

ST MARY'S C E PRIMARY SCHOOL, SALE SCHOOL ADMISSIONS POLICY FOR SEPTEMBER 2021

St Mary's C E Primary School is a Voluntary Aided School where the Governing Body is the admissions authority. Decisions about admission to the School are made by the School Governors, not the Local Education Authority or the Headteacher.

St Mary's is an Anglican School and the religious education it provides is in conformity with the rites, practices and doctrines of the Church of England. Parents should be aware that in this School, RE, Collective Worship and our whole school ethos are based on the teachings of the Church of England. As a result, the withdrawal of pupils from formal education and/or worship would not isolate them from the Christian teaching, which the school gives.

The following policy has been agreed by the Governing Body for admission to the school after 1st September 2021 and applies to all classes at the school. The policy is published in the school prospectus and on the website and follows the latest Government legislation regarding admissions.

The number of places for admission to the Reception class for 2021 will be a maximum of 35. This arrangement follows consultation between the Governing Body of the School, the Local Authority, the Chester Diocesan Board of Education and other admission authorities in the area e.g. other Voluntary Aided Schools. By law, no infant class may contain more than 30 children. St Mary's operates vertically grouped infant classes to accommodate the 35 planned admission number.

APPLICATIONS FOR RECEPTION CLASSES IN SEPTEMBER 2021

- The Trafford website lists all the schools in Trafford both by catchment area and alphabetically. As a voluntary aided school we do not have a catchment area and we allocate places in accordance with our School Admissions Policy. St Mary's does not therefore appear if you search by catchment area but is included in the alphabetical list.
- You should list your schools with your preferred school first and so on. The allocation of schools is based on equal preference which means that your child's information is matched equally against all schools so if you do not get your first choice it will not compromise your other choices. So it is important that you list your schools in your order of preference and if St Mary's is your preferred choice then it should be ranked first. In accordance with guidance from Trafford School Admissions, we would also advise that your catchment area school is included in your list of schools.

Children with birthdays between 1st September 2016 and 31st August 2017 are admitted in September 2021. Parents applying for their child to join our Reception class in September 2021 are required to complete the following form(s).

- **FORM 1** - is the Trafford Primary/Infant Application Form which is available from the school office or can be completed on line (www.trafford.gov.uk/admissions) and must be received by the date published in the Local Authority co-ordinated scheme. This form is used to record parents' preferences and other information that will be used by the Local Authority to allocate places to children.

If you include St Mary's C E Primary School, Sale as one of your preferences on this form your child will be added to the list which is sent to the school to be put into rank order using the agreed over-subscription criteria. The school will not be told where you have placed it on the preference form and so this information will not be used in deciding the rank order.

- **FORM 2 – Section 1** - is the Supplementary Form (Sibling Place) which parents are required to complete if they are applying for a Sibling Place. This form provides the school with additional information to put applications into rank order according to the over-subscription criteria.
- **FORM 2 – Section 2** - is the Supplementary Form (Church Association Place) which parents are required to complete if they are applying for a Church Association Place. This form provides the school with additional information to put applications into rank order according to the agreed over-subscription criteria.

Oversubscription Criteria

If the School receives more applications than there are places the following oversubscription criteria will be applied in the following priority order:

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 residence order or special Guardianship order).**

Definition: Looked after Children means children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989)

Parents applying for these places are only required to identify the School as one of their preferred choices on the Trafford Application Form and do not need to complete a School Supplementary Form.

2. Siblings

Children who have a sibling in the school who will still be attending the main school at the time of the proposed admission or who have attended the school in the 2 academic years prior to 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).

Parents applying for these places are required to identify the school as one of their preferred choices on the Trafford Application Form. Additionally, you will need to complete a School Supplementary Form (Sibling Place) which will provide the Governors with information to rank your application.

3. Church Association

After 'Looked After' children (see paragraph 1), siblings and any children with an EHC Plan (see later paragraph), up to **85%** of the remaining places will be offered as Church Association Places where there are sufficient applicants who satisfy the Church criteria. All other places will be offered as open places, determined by distance from school.

Parents applying for these places are required to identify the school as one of their preferred choices on the Trafford Application Form. Additionally, you will need to complete a School Supplementary Form (Church Association Place) which will provide the Governors with information to rank your application. You will need the Supplementary Form signing by the priest/vicar of the church where you worship in support of your application and this should be returned directly to the school.

- a) Children whose parents/guardians are regular* worshippers at St Mary Magdalene, Ashton-upon-Mersey and live in the parish of St Mary Magdalene, Ashton-upon-Mersey.
- b) Children whose parents/guardians are regular* worshippers at St Mary Magdalene, Ashton-upon-Mersey and reside in the adjoining parishes of St Martin's, Ashton-upon-Mersey, St Paul's, Sale or St Albans, Broadheath.
- c) Children whose parents/guardians are regular* worshippers at St Martin's, Ashton-upon-Mersey, St Paul's, Sale or St Albans, Broadheath and reside in the parishes of St Mary Magdalene, Ashton-upon-Mersey, St Martin's, Ashton-upon-Mersey, St Paul's, Sale or St Albans, Broadheath.
- d) A child whose parents/guardians reside in the parishes of St Mary Magdalene, Ashton-upon-Mersey, St Martin's, Ashton-upon-Mersey, St Paul's, Sale or St Albans, Broadheath and are regular * worshippers at a Christian denomination church which is a member of 'Churches Together in Britain and Ireland. For Church membership see the 'Churches Together' website: www.ctbi.org.uk/member-churches/

In the case of oversubscription in each category above a child who lives the shortest distance from the School based on the distance from the school measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

If there are more Church Association place applicants than places, those not allocated a Church Association place will be transferred to the list of Open Place applicants and will be placed in accordance with the Open Places criteria (distance from the school).

If there are fewer Church Association applicants than Church Association places then the remaining Church Association places will become Open Places.

Regular Worshippers*

Regular worship is defined as attending 2 services per month for the 6 months prior to date of application. Where a family have recently moved into the area then evidence of a similar commitment to a previous church will be required.

Variation

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.

Parish Boundaries

For information on the parish in which you reside and parish boundaries, please visit: www.achurchnearyou.com. The link to St Mary's Church is www.stmarygsaom.org and is available on the school website. A map showing the boundaries is available from the school office.

4. Open

After 'looked after' children (see paragraph 1), siblings and any children with an EHC Plan (see later paragraph) and up to 85% of the remaining places have been allocated as Church Association Places, all other places will be offered as open places determined by distance from school (subject to a minimum of 15% of remaining places).

Parents applying for these places are only required to identify the school as one of their preferred choices on the Trafford Application Form and do not need to complete a School Supplementary Form.

Parents applying for open places should do so in the knowledge that RE, collective worship and the whole ethos of the school are based on the teachings of the Church of England.

If there are more than 15% of applicants for open places, places will be allocated according to the following criteria:

A child who lives the shortest distance from the School based on the distance from the school measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Parent

A parent is any person who has parental responsibility or care of the child.

Late Applications

Applications which are received after the last date will be considered after all the others, and where applicable, placed on the waiting list in order according to the criteria.

Waiting Lists

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 the 31st December of the year of admission.

Address of Pupil

Home address refers to the child's permanent home at the proposed date of admission.

Where the parents live at different addresses, the current 'at the time of application' address 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. utility bill etc. Where there is dispute about the correct address to use, the Governing Body reserves 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.

Non Routine Admissions

'In Year' and late applications will be administered by St Marys CE Primary School, Sale. Parents wishing their child to attend this school may arrange to visit the school. If a place is available, parents will be asked to complete a form and will be offered a place by the governors. The Local Authority (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 school will inform the applicant and information about how to appeal against the refusal will be provided. Details of the applicant will be kept on an expressions of interest list, not ranked. If a place become available, all parents of children in the relevant year group will be contacted, to confirm the details.

Where more than one application is received the oversubscription criteria will be used to rank the applications.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Appeals

Decisions made by the School's Governing Body will have been made according to the School's Admission's Policy and in line with the current Admissions Code as published by the DfE. The appeals timetable is published on the School's website – www.st-marys.trafford.sch.uk

Under the terms of the 1998 Education Act you have the right to appeal against any decision made by the Governing Body and an Independent Appeals Panel has been set up specifically for this purpose.

If you wish to exercise your right of appeal your appeal must be sent in writing to the Governing Body at the school within 28 days of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the school. You will normally receive 14 days' notice of the place and time of the hearing.

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.

Fraudulent Admissions

Where the Governing Body discovers that a child has been awarded a place as result of an intentionally misleading application from a parent e.g. false claim to residence in the parish 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 reconsidered and a right of appeal offered if a place is refused.

Deferred Entry

Deferred entry is where a child starts school later in the normal school year. An application must be made in the normal admission round. 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.

Delayed Entry for Summer Born Children

Parents of summer born children (those born between 1st April and 31st 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 for year 1 or a new application for reception in the following year. An application form should be filled in for the current admission process at the same time as any request to defer entry. 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.

Children with an EHC Plan

A child with an EHC (Educational Health Care) Plan where the school is named will be automatically be admitted.

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