

VOLUNTARY AIDED CHURCH OF ENGLAND PRIMARY SCHOOLS ADMISSION ARRANGEMENTS FOR 2018-19

Applications for primary school places during the normal admissions round are processed in accordance with St Helens co-ordinated admissions scheme for primary schools.

Admission Age

Children become of statutory school age at the beginning of the first term after they reach the age of five. The School Admissions Code states that admission authorities must provide for the admission of all children in the September following their fourth birthday. Places must be offered on a full time basis but 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.

Deferred Entry

Parents may also request that their child's entry be deferred until later in the school year following their fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age. Children born in the summer term are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1.

In all cases parents will be advised to discuss any request for deferred entry with the relevant primary school.

Admission of children outside their normal age group

As a general principle, the Local Authority believes that children should be educated within their chronological peer group. The National Curriculum enables schools to modify both the curriculum offered and the assessment procedures in order to meet individual needs. Inclusion, therefore, should be promoted through curriculum differentiation within the classroom, rather than by moving the child into another year group.

The School Admissions Code makes it clear that it is school admission authorities who are responsible for making the decision on which year group a child should be admitted to but they should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. Therefore, the Local Authority has drafted a separate protocol for the admission of children outside their normal age group. A copy of this protocol that explains how applications will be processed is available on the Council's website, at:

<https://www.sthelens.gov.uk/schools-education/school-admissions/primary-schools/>

Applications for Reception Year places where a Nursery Unit is attached to a Primary School

Where schools have a nursery unit attached, a separate application must be made for admission to the reception class. Attendance in the nursery does not guarantee admission to the school for primary education. Applications must be made in the normal way and the oversubscription criteria will be applied as stated below.

Published Admission Numbers

Voluntary Controlled Primary Schools	Admission Number 2018-19
Parish CE	30
Rectory CE	30
St.Aidan's CE	30
St.James' CE	30
St.Peter,s CE	35

OVERSUBSCRIPTION CRITERIA

Where the number of applications exceeds the number of places available the Governing Bodies of **Parish CE, Rectory CE, St.Aidan's CE, and St.James' CE Primary School** will apply the following over-subscription criteria

1. *Looked after children and previously looked after children
2. Children who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who is living at the same address and is part of the same family unit.
3. Children whose †parent(s) regularly attend a Church of England church. Regular attendance shall be defined as public worship for at least once a month and for at least 2 years before application. This would need to be confirmed in writing by a member of the clergy or a church officer and submitted by the parent with their application form.
4. Children whose †parent(s) regularly attend another Christian church that is a member of Churches Together in Britain and Ireland (www.ctbi.org.uk) or a place of worship which is associated with the UK Interfaith Network (www.interfaith.org.uk). Regular attendance shall be defined as public worship for at least once a month and for at least 2 years before application. This would need to be confirmed in writing by the appropriate minister of religion or religious leader and submitted by the parent with their application form.
5. Children who for medical or social reasons require a place at the school. Such applications would need to be supported in writing by a registered health professional or social worker at the time of application. The supporting letter or report must set out the particular reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another school.
6. Children whose †parents express a preference for a place at the school.

* 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 (under Section 22(1) of the Children Act 1989). A previously

looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

†A parent is any person who has parental responsibility for the child.

Where the number of applications exceeds the number of places available, the Governing Body of St.Peter's CE Primary School will apply the following oversubscription criteria for their school:

1. *Looked after children and previously looked after children
2. Children of †parent(s) who regularly attend St.Peter's Church of England, Newton-le-Willows. Regular attendance shall be defined as public worship for at least once a month and for at least 2 years before application. This would need to be confirmed in writing by a member of the clergy or a church officer and submitted by the parent with their application form.
3. Children who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who is living at the same address and is part of the same family unit. Within this category children whose parents regularly attend St.Peter's or another Church of England or Christian church or a place of worship which can be associated with the UK Interfaith Network will be prioritised. Regular attendance shall be defined as public worship for at least once a month over a one year period prior to application. This would need to be confirmed in writing by a member of the clergy or a church officer and submitted by the parent with their application form.
4. Children whose †parent(s) regularly attend St.Peter's or another Christian church that is a member of Churches Together in Britain and Ireland (www.ctbi.org.uk) or a place of worship which is associated with the UK Interfaith Network (www.interfaith.org.uk). Regular attendance shall be defined as public worship for at least once a month over a one year period prior to application. This would need to be confirmed in writing by the appropriate minister of religion or religious leader and submitted by the parent with their application form.
5. Children who for medical or social reasons require a place at the school. Such applications would need to be supported in writing by a registered health professional or social worker at the time of application. The supporting letter or report must set out the particular reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another school.
6. Children whose †parents express a preference for a place at the school.

* 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 (under Section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

†A parent is any person who has parental responsibility for the child.

Tie Break

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie break does not distinguish between applicants e.g children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Definition of Home Address

This is the address where the child and parent, or person with parental responsibility, normally live. The address which receives child benefit will normally be used if the child's time is split between two homes, but the Governing Body reserves the right to request other proofs as fit the individual circumstances . It may be necessary for the Governing Body to carry out checks to confirm that addresses given are genuine. Parents may, therefore, be asked to produce documentary evidence of their child's address e.g. Council tax or utility bills

If parents are planning a permanent house move after applying but before places are allocated they will be required to provide documentary evidence of this e.g. a copy of an exchange of contract or a tenancy agreement.

False Information

Where the Governing Body discovers that a child has been awarded a place as a result of any false information relating to the home address, proof of date of birth or involvement in a place of worship, it may withdraw the offer of a place.

Late Applications

Applications submitted after the closing date will only be considered alongside those who applied on time when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included.

Waiting List

During the normal admissions round, if a place is refused because the school is oversubscribed the applicant will automatically be placed on the waiting list. The waiting list will be kept in priority order according to the oversubscription criteria and not on the date on which applications were received. 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.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list

The waiting list will close at the end of the autumn 2018 term, parents who wish their child to remain on the reception year waiting list after this date will need to re-apply on an in year application form.

Appeal Procedure

Where parents are unsuccessful in applying for a school place, the decision letter will give reasons why the application was refused (in light of the published admission arrangements) notification of the right of appeal, including details of how, and to whom, to make an appeal and where to obtain further information.

Parents should be aware that legislation limits infant class sizes to 30 pupils and restricts the grounds upon which an appeal can be upheld. They would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admission arrangements had been properly implemented.

Fair Access Protocol

All local authorities must have a Fair Access Protocol to ensure that schools in their area admit a fair share of children with challenging behaviour and that access to education is secured quickly for children who have no school place. As a result primary schools in St Helens may be required to admit above their published admission number, even if the year group concerned is full.

All schools must participate in their local authority's protocol. For that reason, admission appeal panels will not view the fact that a school is obliged to admit over its admission number as an indication that it can do so for all in year transfers without causing prejudice to the efficient provision of education or efficient use of resources.

In-Year Transfers

Applications for children transferring school, other than at the normal point of entry, are processed in accordance with the agreed In Year Transfer Scheme that is coordinated by St.Helens Council.