

## **ADMISSIONS POLICY 2018**

Admissions to an Aided school are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority. This policy lays down the criteria for admissions and the procedure to be followed. **(It is important to read the definitions below to gain a full understanding of the admissions criteria)**

Responsibility for admissions is delegated to the Administration and Staff Committee, of which the Headteacher is a member.

### **Admission Numbers**

The standard number agreed for admission to Nursery Class is 26 and the Published Admission Number for admission to the Reception Class is 30. Governors must adhere to infant class size legislation and therefore no class of 5,6 and 7 years olds can contain more than 30 pupils with one teacher, except in limited permitted circumstances in the School Admission Code (2014) section 2.15

### **Admission Arrangements**

Applications - All applications for places in Reception should be made on the Common Application Form available from the local authority. This form must be returned to the local authority by the due date. Applicants seeking a place under one of the school's faith-based criteria should also complete the school's Supplementary Information Form (SIF) and return it to the school by the date set out on the form. Failure to complete and return the SIF will mean that the governors will not be able to apply the school's faith-based criteria.

If no more than 30 applications are received for admission to Reception, all applicants will be offered places.

### **Allocation of places**

The governors will admit all children who have a statement of special educational needs or an Education, Health and Care Plan (EHCP) in which the school is named. In the event of oversubscription for the remaining places, decisions on the allocation of places will be made using the following criteria, which will be applied in the order of priority shown:-

1. Looked after children and previously looked after children
2. Children who have special medical or social circumstances. Professional supporting evidence will be needed in support of their application to this school.
3. Children who have evidence of baptism (Baptism certificate will be requested as evidence and should be submitted with the supplementary information form) and who are in regular attendance (40 weeks between 1 January 2017 and 31 December 2017)

at St Paul's Church, Walkden Moor, St. John the Baptist, Little Hulton or St. Paul's Peel.

4. Children and parents/guardians, who are in regular attendance (40 weeks between 1 January 2017 and 31 December 2017) at St. Paul's Church, Walkden Moor, St. John the Baptist, Little Hulton or St. Paul's Peel.

5. Children with an older sibling attending school at the time of admission

6. Children and parents/guardians who are in regular attendance (40 weeks between 1 January 2017 and 31 December 2017) at any other Christian Church within the team boundary.

7. Children and parents/guardians who are in regular attendance (40 weeks between 1 January 2017 and 31 December 2017) at any other religious establishment within the team boundary.

8. Any other children, with priority given to those living nearest to the school

### **Tie-breakers:**

A) In the case of oversubscription in categories 1, 2 and 3:

Within any of categories 1, 2 and 3 above priority will be given first to children who have an older sibling in school at the time of admission.

B) In the case of oversubscription in categories 1, 2 and 3 after the application of tie-breaker (A), and oversubscription in categories 4, 5, 6, 7 and 8, the proximity rule will be applied as follows:

Geographical proximity will be taken into account, as defined by Salford Local Authority, with distance being measured in a straight line from the centre point of the home address to the centre point of the school in miles, with highest priority given to those living nearest the school. In the event of any determination being necessary between children living an equal distance from the school, children within the Parish Boundary of St Pauls' Church, Walkden Moor will take precedence over others with equal tie proximity to the school. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week where shared custody arrangements exist for the child.

C) Final tie-breaker - Random allocation

In the event that, after the application of the above tie-breakers, two or more applicants have equal priority for the final remaining place, random allocation will be used to determine the allocation of the final place by an anonymous draw where the names of those eligible will be entered into the draw and the required number of names drawn from it. The random allocation process will be supervised by someone independent of the school.

### **DEFINITIONS: -**

**Looked after children and previously looked after children: -**

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 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).

**Special medical or social circumstances: -**

Where admission is sought under special medical or social circumstances criteria, professional supporting evidence (e.g. from a doctor, social worker or psychologist) is essential. Such evidence must set out the particular reasons why St Paul's CofE School, Crompton Street is most suitable for the child specifying the special resources the school has to meet the particular needs of the child and the difficulties that it would cause if the child had to attend another school.

**Regular Church attendance At St Paul's Church Walkden Moor, St John the Baptist, Little Hulton or St Paul's Peel: -**

A minimum of 40 Sundays per year is required to qualify for regular attendance and consideration as a church member and those applicants qualifying under this rule with siblings at school will be given preference over other applicants. In order for the governors to apply the school's faith-based criteria, evidence of regular church attendance must be provided by a member of the clergy or other designated church officer.

**Siblings: -**

Siblings are defined as brother/sister; step-brother/step-sister; half-brother or half-sister or foster siblings in the family unit residing at the same address during the school week. It also includes full brother and sister living apart.

**The team Boundary: -**

The team Boundary is the parish boundaries of St Paul's Church Walkden Moor, St John the Baptist, Little Hulton and St Paul's Peel. *A map showing the team Boundary is available for inspection at the school and is included at the back of this admissions policy.*

**Evidence of attendance at another Christian church or other religious establishment: -**

*Other Christian Churches are defined as Churches in membership of Churches Together in Britain and Ireland. A list of member churches can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk).* If a place is sought under Christian or other religion, in order for the governors to apply the school's faith-based criteria a supplementary form must be completed and signed by an officer from the church or religious establishment to verify attendance of the child.

## **FURTHER NOTES**

### Nursery Admissions

There is a maximum of 26 Nursery places. The Governors shall determine how many of these places are to be allocated on a full time or part time basis. The criteria for Nursery places follow the school admissions policy. A place in the Nursery does not guarantee a place in Reception the following year. A separate application must be made for both Nursery and Reception places.

### Reception Admissions

Children will be admitted into the Reception class at the beginning of the Autumn Term before their fifth birthday and to the Nursery class at the beginning of the Autumn Term before their fourth birthday.

The governing body shall consider all the applicants at the same time after the closing date for admissions. Parents will be notified of the Governors' decision by the Local Authority on a date determined by the Local Authority and published in the Information to parents and on their website.

### Late applicants/Waiting List

The authority accepts that where there are extenuating circumstances for an application being received after the last date of application, and if it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all others. Otherwise, applications which are received after the last date will be considered after all the others and placed on a waiting list in order according to the oversubscription criteria and as new applications are received the list will be re-ranked, meaning children may move up or down the list according to applications received. The waiting list will be kept until 31 December following admissions in September. Looked After Children, previously Looked After Children and In Year Fair Access pupils take precedence for admission over pupils on the waiting list.

### 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.

### 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. Appeals can be submitted at any time after a place has been refused. Downloadable forms can be obtained from [www.salford.gov.uk/primary-appeal](http://www.salford.gov.uk/primary-appeal) and returned to The Admissions Team, Children's services, Second Floor, Salford Civic centre, Chorley Road, Swinton, M27 5AW. Parents will have the opportunity to submit their case to the panel in writing and also attend to present their case. You will normally receive 14 days notice of the place and time of the meeting.

### Address of pupil

The address used on the school's admission form must be the current one at the time of the application. If the address changes subsequently, the parents should notify the Local Authority. Where the parents live at different addresses the current 'at the time of' application, normal address of the child should be used. This will be the one where the child wakes up for the majority of Monday to Friday mornings. The local authority will request proof of address.

#### Fraudulent Applications

Where a governing body discovers that a child has been awarded a place as a result of intentionally misleading application from a parent/guardian (e.g.. a false claim to residence or involvement in a place of worship) which effectively denies a child with a stronger claim, then the governing body is required to withdraw the offer of a place. However, the governors must consider the length of time the child has been at the school i.e. less than one term.

#### In Year Admissions

If a child needs to change schools other than at the 'normal' time, such admissions are known as In Year Admissions. From September 2010 In Year Admissions should be made through the Local Authority. The parent should contact the Local authority who will issue an application form to the parent. Applications meeting certain criteria may be referred to the in-year fair access process by Salford Local Authority.

#### Deferred admissions

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

#### Requests for admission outside normal age group

Please contact Salford school admissions team for admission outside normal age group. Information can be found at <https://www.salford.gov.uk/school-admissions-lea.htm>

**Supplementary Information Form**

**Reference from Church Leader**

**Surname of child :** \_\_\_\_\_

**Christian/given name(s)  
of child:** \_\_\_\_\_

**Name of parent(s) or  
guardian(s):** \_\_\_\_\_

**Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

If you are applying for a place under criterion 3 the Child's Baptism certificate will be required to be presented to the school as evidence. Please include a copy with this form

Place of worship child regularly attends.

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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I confirm that the child named above attended the above named church/religious place of worship on Sunday for at least 40 weeks between 1 January 2017 and 31 December 2017.

Signed: \_\_\_\_\_  
Rector / vicar / priest / minister / church officer

# Parish of St Paul, Walkden Moor

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