed to be along recognised lit, paved routes which, in general, are overlooked by houses and as such are likely to be relatively safe to walk. Unlit, unmade-up shortcuts are not taken into account in calculating walking distances, even if they are public rights of way.

Tie-breaker

Please see Note (j) above.

Children from multiple births

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number if it is possible to do so, as children admitted in such circumstances are permitted exceptions for the purposes of the infant class size limit.

Applying for places

Applications must be made on the local authority's application form, which should be submitted to the local authority by the closing date for applications. Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, please complete and return the school's Supplementary Information Form (SIF) if you wish your child to be considered for entry under the faith-based criteria (criteria 6, 7 or 8 above.) The SIF can be obtained from the school and should be returned to the school by the closing date for applications.

Waiting list

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places. 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 is not one of the admissions criteria, it cannot be a criterion for the order of names on the waiting list, and 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 for 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 admission 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. This waiting list will operate until 31 December at the end of the autumn term following admissions in September.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent admission appeal panel.

Deferred Admissions

Children are entitled to a place in the Reception Year from the beginning of September following their fourth birthday.

Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission outside the child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that 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.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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

governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

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.

Non-routine/in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The LA will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the LA, and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. For children of UK Service personnel and other Crown Servants returning to the area proof of posting is all that is required.

Please keep this copy of the Admissions Policy for your own information.