

ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL, HAWKSHAW

Admissions Policy and Arrangements

St Mary's is a Voluntary Aided school with a strong Christian ethos and an outstanding community spirit. Admissions to a Voluntary Aided school are the responsibility of the Governors, in agreement with the Diocese of Manchester and the Local Authority (Bury Council), which co-ordinates school admissions.

Published Admission Number

The school's Published Admission Number (PAN) agreed for admission to Reception Year in September 2019 is 15. If no more than 15 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children with an Education Health and Care Plan (EHCP) in which the school is named.

Oversubscription Criteria

When the number of applications received is greater than the number of places remaining available (after the admission of any children with an EHCP naming the school) the decision on which children will be admitted will be made using the following oversubscription criteria, which will be applied in the order of priority set out below:

1	Looked After Children and previously Looked After Children. (A 'looked after child' is a child who is (a) In the care of the 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***)
2	Children with an older brother(s)/stepbrother(s), sister(s)/stepsister(s) or other older fostered or adopted children in their family, who are on roll at the school and will still be on roll on 1 September 2019.
3	Any other children.

* This includes children who were adopted under the Adoption Act 1976 (See section 12 adoption orders) and children who were adopted under the terms of the Adoption and Children Act 2002 see Section 46 (adoption orders).

** Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace 'residence orders' and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order.

***Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a Child's special guardian (or special guardians)

Tie Breakers:

Where there are more applicants than places, priority will be given on the basis of proximity to the school, those living closest to the school having highest priority for admission. The distance from home to school will be measured by the shortest driving distance along the public highway, from the front door of the child's normal residence to the front gate of the school. In the event of any application with shared parenting the home address would be that of the parent to whom child benefit is paid.

If the distance from home to school does not distinguish between two or more applications 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.

Waiting List

If there are children for whom no places are available, the school will hold a waiting list for the first term after the normal admission round, i.e. until 31st December 2019. The names on the waiting list will be in the order resulting from the application of the oversubscription criteria. The list will be re-ranked using the oversubscription criteria each time a child is added to the list, and it is possible for 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.

Children from multiple births

Where there are children from multiple births (e.g. twins, triplets etc.) wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number if it is possible to do so.

Applying for Places

Applications must be made on the local authority's Common Application Form, which must be returned to the local authority by the closing date published by the local authority. Details of all the applications made will be forwarded to the school by the local authority. Applications received after the closing date will be treated as late applications, which will be considered after those applications which are received on time.

Normal Date of Admission, and Deferred Admissions to the Reception Year

Children are entitled to a full time place in school in September following the child's 4th (fourth) birthday. Children will normally be admitted to the Reception Year at the beginning of the Autumn Term 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.

Right of Appeal

Where the governors are unable to offer a place because the school is over subscribed, parents will be informed of the reason why admission was refused and of their 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 school within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the Appeals Panel in writing. They will normally receive 14 days' notice of the place and time of the hearing.

Admission outside the 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 head teacher. 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.

Non-routine/in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The Local Authority 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 applicant will be informed in writing, together with the Local Authority, and information about how to appeal against the refusal will be provided.