

St. Mary's Church of England Primary School, High Crompton



Admissions Policy  
for the Academic Year  
September 2022 - July 2023

Updated and Reviewed: November 2020  
Last consultation: July 2020  
Effective: September 2022  
Consultation Approved by Governors on: 9.11.20

## School Vision



**'Love one another as Jesus loved us.'** (John 13 v 34-35)

Jesus said, 'Love one another as I have loved you'.

Through God's love and our Christian Values, we encourage each individual to love, respect and value themselves and others.

We encourage and nurture the growth of every individual and their uniqueness so that all flourish and become all that they can be and all that God made them to be.

### Introduction

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 2021. 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](mailto: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](mailto: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					
	2015	2016	2017	2018	2019	2020
Criterion 1	2	0	0	0	1	0
Criterion 2	0	0	2	0	0	0
Criterion 3	14	11	11	11	11	7
Criterion 4	12	7	12	10	10	8
Criterion 5	2	0	4	3	3	3
Criterion 6	0	3	1	3	3	3
Criterion 7	0	1	0	1	0	0
Criterion 8	0	8	0	2	2	9
Total	30	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	Looked after children and previously looked after children (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 "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) 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 attendance at public worship at church during the year 1 December to 30 November in the year before admission to the school. (i.e. for admission in September 2022 attendance will be taken from the year 1 December 2020 to 30 November 2021. Applicants will be prioritised according to the number of attendances at public worship within the year. **Priority will be given to those who have attended 24 or more services within the year.** This will be followed by those who have attended 12 - 23 services within the year, followed by those who have attended 7 - 11 services within the year, followed by those who have attended 3 - 6 services per year. Attendance at less than 3 services during the year will not qualify as regular attendance. 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. This evidence will be the basis for prioritising applicants within this category. Churches of another denomination will be accepted as those Churches that are members of 'Churches Together in Britain and Ireland'. The details of which can be found on the following website [www.ctbi.org.uk](http://www.ctbi.org.uk) or a copy is available from school upon request.

**Variation for the Covid 19 and closure of places of worship applying to note d**

"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".

**\*The church building is classed as closed for public worship unless it is open for unrestricted and fully public worship (ie restricted worship is not public worship).**

Should churches remain closed for such a period that there is no possibility of any family recording 3 or more attendances at public worship within the qualifying year then the leader of worship will be asked to state if the child and at least one parent/legal guardian have attended **any** public worship prior to 1 December 2020. This information will be used to prioritise applications but details of the number and frequency of these visits will not be collected. This information will

only be taken into consideration should churches remain closed and therefore no possibility of any family recording 3 or more attendances at public worship between 1 December 2020 and 30 November 2021.

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 30<sup>th</sup> 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. The waiting list will be maintained until 31 December at the end of the Autumn Term following admission in September (i.e. until 31 December 2022).

### **Deferred Admissions**

Children are entitled to a full-time place in school in the 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, 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 or the Governor's request. The Governors 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 Governors 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 Governors will set out clearly the reasons for their decision.

Where the Governors agree 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 Governors 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 admission authority 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.

#### **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](mailto: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
	✓	