



## Admission Policy

September 2021 – September 2022

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At St Anne's we love,  
learn and grow together  
as part of God's family



We are delighted that you are interested in a place, for your child, at our school. Parents should be aware before applying to St Anne's that our whole school ethos is based on the teachings of Jesus and we are guided by the Church of England. Religious Education, Collective Worship and Christian Values are a prominent part of school life.

Applications for admission to the school should be made on the 'Common Application Form' and also on the school's own 'Supporting Information Form', for those applying under criteria 3, 4 or 5. Applications may also be made on-line by using both the Common Application Form and the Supporting Information Form. It is not normally possible to change the order of your preferences for schools after the closing date. Whether an application is made on paper or electronically, both forms must be completed by those applying under criteria 3, 4 or 5.

The closing date for applications for Admission in September 2021 is **15<sup>th</sup> January 2021**.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority.

The **number of places** available for admission to the Reception class in 2021/22 is 30. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authority and other admissions authorities in the

area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than 30 children.

The Governing Body operates a system of equal preferences under which they consider all applicants equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. 'Looked after children' and previously looked after children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
2. Children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. Children with exceptional social and/or medical circumstances\* (see note a).
4. A child with a sibling in the school who will still be attending the school at the time of the applicant's proposed admission. (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
5. \*Children whose parents or who are themselves faithful and regular worshippers in the Parish Church of St Anne's with St Francis Sale. (See notes b, c and d).
6. \*Children whose parents or who are themselves faithful and regular worshippers in a neighbouring Anglican Church; for whom this is the closest Church of England school measured in a direct straight line on the appropriate Ordnance Survey map from the front door of the child's permanent place of residence to the main entrance of the school. (See notes c and d).
7. \*Children whose parents or who are themselves faithful and regular worshippers of another Christian denomination, that is a member of Churches Together in Britain and Ireland, and for whom this is the closest Church of England school measured in a direct straight line on the appropriate Ordnance Survey map from the front door of the child's permanent place of residence to the main entrance of the school. (See note g).
8. Children resident in the parish of St Anne's with St Francis Sale. A map showing the parish is available from the school and on the website. (See note g). The URL for the Map is: <http://www.achurchnearyou.com/sale-st-anne/>  
**You will need to click on "Find us" to see the boundaries of the parish.**
9. Other Children.

*\* 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”.*

Where the above criteria are not adequate to distinguish between requests for admission, priority will be decided on the basis of the distance from the school to home measured in a direct straight line on the appropriate ordnance survey map from the front door to the child’s permanent place of residence to the main entrance of the school. If this results in a tie break the governing body will undertake a process of random allocation using an independent body.

## **Notes**

- (a) Professional supporting evidence (e.g. A doctor, psychologist, social worker) is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why St Anne’s C.E. Primary School is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (b) By “faithful and regular” we mean attendance at a minimum of two services per month from at least the beginning of September 2020. This includes Church, Sunday School and Sunbeams (held in the Church Hall on Tuesdays after school).
- (c) Parents/Guardians are responsible for ensuring their child is marked present in the relevant attendance register.
- (d) Where a family have recently moved into the area, evidence of a similar commitment to a previous church will be required.
- (e) The Supporting Information Form will need to be signed by your minister or other church officer as proof of attendance. See Appendix 1
- (f) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to ‘parent’s attendance at church’ it is sufficient for just one parent to attend.
- (g) A map showing the boundaries is available from the school and on the website.

## **Admissions Criteria:**

For the academic year 2019/2020 the school was able to admit all pupils who applied for admission.

The number of children admitted to the school under each category was as follows:

1. Children in care – 0
2. Children previously in care - 0
3. Children with exceptional social/or medical reasons - 0
4. Children who have a sibling in school who will still be attending school the following year – 10
5. Children whose parents are faithful and regular worshippers in the Parish Church of St Anne’s with St Francis Sale – 6
6. Children whose families are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school measured in a direct straight line on the appropriate ordnance survey map

from the front door of the child's permanent place of residence to the main entrance of the school. – 0

7. Children whose families are faithful and regular worshippers of another Christian denomination, that is a member of Churches Together in Britain and Ireland and for whom this is the closest Church of England school measured in a direct straight line on the appropriate Ordnance Survey map from the front door of the child's permanent place of residence to the main entrance of the school. – 0
8. Children resident in the parish of St Anne's with St Francis Sale. A map showing the parish is available from the school. – 7
9. Other Children. - 2

### **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 admission 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 for a child who moves into the area at a later date 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 the end of the autumn term.

### **Address of Pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current at-the-time-of application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. a recent utility bill. Where there is a dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Deferred Admission**

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the 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.

### **Summer Born Children**

Parents of summer born children (those born between 1<sup>st</sup> April and 31<sup>st</sup> August) who wish to delay entry until the following year must speak to the school and Local Authority as soon as possible, as this would involve either an In-Year application to Year 1 or a new application for Reception in the following year. Application forms should be filled in for the current admission process at the same time as any request to 'back class' to the Reception class in the following year. The decision will be made considering information from the parents and headteacher and should be in the best interests of the child.

Parents will be informed of the outcome before primary national offer day. If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an In-Year application for admission to Year One for the September following the child's fifth birthday.

Parents should be aware that agreement by the school to allow a child to enter Reception the following year does not guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.

### **In Year Admissions**

For 'In Year' applications received outside the normal admissions round and if places are available, children qualifying under the published criteria will be admitted. If there are places available but more applicants than places, then the published oversubscription criteria will be used. In Year and late applications will be considered by the Headteacher in conjunction with the Governing Body.

In all cases, parents will be asked to fill in an application form and will receive a written response. If unsuccessful, they will be informed of their right to appeal.

### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, 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 Trafford Legal and Democratic Services 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.

### **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 to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **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.

**St Anne's CE Primary School Supplementary form**

**PUPIL'S DETAILS**

<b>SURNAME</b>		<b>CHRISTIAN NAME/ FORENAME</b>	
<b>GENDER</b>	FEMALE / MALE	<b>DATE OF BIRTH</b>	
<b>ADDRESS</b>		<b>POSTCODE</b>	

**PARENT/GUARDIAN DETAILS**

<b>SURNAME</b>		<b>FORENAME</b>	
<b>GENDER</b>	FEMALE / MALE	<b>RELATIONSHIP TO CHILD</b>	
<b>ADDRESS</b>		<b>POSTCODE</b>	
<b>PHONE 1</b>		<b>PHONE 2</b>	
<b>EMAIL</b>			

**PLACE OF WORSHIP** (one parents / guardian regularly attends)

<b>Name of place of worship</b>	
<b>Address</b>	
<b>Is the church a member of 'Churches Together in Britain and Ireland'</b>	Yes / No
<b>Name of vicar / priest / minister / faith leader / church officer</b>	
<b>Address</b>	
<b>Telephone</b>	



### Declaration of 'faithful and regular' Worship Attendance

Declaration for (name of child): \_\_\_\_\_

Please tick if they have been a 'faithful and regular' worshiper

***By "faithful and regular" we mean attendance at a minimum of two services per month from at least the beginning of September 2020 prior to the closing date for applications. This includes Church and Sunday School at 10.30am on Sundays and Sunbeams (held in the Church Hall) on Tuesday after school.***

Signed as confirmation (by incumbent or other church officer):

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Place of Worship: \_\_\_\_\_

Date: \_\_\_\_\_

*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".*

**All applications made under criteria 4 should be handed into the school office**