

St. Mary's Church of England Primary School High Crompton
Admissions Policy For the Academic Year Commencing September 2020 - 2021



Admissions to an Aided school are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority. At St Mary's C E Primary School the responsibility for admissions is delegated to the Governing Body Admissions Committee.

Applying For A Place - Routine Admissions to Reception Class

Applications for admission to the school Reception Class must be made on the common application form provided by the Local Authority in which the child resides.

In addition, parents must also complete St Mary's Supplementary Information form which will be available on our school website and/or the school office from September 2019. We ask parents to complete this form to enable the Governors to apply the over subscription criteria should the number of applications exceed the number of places available. Children whose parents do not complete and return this form by the deadline will not be considered for admission under oversubscription criteria number 2, 4, 5, and 7 of this admission policy. The completed form must be returned to school and parents MUST ensure they obtain a receipt.

We strongly recommend that you make an appointment to view the school prior to submitting an application by contacting the school office on 0161 770 8309.

If you require any further information please telephone 0161 770 8309 or email office@stmaryscecrompton.oldham.sch.uk

Parents will be informed whether or not their child has been allocated a place by the Local Authority in April of the year of admission. Children not admitted will be informed of the reason and offered an alternative place by the Local Authority in which they reside.

Applying For A Place - In Year Admissions

If a child needs to change school either at the start of a new academic year or during an existing academic year then such admissions are known as in - year admissions. Parents wishing for their child to attend this school as an in year admission should contact the school office for further information either by telephone 0161 770 8309 or email office@stmaryscecrompton.oldham.sch.uk

The following oversubscription criteria for admissions apply to routine and in-year applications should the number of applications exceed the number of places available.

Admissions Information

The published admission number agreed for the admission of children to the Reception Class each year is 30. If no more than 30 applications are received for routine admission to Reception Class, all applicants will be offered places. If more than 30 applications are received the oversubscription criteria will be applied to determine which applicants will be offered places. By law, infant classes must not contain more than 30 pupils except under the limited exceptional circumstances set out in the current School Admissions Code and Regulations. Exceptional circumstances include children admitted after a successful independent appeals panel decision.

In previous years the Admissions Committee applied the oversubscription criteria and admitted pupils at the start of the Academic Year under the following criteria: -

Over subscription criteria as defined in the table below:	Year of admission				
	2014	2015	2016	2017	2018
Criterion 1	1	2	0	0	0
Criterion 2	0	0	0	2	0
Criterion 3	11	14	11	11	11
Criterion 4	15	12	7	12	10
Criterion 5	3	2	0	4	3
Criterion 6	0	0	3	1	3
Criterion 7	0	0	1	0	1
Criterion 8	0	0	8	0	2
Total	30	30	30	30	30

Oversubscription Criteria For Admission

At annual allocation of Reception class places for September, any child with an Education, Health and Care (EHC) plan, where the school is named, will be offered a place before any other children are admitted. If, after the admission of children with EHC plans naming the school, there are more applicants than places remaining available, 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 shown:

1	Children Looked after and children previously looked after (see note a)
2	Children whose medical or social circumstances mean that their needs can only be met at this school. (see note b)
3	Children who will have a sibling attending the school at the time of their admission - (see note c)
4	Children whose parent(s)/legal guardian(s) and the child regularly attend St Mary's Church, High Crompton - (see note d)
5	Children whose parent(s)/legal guardian(s) and the child regularly attend at any Anglican Church- (see note d)
6	The next 3 places allocated to any children based on geographical proximity to the school (see note e)
7	Children whose parent(s)/legal guardian(s) and the child regularly attend at a church of another denomination. (see note d)
8	Children who do not fulfil the above criteria, based on the proximity of their homes to school. (see note e)

See below for explanatory notes.

- a) A "Child Looked After" 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) Applications to be considered in this category must be accompanied by documentary evidence from appropriate persons (e.g. doctor, pre-school special needs service, educational psychologist, social worker, other suitably qualified and relevant person). The 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) A 'sibling' is a brother or sister, including full siblings, step-siblings, an adopted sibling, a long term fostered sibling, or a child of a parent/legal guardian's partner where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.
- d) Regular attendance is defined as a minimum of two services per month at church during public worship, for at least the year prior to 1st September in the year before admission to the school. (i.e. for admission in September 2020, attendance will be taken from the year 1 September 2018 to 31 August 2019.) Evidence of regular attendance of the child and one parent/legal guardian must be provided by the vicar, minister, priest, pastor or leader of worship at the church(es) you have attended. Churches of another denomination will be accepted as those defined under the 'Churches Together in Britain and Ireland'. The details of which can be found on the following website www.ctbi.org.uk or a copy is available from school upon request.
- e) Where the number of applicants exceeds the number of available places within a category, then distance from the child's permanent residence to the school will be calculated using a straight line measure between the permanent residence postcode and the school postcode. This is calculated electronically by Oldham Council using GIS software within their admission database which uses Post Office data and Ordnance Survey data. If, after taking account of distance from home to school, it is necessary to distinguish between two or more applicants with equal priority for admission, the allocation will be determined by random allocation. This will be overseen by an independent person nominated by the Governing Body Admissions Committee.

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. If this is not possible however the Governors will inform the Local Authority, which may consult with the parent, to consider whether all the siblings can be offered places at an alternative local school.

Waiting list

Where we have more applications than available places, the admissions oversubscription criteria will be applied and 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 oversubscription 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 at a later date may 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.

Deferred Admissions

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday. Parents of children, who are not of compulsory age (5 years) until later in the academic year, may request that their child's commencement at St. Mary's school is deferred until the term after which this age is reached. Parents 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. Where parents decide to defer, the place will only be held for the child once this individual intake plan has been agreed in writing with the school. The child must have taken the offered school place no later than the commencement of the final (summer) term, irrespective of whether the child is of compulsory school age or not. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age. (Part time will be either 5 mornings or 5 afternoons - a mix of mornings/afternoons cannot be accommodated). Parents of summer born children, who were born between 1 April and 31 August, may also consider delaying admission. See below.

Delayed Admissions - Summer Born Children (1 April - 31 August)

Delayed Admission is where a child is educated outside their normal age group, starting school a year later than their peer group. 'Summer Born' children (those born between 1 April and 31 August) may, in exceptional circumstances, be allowed to delay school entry.

Most parents will be happy for their child to start school at the beginning of the Autumn term before their fifth birthday. However, where parents have concerns about whether their child is ready for school they may consider submitting a request to the Governing Body Admissions Committee requesting 'Delayed Admission'. Please see our policy for 'Delayed Admission To Reception Year Group' for further information. This can be found in the Admissions section on the school website www.stmaryscecrompton.oldham.sch.uk or contact the School Office for a paper copy. All requests for 'Delayed Admission' must be submitted and a decision obtained from the Governing Body Admissions Committee before the closing date for Primary School applications.

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 for applications will be considered after all the others, and placed on the waiting list in order according to the criteria.

Address of applicant:

When considering a request for admission to St. Mary's C of E Primary School, the only address the Governors can consider is the address of the adult(s) with whom the child is permanently resident. Where the parents have shared responsibility for the child and the child lives for part of the week with each parent, then the address for the purpose of measuring distance from home to school will be the address at which the child is resident for the majority of the school week.

Moreover, the Governors can only consider the parents' address at the time of the allocation process. An intention to change address cannot be considered by the Governors until such a move has actually taken place and proof is available to substantiate the change of address.

The place offered will be withdrawn, if a false address is given, or an address is provided where the child is not actually living. Please contact the Headteacher if you have any queries in this respect.

Fraudulent applications

Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim of residence at a particular address or involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Body is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Once a child has started school the Governing Body is able to withdraw the place if it is discovered that the place was fraudulently obtained.

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 notify the Clerk to the Governors and the school within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 (Year 1 and Year 2) because of Government limits on infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or a procedural error has been made by the Admissions Authority in the original application process.

Please note that this right of appeal against the Governors' decision does not prevent you from making an appeal in respect of any other school.

The appeal application form can be downloaded from the Oldham Council website:

<http://www.oldham.gov.uk/info/200327/admissions/1139/appeals>

Alternatively, a paper copy can be requested from school. The completed form should be sent to:

Oldham Council School Admission Appeals
Level 4, Civic Centre
West Street
Oldham
OL1 1UL

Email: schoolappeals@oldham.gov.uk

Tel: 0161 770 4213

Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, either on the school's supplementary information form or in a covering letter.

Data Protection (GDPR) - Managing and Storing Information

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All documents stored are in accordance with legal requirements where appropriate, and guidance from the Records Management Toolkit for Schools.

a) Supplementary Information forms are held confidentially and securely in the School Office. If the child is admitted to the school these are added to the pupil record and retained whilst the child is at the school. If the child is not admitted then they are retained for a period of one year from the closing date of applications then securely destroyed (shredded).

b) Application information is received electronically from Oldham Council and is confidentially and securely stored on the school computer system. Such records are retained for a period of one year from the closing date of application then deleted.

c) The information is not shared with any third party except in the event of an appeal.

This policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
	✓	