

## Astley St. Stephen's CE Primary School

### Admissions Policy

Admissions to an Aided school are the responsibility of the Governors. The school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Wigan Council (the Local Authority). The arrangements for admissions, which include the criteria used to determine the allocation of places when the school is oversubscribed, also take account of guidance from the Manchester Diocesan Board of Education.

- St. Stephen's is a one form entry school and the Published Admission Number for admission to Reception is 30.
- Responsibility for admissions is delegated to a committee, including the Headteacher.
- If no more than 30 applications are received for admission to Reception, all applicants will be offered places.
- The governors will admit all children having a statement of special educational needs or education health and care plan naming the school
- In the event of over-subscription the governors will allocate places using the following criteria which are listed in priority order:-

1. Looked after children and previously looked after children (evidence required, see note 1)
2. Children with brothers and sisters in school at the time of application (see note 2)
3. Attendance by the child for public worship at St. Stephen's Church, Astley or another church within the team ministry, ie. St. George's Tyldesley or St. John's Mosley Common (evidence required, see note 3)
4. Attendance by the child for public worship at another church of England Church (evidence required, see notes 3).
5. Attendance by the child for public worship at any other Christian Church (evidence required, see notes 3 and 4)
6. Children (including sibling – see note 2) or parent(s) who have compelling medical or social needs and who live in St. Stephen's Parish. (Written evidence is required from a professional person with knowledge of the child's/parent's needs e.g. doctor, social worker. This evidence needs to set out the particular reasons why St. Stephen's is the most suitable school and the difficulties that would be caused if the child had to attend another school.) (see note 5)
7. Children who live in St. Stephen's Parish (see note 5).
8. Children who live within the United Benefice of Astley, Tyldesley and Mosley Common boundary (see note 5).
9. All other children who live outside the United Benefice of Astley, Tyldesley and Mosley Common boundary with priority given to those living nearest to the school (from the child's home address to the main gate at school as measured by the LA) (see note 5).

## **Deferred Entry**

Children are entitled to a full time place in school in 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.

## **Part Time Attendance**

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.

## **Tie Breaker**

In cases where there are two or more children with the same distance measurement (for example if more than one child lives in a block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. This random allocation will be supervised by someone independent of the school. Please contact the school if you would like more information about this.

## **Children from multiple births**

Where there are children of multiple births (twins or triplets and so on) wishing to be admitted and the sibling (brother or sister) is offered the last place available the governors may admit over the published admission number if it is possible to do so.

## **Child's home address**

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, parents will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address (photocopies are acceptable).

This may include:

- proof of where you are registered for council tax
- your television licence
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carers is unable to provide sufficient proof of their residence.

## **Fraudulent applications**

Where the governors discover that a child has been awarded a place as a result of a fraudulent or intentionally misleading application (for example, a false claim to residence at a particular address or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the governors are 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.

## **Admissions Guidance Notes**

**Note 1** Children in public care and previously looked after children. This includes any “looked after child”, “previously looked after children” and any child who was previously looked after but immediately after being looked after became subject to adoption, residence or special guardianship order. ‘Looked after’ means that the child was 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. This criteria also includes looked after children and all previously looked after children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, child arrangements order or special guardianship order.

**Note 2** A sibling is defined as a brother or sister, or step-brother and step-sister, half-brother and half-sister, foster brother and foster sister living at the same address as part of the same family unit for whom application is being made. Sibling priority will not be given where the brother/sister or step-brother/step-sister half-brother/half-sister, foster brother/foster sister lives at a different address to the child for whom application is being made. No sibling priority is given to cousins, regardless of their address.

**Note 3** Attendance at public worship for 20 or more times over the previous 2 years immediately prior to the date of application. For the purposes of criterion 3 this includes Stepping Up Services at St Stephen’s Church but does not include school-based services.

**Note 4** For the purposes of these admission arrangements ‘Christian church’ means any Church of England church, or a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally designated churches can be found at <https://www.churchofengland.org/sites/default/files/2019-12/Designated%20Churches.pdf>

**For notes 3 and 4** *Anyone wanting to offer evidence of a child’s attendance at public worship must obtain a signature from their parish clergy/minister/other church officer on the school’s Supplementary Information Form available from the school.*

**Note 5** Please click on this link to check parish boundaries using your postcode - [A Church Near You](#).

## **Applying for places**

Applications for places in Reception in the normal admissions round each year must be made on the local authority's common application form, which should be completed and returned to the local authority by the closing date. Details of all applications made will be forwarded to the school by the local authority.

In addition to the local authority form, please complete the school's Supplementary Information Form (SIF) if you wish your child to be considered under criteria 3, 4 or 5. The completed SIF should be returned to the school by the closing date.

## **Late applications**

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.

## **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents/guardians 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/guardians should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place. Parents/guardians 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. Letters of appeal should be sent to: The Clerk to the Governors, St. Stephen's CE Primary school.

## **Waiting Lists**

Places may become available at St. Stephen's CE Primary School after the offer date has passed. To decide which child will be given a place, we will:

- put all children who have been refused a place and would still like to be offered a place on the school's waiting list;
- keep the list in priority order, decided by the oversubscription criteria for the school only;
- offer places that become available to the next child on the waiting list; and
- keep the waiting list until 31<sup>st</sup> December

## **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their 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.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

## Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.
- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

## Stage 2 – decision

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

## Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

### Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** 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.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

**Request refused:**

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.

**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 in-year or non-routine admissions. The school participates in the local authority's arrangements for co-ordinating in-year admissions. Please contact the local authority for further information.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. For children of UK Service personnel and other Crown Servants returning to the area proof of posting is all that is required.

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.

ASTLEY ST STEPHEN'S CE PRIMARY SCHOOL

Supplementary information form

Child's Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_ Date  
of Birth \_\_\_\_\_

Address \_\_\_\_\_ Postcode  
\_\_\_\_\_ Telephone No. \_\_\_\_\_

Father's/Guardian's full name \_\_\_\_\_

Address if different from above \_\_\_\_\_

Mother's/Guardian's full name \_\_\_\_\_

Address if different from above \_\_\_\_\_

Has the child been in attendance at Stephen's Church, Astley or another church within the team ministry ie. St. George's Tyldesley or St. John's Mosley Common for 20 or more times over the previous 2 years prior to application?

Yes/No

Signature of minister within the team \_\_\_\_\_

Has the child been in attendance at any other church of England Church or any other Christian Church for 20 or more times over the previous 2 years prior to application?

Yes/No

Which church? \_\_\_\_\_ Name of minister \_\_\_\_\_

Signature of minister \_\_\_\_\_

**Notes:**

- 1 The Governors reserve the right to verify any information given on this form.
- 2 The giving of false information may make this application invalid.
- 3 The return of this form does not in any way guarantee a child's place in the school.
- 4 Forms should be returned as detailed in the booklet for parents ' Admissions to Primary Schools'
- 5 Places will be allocated in accordance with the Governors' admissions criteria as set out in the school admissions policy

***I certify that the information given on this form is correct***

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

**Please note that this document is for school purposes only and is used to provide supplementary information to support your application.  
The official application form from your Wigan School Organisation Team must be completed if your child is to be considered for a place in a Wigan School.**