

ST. MARY'S C.E. (A) PRIMARY SCHOOL, GREENFIELD

GOVERNORS' ADMISSION POLICY  
2018

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

Responsibility for admissions is delegated to the Governors' Admissions Committee. The admissions process is co-ordinated by the Local Authority.

The published admission number agreed for admission to the Reception Class is 30.

Applications for admission to the Reception Class must be made on the application form available from the Local Authority. Application forms should be returned to your Local Authority by 15 January 2018. Applicants seeking admission under one of the school's faith-based criteria (Criteria 3, 6, 7, 8 and 9) should also complete and return the Supplementary Information Form available from the school.

If no more than 30 applications for admission to the Reception Class are received, all applicants will be offered places.

The governors will admit all children having a Statement of Special Educational Need or Education Health and Care Plan ('EHC Plan') in which the school is named.

In the event of oversubscription for the remaining places they will be allocated by use of the following criteria in order:

1.	Looked After Children and previously Looked After Children. (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).
2.	Children whose medical or social circumstances mean that their needs can only be met at this school (see note c).
3.	Baptised children who attend St Mary's Church, Greenfield at least fortnightly, ie. 26 times over the year or baptised children whose parent(s)/guardian(s) have attended St Mary's Church, Greenfield at least fortnightly, ie. 26 times over the year (see note a).
4.	Children who will have an older brother or sister attending the school at the

	time of the admission of the younger child (see note b).
5.	10% of the remaining places allocated to any children based on geographical proximity to the school, without using faith criteria, rounded up or down to the nearest whole number.
6.	Baptised children who are in regular attendance at any of the Anglican churches within the parish of the Saddleworth Anglican Team Ministry or baptised children whose parent(s)/guardian(s) are in regular attendance at any of the Anglican churches within the parish of the Saddleworth Anglican Team Ministry (see notes a and d). (A list of the churches within the parish of the Saddleworth Anglican Team Ministry is available at the school).
7.	Baptised or dedicated children who are in regular attendance at a church within the parish of St. Mary's Greenfield which is a full member of Churches Together in Britain and Ireland or baptised or dedicated children whose parent(s)/guardian(s) are in regular attendance at a church within the parish of St. Mary's Greenfield which is a full member of Churches Together in Britain and Ireland (see notes a and d). (A list of churches in full membership of Churches Together in Britain and Ireland can be viewed at <a href="http://www.ctbi.org.uk">www.ctbi.org.uk</a> )
8.	Baptised children who are in regular attendance at an Anglican church outside the parish of the Saddleworth Anglican Team Ministry or baptised children whose parent(s)/guardian(s) are in regular attendance at an Anglican church outside the parish of the Saddleworth Anglican Team Ministry (see notes a and d).
9.	Baptised and/or dedicated children who are in regular attendance at a church outside the official parish boundaries of the parish of St. Mary's Greenfield which is a full member of Churches Together in Britain and Ireland or baptised and/or dedicated children whose parents who are in regular attendance at a church outside the official parish boundaries of the parish of St. Mary's Greenfield which is a full member of Churches Together in Britain and Ireland (see notes a and d). (A list of churches in full membership of Churches Together in Britain and Ireland can be viewed at <a href="http://www.ctbi.org.uk">www.ctbi.org.uk</a> )
10.	Any other children.

Notes:

- a) Regular Church attendance is taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1<sup>st</sup> September in the year before admission to the school, ie. 26 times over the year. Evidence of infant baptism or dedication of the child and regular attendance of child and/or parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the supplementary information form provided. If necessary, evidence of attendance at a previous church to St. Mary's will also be required

- b) 'Brother' or 'Sister' includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- c) Where admission is sought under the exceptional medical or social circumstances criteria, professional supporting evidence, e.g. from a qualified 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) Maps of St. Mary's Parish boundary and the Saddleworth Anglican Team parish boundary are available from the Manchester Diocese.

### **Tie-breakers**

Where there are more applicants for the available places within a category, then distance to the child's normal home front door from the main gate of the school in a straight line, measured on a map, will be used as the tie-breaker, nearer addresses having priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week. If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

### **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 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 only.

### **Children from multiple births**

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.

### **Deferred admissions**

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday, and to the Nursery class at the beginning of the Autumn term before their fourth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

### **Late applications for admission**

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **RIGHT OF APPEAL:**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should contact the Local Authority for an Appeal form. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents normally receive 14 days' notice of the place and time of the hearing.

Appeal forms should be returned to:

The Independent Appeals Panel  
Level 4  
Civic Centre  
OLDHAM  
OL1 1XJ

### **Requests for 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.

Policy approved by the Admissions Committee  
Signed: Rev. Jenny Degg  
Chair of Admissions Committee  
Policy Review: February 2018

Date: 11<sup>th</sup> March 2016