

# St Mary's CE (Aided) Primary School, Davyhulme

## Policy for Admissions 2018-19

### Statement of Religious Affiliation

As Christians we believe that, as well as their physical, intellectual and emotional needs, children ought to grow up with some insight into the spiritual dimension of life. Our school has a Christian ethos with a concern for the children in our care.

St Mary's Church of England Primary School is a Voluntary Aided school. Admissions to an Aided school are the responsibility of the Governing Body, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Trafford Local Authority, and the school liaises with the Local Authority and the Manchester Diocesan Board of Education on admissions issues. The arrangements for admissions, including the criteria used to determine the allocation of places when the school is oversubscribed, are agreed by the Governing Body following consultation, as required by the School Admissions Code. The Published Admission Number for the admission of pupils to the Reception Year in the normal admissions round is 30. If no more than 30 applications are received, all applicants will be offered places. The maximum number of children that the Governors' Admission Panel is allowed to admit is 30.

The governors will admit all children who have a statement of special educational needs or an Educational Health Care Plan (EHCP) in which the school is named.

### **Oversubscription Criteria**

In the event of over subscription 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 (see note 1).
2. Children who have a sibling or siblings already on role at the school at the time of admission (See note 2).
3. Children who have been admitted to the Christian faith by infant baptism or infant dedication. A baptism certificate or other record must be submitted, using the school's Supplementary Information Form, if admission is being sought under this criterion.
4. Children of staff employed by St Mary's Primary CE (Aided) School for two or more years at the time at which the application for admission is made.
5. All other children, with priority given to those living nearest the school (See note 3)

## Notes

1. 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 application. Previously looked after children are those 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. A sibling is defined as a brother or sister, or step-brother or step-sister living at the same address as the child for whom the application is being made. Sibling priority will not be given where the brother/sister or step-brother/step-sister lives at a different address to the child for whom the application is being made. No sibling priority is given to cousins, regardless of their address.
3. Should the number of applicants in any of the above criteria be greater than the number of available vacancies, places will be offered to those children living nearest the school. Geographical distance is defined as straight line distance from the School’s front entrance to the front door of the home address. Home address is defined as the resident home address of the person with legal responsibility for the child for whom application is being made.

## Tie-breaker

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.

## Children from multiple births

Where there are children from multiple births (twins, triplets etc.) wishing to be admitted, and the sibling from the multiple birth is offered the final place, the governors may admit over the published admission number if it is possible to do so. If the school is unable to accommodate them all, the governors will inform the Local Authority which may consult with the parent to consider whether all the siblings can be offered a place at the same alternative school (which may not be a preference school named on the Common Application Form) or whether the parents can be offered places at two or more schools with a view to the parent deciding which child will take up which offered place.

## Infant Class Size

Under the School Standards and Framework Act 1998 and the School Admissions Code, infant class sizes must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances, set out in the School Admissions Code. One of these is children from multiple births, as indicated above.

## 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 the 31<sup>st</sup> December at the end of the autumn term following admissions in September.

## Appeals

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 chair of governors at the school within 20 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.

### **Deferred Admissions**

Children will be admitted to the Reception class at the beginning of the autumn term before their fifth 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 (please see the separate note below about requests for admission outside a child's normal age group). Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

### **Requests for admission outside a 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. Please keep this copy of the Admissions Policy for your own information.

*This policy was written after consultation with Governors and with reference to the School Admissions Code (DfE 2014) and the Manchester Diocese Guidance to Primary Schools on the Application of the revised School Admissions Code 2014.*