

# **Admissions to Primary School**

## **Guide to Admission Policies 2019**

**This booklet contains admission policies for all  
Voluntary Aided and Foundation Primary Schools**

**The information should be read along with the main  
Admissions to Primary School 2019 Guide**

## **ADMISSION POLICIES 2019**

### **Admissions criteria for Voluntary Aided and Foundation Primary Schools**

In the case of Voluntary Aided and Foundation Schools, the admission arrangements (including the criteria to be followed) are agreed between the Governing Body and the Local Authority whilst remaining the responsibility of the Governing Body.

Any queries relating to the policies and criteria should be made to the school concerned.

#### **PLEASE NOTE**

**Dependent on demand, schools may be able to accept all children who wish to attend. These criteria will only be applied if the number of applicants exceeds the published admission number.**

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## **ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR SEPTEMBER 2019**

Children with Statements of Special Educational Needs or an Education Health & Care plan will be given a place at the school named on their statement.

When schools are oversubscribed, priority for allocation of places will be as follows:-

1. Children in public care (Looked after Children) and previously looked after children. 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 who will have an older brother or sister in the school in September 2019. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.
3. Other children.

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer).

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the ***name & address of the parent/carer to whom the***

***Child Benefit payment is paid or where the child is registered with a GP and in agreement with both parents.***

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places as a permitted exception to class size regulations.

1st, 2nd and 3rd preferences for all primary schools in Bury will be considered equally.

If you wish to give reasons for your preferences you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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.

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available **which could not have been made available** at the original appeal hearing.

## **ADMISSION POLICIES FOR VOLUNTARY AIDED AND FOUNDATION SCHOOLS FOR SEPTEMBER 2019**

Legislation states that Local Authorities must co-ordinate all admissions to all maintained schools. However, the Governors of Voluntary Aided and Foundation schools will continue to set policies and make admission decisions.

### **BURY AND WHITEFIELD JEWISH PRIMARY**

We are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

<b>Admission number</b>	<b>Pupils admitted at the age of</b>
30	4

### **Aims**

- To establish and maintain a fair and open admissions policy.
- To work with other schools in order to share good practice in order to improve this policy.
- We follow the Jewish ethos.

### **Responsibility for the Policy and Procedure**

#### **Role of the Governing Body**

The Governing Body, as the admissions authority, has:

- a duty to consider all applications to this school;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- in place an Admissions Committee;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are breach of this policy;

- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of his policy

### **Role of the Headteacher**

The Headteacher in conjunction with the Admissions Committee will:

- ensure that all applications are looked at fairly and openly;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

### **Role of the Admissions Committee**

The Admissions Committee will:

- work closely with the Headteacher;
- ensure that this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- annually report to the Governing Body on the success and development of this policy;
- in the event of over-subscription administer the following criteria

### **Admissions Criteria**

Admission to this school shall be determined by the criteria set out below, which are listed in order of priority:-

1. Children who are looked after by the Local Authority.
2. Priority will be given to the admission of pupils' resident within the school's designated catchment area whose parents have expressed this

preference if the admissions number of the school has not been exceeded.

3. In the event of over-subscription from within the school's designated catchment area, the following sub-criteria will be applied to prioritise admissions:

a. children recommended for admission on medical grounds, supported by a medical officer or psychological or special educational needs reasons. These must be confirmed by the Local Authority's professional advisers.

b. children who have older siblings at the school at the date of admission will be admitted in preference to those who do not;

c. where there is more than one case as in (a), priority to be assessed on the basis of those children closest in age to the elder siblings already at the school at the date of admission;

d. after taking account of categories (a) to (d), priority will be based on closeness to the school.

4. Should admission to a school not be possible due to class size or other requirements, transport will be provided to the next nearest school with available places (subject to distance limits).

5. When considering whether a child lives in a school's catchment area, the address considered is that of the parent or legal guardian, irrespective of a family's domestic arrangements, i.e. the address of another relative or childminder etc. must not be given. In certain cases it may be necessary to provide evidence relating to the child(ren) in question, to show the home address of the child(ren).

6. Subject to class size and other requirements, pupils' resident outside the school's catchment area will be admitted if the admissions number of the school has not been exceeded. The event of over-subscription from outside the catchment area of the school, the sub-criteria described at (a) – (d) above will be applied to prioritise admissions.

### **Role of Parents/Carers**

Parents/carers will be aware of and comply with this policy

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops

- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such as annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## **Training**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

## **CHRIST CHURCH CE MULTI-ACADEMY TRUST**

A Charitable Company Limited by Guarantee registered in England and Wales (Company No: 10762038)

### **ADMISSIONS POLICY FOR RECEPTION ADMISSIONS 2019 AT CHRIST CHURCH C.E. PRIMARY SCHOOL, WALSHAW**

Admissions to Christ Church C.E. Primary School are the responsibility of the Local Governing Board in agreement with the Diocesan Board of Education and Bury Local Authority.

The standard number agreed for admission to the Reception Class is 35.

Responsibility for admissions is delegated to the Local Governing Board. Up to the admission number all applications will be accepted.

If a child has an Education, Health & Care (EHC) then that child will be offered a place.

If applications exceed the admission number, the Governors Admissions Panel will meet and children will be admitted (up to the admission number) according to the following criteria, applied in order:

1. Children in public care, (Looked after children) and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children of serving armed services personnel.
3. Children whose medical or social circumstances mean that their needs can only be met at this school.
4. Children who will have an older brother or sister attending the school at the time of their admission.
5. 60% of the remaining places will be allocated to any children living in the Parish of Christ Church, Walshaw.
6. Children whose parent(s)/guardian(s) are in regular attendance at Christ Church, Walshaw.
7. Children whose parent(s)/guardian(s) are in regular attendance at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.

8. Any other children.

If you wish your child to be considered within the faith category (see criteria 5 and 6 above), you **must** complete the supplementary form which is available from the school and return it to the school by the date specified on the form.

Applications received after the published closing date will be treated as late applications. Bury LA will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications that are received on time.

The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.

**Notes:-**

A. If there is over-subscription in any category places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

B. The Local Governing Board will follow Bury LA policy when making decisions regarding a child's residence. For example, where shared parenting arrangements are in place, the home address will be decided by using the address to which the Child Benefit is paid.

C. Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.

D. 'Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins and the three triplets will be offered places.

E. Regular church attendance is normally taken to mean a **minimum** of fortnightly attendance at public worship for **at least** the year prior to 1 September before admission into the school. Governors will also distinguish between levels of commitment based on attendance at public worship, with higher priority being given to those with a longer

duration of attendance, up to a maximum of three years. Evidence of regular attendance of parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer. The school will secure this evidence by sending Supplementary Form B to the named person.

F. A place in the school's nursery does not guarantee a place in the school's reception class.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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.

**RIGHT OF APPEAL:** If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

# **EMMANUEL HOLCOMBE CE PRIMARY SCHOOL**

## **ADMISSION POLICY SEPTEMBER 2019**

Emmanuel Holcombe Church of England Primary School is a voluntary aided school. The Governing Body is the admission authority for the school and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bury Council (the Local Authority) and the school liaises with the Local Authority and with Manchester Diocese on admissions issues.

As a small friendly Church school we welcome all parents of prospective pupils to visit our school at any time, by arrangement with the Head teacher or Deputy Head teacher. Each year we hold an open day, to which we invite any parents of present pupils and prospective pupils to come and visit our school, meet the children and staff.

### **Admission arrangements**

The school's published admission number (PAN) for the admission of children to the Reception Year in September 2019 is 16. If no more than 16 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children with a Statement of Special Educational Needs or an Education, Health and Care plan naming the school.

### **Oversubscription criteria**

When the number of applications received is greater than the number of remaining places available (after the admission of any children with a statement of special educational needs or an Education, Health and Care plan naming the school) the decision on which children will be admitted will be based on 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 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 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. Brothers/half-brothers/stepbrothers and sisters/half-sisters/step sisters of children living in the same household who will also be in school in the September when admission is sought. In the case of families with shared-parenting, "living in the same household" will be decided by the address of the parent to whom the child benefit is paid, which will be taken to be the child's home address.
  3. Children whose parent/guardian is in regular attendance at public worship at any Church of England church in the Parish of Holcombe and Hawkshaw. Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months preceding the date of formal application. Confirmation from the Rector will be sought. A list of Church of England churches in the Parish, and a map of the parish can be viewed at the school.
  4. Children whose parent/guardian is in regular attendance at public worship at any other church which is in membership of Churches together in Britain and Ireland. Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months preceding the date of formal application. Confirmation will be sought from the relevant faith leader. A list of churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)
  5. Any other children.

## **Tie-breakers**

Where there are more applicants for the available places within a category, the distance to the child's home address from the main gate of the school, measured by the means of straight line distance, will be used as a determining factor, nearer address having priority.

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 of multiple births 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 application form or on-line application system. 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. The Local Authority will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.

## **Appeals**

Should there be a situation where an application for admission has been turned down by the Governing Body, because the school is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

## **Waiting list**

Where we have more applications than places, the admissions criteria will be used to determine the allocation of places. 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 December at the end of the autumn term following admissions in September.

## **Deferred Admissions**

Children will be admitted to the Reception Year 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 Head teacher 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.

## **GUARDIAN ANGELS' RCPS** **ADMISSIONS POLICY AND ARRANGEMENTS FOR 2019/2020**

Guardian Angel's RC Primary School is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Bury Local Authority. As a voluntary aided school, the governing body is the admissions authority and is responsible for taking decisions on applications for admissions. The coordination of admission arrangements is undertaken by the Local Authority.

For the school's year commencing September 2019, the governing body has set its admissions number at 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference form or apply online via the website <http://www.bury.gov.uk/admissions> If you wish to have your application considered against that school's religious criteria then you must **ALSO** complete the Supplementary Form which is available from the school.

If there are fewer than 30 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Looked After Children and previously Looked After Children.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school. \*
3. Baptised Catholic children who have a sibling in the school at the time of admission.

4. Baptised Catholic children resident in the area of Our Lady of Good Counsel and Guardian Angels' parish allocated to Guardian Angels' RC school.
  5. Baptised Catholic children resident in the area of Our Lady of Good Counsel and Guardian Angels' parish.
  6. Baptised Roman Catholic children resident in other parishes.
  7. Other children who have a sibling in the school at the time of admission.
  8. All remaining applicants.
- *Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.*

If it is not possible to offer places for all applications within any criterion above, priority will be given on the basis of a random lottery that will be carried out by the Local Authority.

### **Notes for Applicants:**

A. All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2019. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.

B. 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.

C. For a child to be considered as a Catholic evidence of a Catholic baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with Salford Diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

D. Home address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

E. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

F. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.

G. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

H. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

I. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

J. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are looked after/previously looked after, children of UK service personnel who move into the area for whom there is no other school available within a reasonable distance.

K. If a child is a 'summer born child', parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year) they must discuss this with the school before applying. However, the final decision on this rests with the Head teacher.

L. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

## **HOLLY MOUNT ROMAN CATHOLIC PRIMARY SCHOOL**

This is a Voluntary Aided School. Admission to the school is the responsibility of the Governors. The school's admission policy is shown below.

Holly Mount Roman Catholic Primary School is a school provided by the Diocese of Salford and is maintained by the Bury LA as a Voluntary Aided School.

The school's Governing Body is the Admission Authority and is responsible for taking decisions on applications for admission. For the school year commencing September 2019 the Governing Body has set its planned admission number at 45. Applications for all school admissions are submitted via the LA.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives and subject to the following set of criteria which will be used to form a priority order for admission. All 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> preferences will be considered equally.

If a child has a Statement of Special Educational Needs or an Education, Health & Care plan and this school is named on the Statement, a place will be offered to the child.

1. **Children who are in public care or adopted children were previously in care.**
2. **Baptised Roman Catholic children who are resident in the Parish of St Hilda's, Tottington.**
3. **Children who will have a brother or sister attending the school at the time of admission.**
4. **Other baptised Roman Catholic children in order of proximity to the school.**
5. **Other children in order of proximity to the school.**

### **Footnotes:**

1. All applications will be considered at the same time after the closing date for admission which is 15 January 2019.
2. Each Roman Catholic applicant will be required to produce a certificate of baptism.

- 3.** Parents should check carefully whether they are resident within the Parish boundary of St Hilda's. This information can be provided by the Parish or the school.
- 4.** It is the duty of the Governors to comply with class size limits at Key Stage 1. This means that the school cannot operate classes in KS1 of more than 30 children. (The only exceptions to this policy would be in the case of twins, multiple births and children of armed forces personnel).
- 5.** If there is over-subscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using the Local Authority's computerised mapping system, which uses the ordnance survey integrated network. The route will be measured using a straight line from the point on the highway nearest to the centre of the house to the mid-point of the school.
- 6.** Siblings – For the purpose of admission, a sibling link is defined as a brother or sister or step brother/sister residing at the same address as a pupil who occupies a place in the school.
- 7.** Shared parenting – Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be decided by using the address on the Child Benefit payment book.
- 8.** Late applications can only be considered in accordance with the Policy. Further offers cannot be made if the school is oversubscribed.
- 9.** If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- 10.** Waiting list - the school will hold a waiting list for the first term after the normal admission round in September - December.
- 11.** If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places, except where this would breach infant class size legislation.

## **HOLY TRINITY CE PRIMARY SCHOOL**

Holy Trinity Church of England Primary School is a Voluntary Aided school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bury Council (the Local Authority) and the school liaises with the Local Authority and Manchester Diocesan Board of Education on admissions issues. The following arrangements for admissions include information on how to apply for a place, and the criteria used to determine the allocation of places when the school is oversubscribed.

Responsibility for admissions is delegated to the Governing Body Admissions Committee.

The school also has a Nursery class. Please see the separate Nursery admissions policy for full details. A separate application must be made for any child wishing to transfer from the Nursery class to the Reception Year in the Primary School.

### **Admission arrangements**

The school's published admission number (PAN) agreed for admission to the Reception Year is 30. If no more than 30 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement the school is named.

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with a statement of special educational needs or an EHCP naming the school), the decision on which children will be admitted will be based on 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 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 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 arrangement order or special guardianship order).
2. Children whose parent/guardian is in regular attendance at public worship at a Church of England Church. (NB. Regular attendance is defined as attendance at least once a month by at least one of the child's parent(s)/guardian(s) for at least the year prior to the date of application for admission to the school. *This must be confirmed by a signed letter from the priest/minister of the church attended*).
  3. Children whose parent/guardian is in regular attendance at public worship at a church which is a member of 'Churches Together in England'. (NB. Regular attendance is defined as attendance at least once a month by at least one of the child's parent(s)/guardian(s) for at least the year prior to the date of application for admission to the school. *This must be confirmed by a signed letter from the priest/minister of that church A list of churches in membership of Churches Together in England can be viewed at [www.cte.org.uk](http://www.cte.org.uk)*).
  4. Children who have older brothers and sisters (this includes full brother and sister and step brother/sister living at the same address) who will still be on the school roll at Holy Trinity at the time of admission.
  5. All other children.

### **Home address**

Where a child has parents with shared responsibility and lives with each for part of the week, the home address that is accepted will be the one that is used for the purposes of claiming Child Benefit.

### **Tie-breakers**

If there are more applicants falling within any of the above criteria than there are places remaining available, priority for admission will be given to applicants living closest to the school, determined using a straight line distance measurement from home to school using the Local Authority's electronic mapping system. Those living closer to the school will receive the higher priority. 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 (twins, triplets etc)**

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 admission number and exceed the infant class size requirement if

it is possible to do so, as such children are permitted exceptions to the infant class size limit. A list of permitted exceptions is set out in the School Admissions Code.

## **Waiting list**

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places. 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 is not one of the admissions criteria, it cannot be a criterion for the order of names on the waiting list, and late applications for the school will be slotted into the order according to the extent to which they meet the criteria. Thus 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. 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 31 December at the end of the autumn term following admissions in September.

## **Appeal**

Where the governors are unable to offer a place because the school is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent admission appeal panel.

Parents wishing to appeal must set out their grounds for appeal in writing and must send the appeal to:

The Admissions Team, 3 Knowsley Place, Bury, Lancashire, BL9 0EJ

If children of armed forces personnel are presented for admission and infant class size regulations are involved the governors may admit the child if it is possible to do so.

The names of unsuccessful applicants will, if requested, be placed on a waiting list at the school in the order that they meet the criteria.

A parent whose child has been refused admission may make an appeal via – The Admissions Team, 3 Knowsley Place, Duke Street, Bury, BL9 0EJ.

## **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

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.

## **Requests for 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 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.

### **Applying for places**

Applications must be made on the local authority's common application form, which should be returned to the local authority by the closing date for applications. Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, if you wish your child to be considered for entry under the faith-based criteria (criteria 2 and 3) above) you must ensure that a signed letter from the priest/minister of the church attended, confirming attendance at public worship (at least once a month by at least one of the child's parent(s)/guardian(s) for at least the year prior to the date of application for admission to the school) is returned to the school by the same closing date.

### **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.

## **OUR LADY OF GRACE RC PRIMARY SCHOOL**

Our Lady of Grace Primary School is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford and is maintained by Bury Local Authority as a Voluntary Aided School. The School's Governing Body is the Admission Authority and is responsible for taking decisions on applications for admissions. Bury Local Authority now co-ordinates all admissions to the school.

For the school year commencing 1<sup>st</sup> September 2019, the Governing Body has set its planned admission number at 60. Admission to the school will be made by the Governing Body. All preferences listed on the Local Authority preference form will be considered on an equal basis subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

Admission to the school will be made in accordance with the following criteria:

1. Baptised Roman Catholic Children in public care as well as adopted Roman Catholic children who were previously in care.
2. Baptised Roman Catholic children who are resident in the parish of Our Lady of Grace with a sibling attending school at the time of admission.
3. Baptised Roman Catholic children who are resident in the parish of Our Lady of Grace.
4. Other baptised Roman Catholic children who are resident in another parish with a sibling attending school at the time of admission and live within the catchment area of St Monica's RC High School.
5. Other baptised Roman Catholic children who are resident in another parish and live within the catchment area of St Monica's RC High School.
6. Other Roman Catholic children.
7. Other children in public care and adopted children who were previously in care.
8. Other children.

### **NOTES**

1. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2018.
2. Each Roman Catholic applicant will be required to produce a baptismal certificate and proof of address (Child Benefit Statement)

3. Parents should check carefully whether they are resident within the parish boundary of Our Lady of Grace and within the catchment area of St Monica's RC High School Specialist Language College. *These include the parishes of Our Lady of Grace, St Michael's, St Bernadette's, Our Lady of Delours (Servites) and St Mary's Radcliffe.*
  4. Siblings – a brother, sister, step-brother, step-sister, will be defined a sibling who resides in the same residence as a pupil who occupies a place in the school within categories 1, 2 & 3.
  5. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be decided by using the address on the Child Benefit Statement.
  6. The Governors reserve the right to admit any child for special circumstances or need should they feel that the school best fits the child's needs. 'Looked after Children' will be treated fairly and equally in each category.
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## **OUR LADY OF LOURDES RCPS ADMISSION POLICY AND ARRANGEMENTS FOR 2019/2020**

Our Lady of Lourdes RC Primary School is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Bury Local Authority. As a voluntary aided school, the governing Body is the admissions authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority.

For the school's year commencing September 2019, the governing body has set its admissions number at 20.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing body. Parents must complete a Local Authority Preference Form or apply online via the website <http://www.bury.gov.uk/admissions>. If you wish to have your application considered against that school's religious criteria then you must ALSO complete the Supplementary Form which is available from the school.

If there are fewer than 20 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Looked After Children and previously Looked After Children.
2. Children with exceptional social, medical, educational or religious need which can be best met, or only met at this school.\*
3. Baptised Roman Catholic children who have a sibling in the school at the time of admission.
4. Baptised Roman Catholic children resident in the area of Our Lady of Good Counsel and Guardian Angels' parish allocated to Our lady of Lourdes RC School.

5. Baptised Roman Catholic children resident in Our Lady of Good Counsel and Guardian Angels' parish.
  6. Baptised Roman Catholic children resident in other parishes.
  7. Other children who have a sibling in the school at the time of admission.
  8. Other children.
- Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured using the Local Authority's computerised mapping system which uses the Ordnance Survey integrated network. The route will be measured using a straight line from the front door to the child's home address (including the community entrance to flats) to the main entrance of the school. In the event of distances being the same for 2 or more applicants where the distance would be the last place/s allocated a random lottery will be carried out in a public place, all names will be entered into a hat and the required number of names will be drawn out.

#### Notes for Applicants

a) All applicants will be considered at the same time and after the closing date for admissions which is **15<sup>th</sup> January 2019**. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.

b) 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.

c) For a child to be considered as a Roman Catholic evidence of such Baptism or reception into the Catholic Church will be required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic

Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with Salford Diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

d) Home address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has the daily care of the child.

e) 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

f) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.

g) For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

h) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel.

Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.

i) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

j) It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 20<sup>th</sup> child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children or UK Service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

k) If a child is a 'summer born child'. Parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the Headteacher.

l) Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

## **PEEL BROW SCHOOL**

Peel Brow is a Foundation School owned and managed by a board of Governors but financed directly by Bury Council. The staff and governors believe every child has a rich capacity for intellectual growth and development and our mission is to encourage this capacity in any child entrusted to our care. Admission to the school is the responsibility of the Governors who each year determine the number of pupils to be admitted into our Reception class. For the 2018-19 academic year, it is intended to admit up to thirty pupils. Parents may care to view the school website at [www.peelbrowschool.co.uk](http://www.peelbrowschool.co.uk).

In order to fully appreciate the facilities and education standards at Peel Brow, parents considering enrolling their children are encouraged to view the school with the Head Teacher.

### **ELIGIBILITY FOR ADMISSION**

Pupils are admitted to the Reception class at the start of the school year in which they attain their fifth birthday. All pupils of appropriate age, wherever they live, are eligible to apply for admission to Peel Brow School. Pupils are admitted without reference to ability or aptitude. Children who have a statement of Special Educational Needs or an Education, health & care plan will be given a place at Peel Brow if the school is named on the child's statement.

### **FURTHER INFORMATION**

Only if the number of applicants exceeds the number of places available (currently **30**), will the Governors allocate places in accordance with the following published procedures.

### **OVER-SUBSCRIPTION:-**

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set

1. Looked After Children (children in public care) and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Where the child has a brother or sister attending the school at the time of admission. This category would include step-siblings living at the same address.
3. Where there are medical grounds for admitting the child. Parents should explain why Peel Brow is more suitable than any other school and what difficulties would be caused if the child had to

attend a different school. Evidence must be supported by medical professionals.

4. Proximity of the child's home to the school, with those living nearer being accorded the higher priority. In cases of shared parenting, the home address will be taken as the address of the parent to whom child benefit is paid.

## **Notes**

- i)** If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority. In cases of shared parenting, the home address will be taken as the address of the parent to whom child benefit is paid.
- ii)** In the event of the straight line measurement being equal, lots will be drawn as a tie-break, with the winner being offered a place.
- iii)** If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins and three triplets will be offered places.
- iv)** Applications received after the closing date published by the Local Authority will be treated as late applications. The Local Authority will only accept applications after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.
- v)** With effect from September 2010, if Peel Brow is oversubscribed, the School will hold a waiting list for the first term after the normal admission round i.e. September to December. If places become available, they will be offered in accordance with the School's admission policy.
- vi)** Government legislation states that a place in the school's nursery class (FS1) does not guarantee a place in the Reception class (FS2)
- vii)** Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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.

## **RIGHT OF APPEAL**

Parents and guardians have the right to appeal to an independent appeals panel should their child be refused a place at Peel Brow School. Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available which could not have been made available at the original appeal hearing.

## **ST ANDREW'S CE PRIMARY SCHOOL, RADCLIFFE**

At St. Andrews's School, the Staff and Governors work together to create a happy secure and stimulating environment. We are committed to the provision of a high quality education which enables children to grow and develop within a caring Christian context.

In November, the Governors will invite applications for admission to the main School. Places will be allocated to any child who has a statement of Special Educational Needs or an Education, Health & Care plan and this school is named on the Statement. If sufficient places are available, all other children on our list will be offered a place (i.e. up to the Admission number for St. Andrew's which is **30**). **If the number of applicants exceeds the Admissions Number, applications will be passed to the Admissions Sub Committee who will allocate places in order of priority as follows:**

1. Children in public care (Looked After Children) and previously Looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>[1]</sup> (or became subject to a residence order<sup>[2]</sup> or special guardianship order.
  2. Those children for whom some exceptional educational, medical or social need is established. See Note a.
  3. Children whose older brother/sister/stepbrother/stepsister is (at the time of admission of the younger child) a pupil at the school.
  4. Children whose parent(s), carer(s)/grandparent(s) are involved in the worshipping life of St. Andrew's Church, Radcliffe, and the child who has attended Church or Sunday 'See & Know' (Crèche). See Note b
  5. Children who, along with their parent(s)/carer(s)/grandparent(s) are involved in the worshipping life of other Christian (Trinitarian) Churches. See Note b
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6. Other children from within the Parish up to the agreed Standard Admission number. (If in doubt, please ask the school or Vicar for a list of the streets/roads etc within St. Andrew's Parish). See notes below.
7. Other children from outside the Parish up to the agreed Standard Admission number. See notes below.

[1] Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

[2] Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

Offers of places will be made to parents/carers, in writing, on 16 April 2019. (This is in line with the National Offer Day).

Where parents/carers have not accepted the place offered within 14 days, consideration will be given to families still waiting, according to the criteria listed.

Parents /carers not allocated a place for their child will be notified, in writing, and included with their letter will be details of their right to appeal.

### **NOTES:**

- a. Exceptional educational, medical or social need: - Where admission is sought under exceptional, educational, medical or social criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker **must** be provided, which gives **compelling reasons why the child should attend this school rather than any other school.**
- b. Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1 September in the year before admission to the school. **Evidence of regular attendance of the parent/carer and the child must be provided by a member of the clergy or other designate church officer on the form provided.** NB If you have recently changed the Church you attend, please explain in a letter, supported by a letter from the Clergy or Church Leader of your previous church.
- c. Shared Parenting: - Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be taken as the address of the parent to who Child Benefit is paid.

- d. Twins and other multiple birth children, and children of UK armed forces personnel are added to the infant class size exceptions.
- e. Oversubscription: - If there is over-subscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using the Local Authority's computerised mapping system, which uses a straight line measurement. Those living closer on this basis will receive the higher priority.
- f. Consideration of late applications: - All applications received prior to 15 January 2019 will be considered on the basis of the school's admissions criteria. Any applications received after this date will only be considered if places are available.
- g. 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 the 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 end of the autumn term only.
- h. Admissions to the Reception Class are separate to those for the Nursery. Placing a child's name on the School's Register of Interest or attendance at the Nursery does **not** give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception Class.
- i. If you wish your child to be considered within the faith category, you must complete the supplementary form which is available from the school and return it to the school by the date specified on the form.

## **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, 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 clerk to the governors at the school within 14 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.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You 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' admissions criteria had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

### **Deferred Entry to School**

Parents/carers of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and will not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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.

## **ST BERNADETTE'S ROMAN CATHOLIC PRIMARY SCHOOL**

St Bernadette's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Bury Local Authority as a Voluntary Aided School.

The School's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

For the School Year commencing September 2019, the Governing Body has set its planned admissions number at **45**.

Admissions to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available. Children who have a Statement of Educational Needs or an Education, Health & Care plan will be given a place at the school if the school is named in the child's statement.

1. Baptised Roman Catholic Looked After Children and baptised Roman Catholic adopted children who were previously in care.
2. Baptised Roman Catholic children resident within the former St Bernadette's parish, with a brother or sister at St Bernadette's at the time of admission.
3. Baptised Roman Catholic children with a brother or sister at St Bernadette's at the time of admission and resident in the remaining part of St Michael's and St Bernadette's parish.
4. Baptised Roman Catholic children, resident within the former St Bernadette's parish.
5. Baptised Roman Catholic children resident in the remaining part of St Michael's and St Bernadette's parish.
6. Baptised Roman Catholic children with a brother or sister at St Bernadette's at the time of admission and resident in another parish.
7. Baptised Roman Catholic children resident in another parish.
8. Other children who are in public care and other adopted children who were previously in care.
9. Other children with a brother or sister attending St Bernadette's at the time of admission.
10. Other children.

## **NOTES:**

(a) The Governing Body is the Admissions Authority. The Admissions Committee comprises the following governors: Chair of Governors and the Chairs of Premises, Curriculum, Finance and Staffing, as well as an independent clerk.

(b) The Local Authority will administer the admissions.

(c) The Local Authority Primary Admissions Guide which gives details of the co-ordinated admission arrangements will be available in the Autumn Term prior to admission. If you wish your child to be considered within the faith category, you must complete the supplementary form which is available from the school and return it to the school by the date specified on the form.

(d) Parents must complete a Common Application Form and express three preferences for Primary School Admission. The closing date for receipt of applications is stated on the application form and in the Guide. All applications will be considered by the Admissions Committee at the same time according to the published criteria. The LA will date stamp all documentation as it is received. Late applications will be considered after all other applications and in accordance with the published admissions criteria.

(e) A completed supplementary form along with proof of address and a baptismal certificate **must** be provided directly to the school by the application closing date i.e. the one set by Bury. Proof of address must be in one of the following formats:

A current council tax bill

A current child benefit statement

A recent utility bill i.e. one dated within the last three months

(f) Parents/Applicants should check carefully whether they are resident within the parish boundary of St. Bernadette's. Provision of false information will result in the automatic rejection of the application.

Should the Governing Body later establish that incorrect information has been provided they reserve the right to withdraw the offer of a place in the school.

(A map illustrating the boundary can be obtained from the school)

(g) It is the duty of Governors to comply with class size limits at Key Stage One, as set by Government legislation. This means that the school cannot operate classes in Key Stage One of more than 30 children.

(h) If in any category there are more applications than places available, the Governing Body will determine the allocation of places by using distance from home to school. The distance will be measured using the local authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local

Land and Property Gazetteer). Those living closer on this basis will receive the higher priority.

(i) Admission arrangements to the Reception Class are separate to those for the Nursery. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception Class.

(j) For the purposes of this policy the Governing Body will define 'Sibling Link' as a 'brother and sister or stepbrother and sister residing at the same address. (Definition as provided by Bury LA).

(k) In cases of shared parenting a child's home address will be determined by using the residence of the parent to whom the Child Benefit is paid.

(l) If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.

(m) In years where the school is "over-subscribed", the school will hold a waiting list for one year after the normal admission round i.e. September to August. If places become available, they will be offered in accordance with the school's admission policy

(n) If an application for admission has been turned down by the Governing Body parents can appeal to an independent Appeals Panel. Parents wishing to appeal should state their case in writing to the Clerk of Governors via the school within 14 days of their notification of refusal.

**Short birth certificates will be checked if a place is offered.**

## **ST HILDA'S CE PRIMARY SCHOOL**

St Hilda's Church of England Primary is a Voluntary Aided School. Admission to the school is the responsibility of the Governors. This admission policy has been agreed with Bury Local Authority and the Manchester Diocesan Board of Education.

St Hilda's Church of England Primary School welcomes children of all faiths and abilities to join our learning experience. However should the school be oversubscribed the following "Admissions Policy" will come into effect.

### **ADMISSIONS POLICY 2019**

Children with Statements of Special Educational Needs or an Education, Health & Care plan will be given a place at our school, if the school is named on their statement.

The admission number for 2019 is **30**.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Children who are in public care or adopted children who were previously in care.
2. Children who have siblings (see note c) on roll at the time of admission.
3. Baptised Church of England children who are resident in the Parish of St Hilda's. (See note d).
4. Children who are resident in the Parish of St Hilda's. (See note e).
5. Baptised Church of England children who are resident in another Parish. (See note d).
6. Baptised Children (Including Infant Dedication) of Christian families.
7. Other children.

## Notes

- a) All applicants will be considered at the same time by the Governing Body, regardless of whether or not St Hilda's has been placed 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> choice by applicants.
- b) It is the duty of the Governors to comply with class size limits at Foundation/Key Stage One. This means that the school cannot operate classes in Foundation/Key Stage One of more than 30 children. The exception to this is twins, other multiple births and children of armed forces personnel.
- c) **Siblings** – Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parents/carer's partner, and in every case, the child should be living in the same family unit at the same address. The older child must be in attendance at the school in the September when the younger child starts.
- d) Parents will need to provide a copy of their child's baptism certificate at the time of application.
- e) Parents should check carefully whether they are resident within the parish boundary of St Hilda's. A map is available within school to help you with this.
- f) Applies to Baptism/Infant Dedication at Churches who come under the jurisdiction of "Churches Together in England". A list is available in school or from the Churches Together in England website at <http://www.churches-together.net>.
- g) The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor or social worker.
- h) **Shared Parenting** – Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be decided by using the address on the child benefit book.
- i) If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.
- J) The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become

available, they will be offered in accordance with the school's admission policy.

k) **Deferred Entry to School**

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and will not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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.

- l) If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
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## **ST JOHN'S CE PRIMARY SCHOOL, RADCLIFFE**

St John's Church of England Aided Primary school has a strong Christian foundation. Parents who wish their children to attend should be willing to support the Christian nature of the school. Admissions to an Aided School are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

Children will be admitted to 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 maximum number to be admitted this year is **30**. The governors will admit all children who have a statement of special educational needs or an Education, Health & Care plan in which the school is named.

If the school is oversubscribed the following admissions criteria will be used, in order, by the Governing Body and head teacher to help in the selection of pupils.

1. Looked After Children (children in local authority care) and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
  2. Children whose parent/guardian regularly and frequently worships at an Anglican Church and for how long.
  3. Children whose parent/guardian worship regularly and frequently at another Christian church within the parish.
  4. Children whose parent/guardian although worshipping in another faith wishes their child to attend a Christian school because of its religious emphasis.
  5. Whether or not the applicant has any brothers or sisters attending St John's at the time of the child's admission.
  6. Any other children.
- Regular attendance is normally taken to mean a minimum of fortnightly attendance for at least the year prior to the 1<sup>st</sup> September in the year before admission to the school. Evidence of regular attendance of parent/guardian must be provided by a member of the clergy.

- Evidence of worship in another faith must be provided from a faith group leader.
- Siblings – brother or sister includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. Where twins, triplets etc. or other children born within the same school year might be split when allocations take place, and there are too few places available at the school to accommodate them all, the governors will consult the Local Authority and the parent to consider whether all the siblings can be offered a place at the same school (which may not be a preference school names on the CAF) 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. If this consultation fails to resolve the issue the Admissions Committee will use random allocation to decide which of the children can be offered a place.
- Children living at more than one address, the address of the parent to whom child benefit is paid will be used.
- If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

### **Late Applications**

Applications received after the closing date will be treated as late applications. The Local Authority will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.

### **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 end of the autumn term only.

All applications must be dealt with by the Local Authority with effect from September 2010, parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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.

## **APPEALS PROCEDURE**

Where the governors are unable to offer a place because the school is oversubscribed, 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 clerk to governors at the school within 14 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.

## **St. JOSEPH & St. BEDE RC PRIMARY SCHOOL**

St Joseph & St. Bede is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Bury Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing **2019/2020** the governing body's planned admission number is **45**.

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available. Special Needs – If a child has a statement of special needs or and Education, Health & Care plan naming a specific school there is a duty for the school to admit the child.

1. Baptised Roman Catholic children who are in public care including adopted children who were previously in care.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of St. Joseph's Catholic Church.
3. Baptised Roman Catholic children resident in the parish of St. Joseph.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
5. Other baptised Roman Catholic children who are resident in another parish.
6. Other children who are in public care.
7. Other children with a brother or sister attending the school at the time of admission.
8. Other children.

Please note:

- If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Local Authority computerised mapping system.
- The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.
- If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins and the three triplets will be offered places, except where this would breach infant class size legislation.

### **PRIMARY NOTES**

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of governors, Parish Priest and Head Teacher.
- b) The Local Authority Primary Admissions Handbook which gives details of the coordinated admission arrangements will be available in the Autumn Term prior to admission.
- c) Parents must complete a common application form and express a preference for primary school admission. The closing date for all applicants is 15 January 2018. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.

#### **d) Supplementary Form**

The supplementary form must only request information relating to the fact of baptism. Any further information usually collected by the school should be requested on admission.

- e) Parents will be informed of the governor's decision. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- f) Each Roman Catholic applicant will be required to produce a baptismal certificate.

- g) Parents should check carefully whether they are resident within the parish boundaries of St. Joseph's. Map illustrating parish boundary is available at the school office.
- h) All applicants resident in the parish of St. Joseph's will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.
- i) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- j) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined by the straight line distance digitally measure by the LA system.
- k) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- l) The term 'brothers and sisters' will be taken to include step brothers and sisters living at the same address. Shared parenting – where a child has parents with shared responsibility and lives with each for part of the week, the home address will be decided by using the address on the Child Benefit payment book. Foster children and children of partners living in the same household. The governing body reserves the right to give special considerations to twins or triplets etc. to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.
- m) If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria.
- n) Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.

- o) Parents are asked to read and confirm receipt of the Governor's published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- p) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors. The outcome of the appeal is binding on the parents and on the governing body.

## **ST JOSEPH'S RC PRIMARY SCHOOL**

St. Joseph's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Bury Local Authority as a Voluntary Aided School. The School's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2019, the Governing Body has set its admissions number at 30.

Admissions to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of Admissions Criteria forming a priority order where there are more applications for admissions than the school has places available.

Special Needs – All children with a statement of special needs or an Education, Health & Care plan naming the school will be admitted before the application of the over-subscription criteria.

1. Baptised Roman Catholic children who are Looked After Children or who are previously Looked After Children.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
3. Baptised Roman Catholic children who are resident in the parish of St. Joseph's.
4. Baptised Roman Catholic children in another parish.
5. Other children who are Looked After Children or previously Looked After Children.
6. Children with exceptional medical and/or social needs where these needs can only be met at this school.
7. Other children who will have a brother or sister attending the school at the time of admission.
8. Other children

### **NOTES**

- a) All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2018.
- b) If in any category there are more applications than places available, priority will be given on the basis of a 'straw poll'.

- c) All Catholic applicants will be required to produce baptismal certificates.
- d) It is the duty of governors to comply with regulations on class size limits at Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. All children with a statement of special needs naming the school will be admitted before the application of the over-subscription criteria.
- e) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- f) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- g) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- h) For "In Year" applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied. All children with a statement of special needs naming the school will be admitted before the application of the over-subscription criteria.
- i) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- j) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.
- k) Parents will be informed of the governors' decision by the Local Authority. An offer of a place does not guarantee a place for siblings in subsequent years.
- l) Parents should check carefully whether they are resident within the parish boundaries of St Joseph's Ramsbottom. If you are unsure please contact Father John Sullivan at St Joseph's Church.

- m) Criteria 6: Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social needs, and such evidence must set out the particular reasons why this school is the most suitable school for those difficulties.
- n) 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.

### Appeals

Parents of pupils who have not been allocated a place have recourse to an appeal procedure. Appeals should be addressed to: The Secretary, Appeals Panel, Roman Catholic Schools, c/o St Joseph's R.C. Primary School, Queen Street, Ramsbottom, Bury, Lancashire. BL0 0JJ.

## **ST MARIE'S ROMAN CATHOLIC PRIMARY SCHOOL**

St Marie's Primary School is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Bury Local Education Authority. As a Voluntary Aided School the Governing Body is the Admission Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority.

For the school year commencing September 2019, the Governing Body has set its planned admission number at **30**.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority CAF form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Baptised Roman Catholic Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic children who have a sibling attending the school at the time of admission.
3. Baptised Roman Catholic children resident in the parish of St. Marie's.
4. Other baptised Roman Catholic children.
5. Non Catholic Looked After Children and previously Looked After Children.
6. Non Catholic children with a brother or sister attending the school at the time of admission.
7. Other children.

**Sibling** is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**PROOF OF ADDRESS MUST BE PROVIDED WITH ALL APPLICATIONS FOR ADMISSION**

## **NOTES:**

- (a) All applicants will be considered at the same time and after the closing date for admissions.
- (b) 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.
- (c) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- (d) It is the duty of Governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- (e) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. The distance will be measured using the Local Authority's computerised mapping system which uses the Ordnance Survey integrated network. The route will be measured using a straight line from the address point of the child's home address to the address point of the school. In the event of distances being the same for 2 or more applicants where this distance would be the last place/s allocated, a random lottery will be carried out in a public place. All names will be entered into a hat and the required number of names will be drawn out.
- (f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of the school days in a week.
- (g) Applications received after the closing date will be treated as late applications. The LA will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those received on time.
- (h) Admission arrangements to the Reception class are separate to those for the Nursery. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration of applicants for admission to the Reception class.
- (i) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ranked according to the admission criteria. Parents will be informed

of their child's position on the waiting list.

- (j) For "In Year" applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
  - (k) If an application for admission has been turned down by the Governing Body, parents/ carers can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
  - (l) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.
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## **ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL** **HAWKSHAW**

St Mary's is a Voluntary Aided school with a strong Christian ethos and an outstanding community spirit. Admissions to an 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 16 (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 straight line distance measurement from the child's normal residence to 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 31 December 2018. 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 4<sup>th</sup> (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 oversubscribed, 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.

## **ST. MARY'S CHURCH OF ENGLAND (VA) PRIMARY SCHOOL, PRESTWICH**

St Mary's Church of England Primary School is a Voluntary Aided School. The Board of Governors is the Admission Authority for the School. The School is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bury Metropolitan Borough Council (the Local Authority) and the School liaises with the Local Authority on admissions issues. The following arrangements for admissions, which include the criteria used to determine the allocation of places when the school is oversubscribed, have been agreed for consultation with parents, Manchester Diocesan Board of Education, neighbouring admission authorities, other interested parties and Bury Metropolitan Borough Council.

### **Admission Arrangements for Admission to Reception in September 2019**

The School's published admission number (PAN) agreed for admission to the Reception Class is 30. If no more than 30 applications are received for admission to the Reception Class, all applicants will be offered places.

The School also provides Nursery education for children of three years of age. (Please see separate Nursery Admissions Policy for full details). A separate application must be made for any child wishing to transfer from the Nursery Class to the Reception Class in the Primary School.

The School will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement the School is named.

### **Oversubscription Criteria**

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with a statement of special educational needs or an EHCP naming the School), the decision on which children will be admitted will be based on 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. (See Note (a))
2. Children who will have an older brother or sister attending the school at the time of their admission to the Reception class. (See Note (b))
3. Children whose parent/guardian is in regular attendance at public worship at St Mary's Church, Prestwich (See Note (c))
4. Children whose parent/guardian is in regular attendance at public worship at another Parish Church belonging to the Prestwich Mission Partnership (See Notes (c) and (d))
5. Children whose parent/guardian is in regular attendance at public worship at a Church which is a member of Churches Together in England (See Notes (c) and (e))
6. Any other children, with priority given to those living nearest the school. (See Note (f))

## **Notes**

- a) A "looked after child" is a child who is:
  - (i) in the care of a Local Authority; or
  - (ii) 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).
- b) 'Brother' or 'sister' includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- c) "Regular attendance" means:
  - (i) A minimum of 18 attendances at public worship;
  - (ii) Attendance must be in the calendar year prior to admission (i.e. for admission to Reception Class in September 2019 the qualifying attendance period is 1 January 2018 to 31 December 2018);
  - (iii) Only 1 attendance per week will count towards the qualifying attendances during the calendar year.
  - (iv) Evidence of regular attendance of the parent/guardian at public worship must be provided by a member of the clergy or other designated church officer on the School's Supplementary Information Form. Please note that St Mary's Church operates a system whereby parents/guardians sign an attendance

register. This register will be used by the designated church officer to complete the Supplementary Information Form. Applicants seeking admission under criteria 3, 4 or 5 will need to complete and return the Supplementary Information Form available from the School.

- d) The other Parish Churches belonging to the Prestwich Mission Partnership are St Gabriel's, St Margaret's and St. George's.
- e) A list of Churches in membership of Churches Together in England can be viewed at [www.cte.org.uk](http://www.cte.org.uk)
- f) For the purpose of prioritising applicants under criterion 6, and in any other category where there are more applicants for the remaining available places, the distance from the child's normal home address to the school will be used as the determining factor, nearer addresses having higher priority. The distance will be measured using the Local Authority's straight line distance system. Where a child has shared parenting arrangements involving different addresses, the 'normal' home address of the child will be taken to be the home in which the child sleeps for the majority of the school week. Parents may be asked to show proof of address. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Final 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 of multiple births 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.

### **Infant Class Size**

Under the School Standards and Framework Act 1998 and the School Admissions Code, infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited

exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- (a) Children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plan specifying a school
- (b) Looked after children and previously looked after children admitted outside the normal admissions round
- (c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
- (d) Children admitted after an independent appeals panel upholds an appeal
- (e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance
- (f) Children of UK service personnel admitted outside the normal admissions round
- (g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- (h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

### **Applying for Places**

Applications for a Reception class place must be made on the Local Authority's Common Application Form. Details of all the applications made will be forwarded to the school by the Local Authority.

In addition to the Local Authority Form, parents/guardians seeking a place under the faith-related criteria (criteria 3, 4 and 5) above should also complete and return the School's Supplementary Information Form.

### **Late Applications for Admission**

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered

alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the oversubscription criteria.

### **Fraudulent Applications**

Where the Board of Governors discovers 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 in the catchment area 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 Board of Governors is 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.

### **Waiting List**

Where the School received more applications than places, the oversubscription criteria will be used to determine the allocation of places. 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 is not one of the admissions criteria, it cannot be a criterion for the order of names on the waiting list, and 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 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. 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 31 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 will be informed of the reason why admission was refused and of their right to appeal to an independent admission appeal panel.

A copy of the Appeals Procedure is available in the school office.

### **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. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

### **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 Head teacher at the School, together with any supporting evidence that the parent wishes to be taken into account. The Board of Governors 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 Board of Governors will set out clearly the reasons for their decision.

Where the Board of Governors 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 Board of Governors 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 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.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **For information only:**

The School is popular. For admissions in September 2017, (the last year for which information is available):

- There were 106 applications for the 30 places available in Reception (this included 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> preferences);
- One application was received by children under Criterion (1);
- All 10 applicants who applied under Criterion (2) received places;
- All 13 applicants who applied under Criterion (3) received places;
- There were no applicants who applied under Criterion (4);
- There were no applicants who applied under Criterion (5);
- The remaining 6 places were offered to children in category (6) to a distance of 0.279 miles.

### **Nursery Admissions Policy**

The Nursery Class provides nursery education for children of three years of age. Children will be admitted to the Nursery Class at the beginning of the Autumn Term before their fourth birthday.

Up to 26 places are available in each morning session (9.00am to 12 noon) and up to 26 places are available in each afternoon session (12.30pm to 3.30pm). We accept applications for full time places (9am until 3.30pm). We prioritise applications for part time places, so allow as many families as possible to access our outstanding pre-school care.

Three year-old children have an entitlement to 15 hours of nursery education per week starting from the beginning of the term after their third birthday. Some parents may qualify for an additional 15 hours for childcare (that includes nursery education) Parents are advised to refer to the Bury MBC website for further details. Parents can pay a top up for additional sessions.

Parents must indicate, on the Application Form, which sessions are sought. Where the number of applications exceeds the number of places available, the oversubscription criteria will be used in order to determine which children are allocated a place.

Applications are made to the School, direct, using the St. Mary's Application Form for Nursery Admissions. Applications must be submitted by midday on 31 January of the year of proposed admission.

In the event of the Nursery Class being oversubscribed, priority will be given to:

1. Looked after children and previously looked after children. (See Note (a))
2. Children who will have an older brother or sister attending the school at the time of their admission to the Nursery Class. (See Note (b))
3. Children whose parent/guardian is in regular attendance at public worship at St Mary's Church, Prestwich (See Note (c))
4. Children whose parent/guardian is in regular attendance at public worship at another Parish Church belonging to the Prestwich Mission Partnership (See Notes (c) and (d))
5. Children whose parent/guardian is in regular attendance at public worship at a Church which is a member of Churches Together in England (See Notes (c) and (e))

6. Any other children, with priority given to those living nearest the school (See Note (f))

**Notes:**

- (a) A "looked after child" is a child who is:
  - (i) In the care of a local authority: or
  - (ii) 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).
- (b) 'Brother' or 'sister' includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- (c) "Regular attendance" means:
  - (i) A minimum of 18 attendances at public worship;
  - (ii) Attendance must be in the calendar year prior to admission (i.e. for admission to Nursery Class in September 2018 the qualifying attendance period is 1 January 2017 to 31 December 2017);
  - (iii) Only 1 attendance per week will count towards the qualifying attendances during the calendar year.
  - (iv) Evidence of regular attendance of the parent/guardian at public worship must be provided by a member of the clergy or other designated church officer on the school's Supplementary Information Form. Please note that St Mary's Church operates a system whereby parents/guardians sign an attendance register. This register will be used by the designated church officer to complete the Supplementary Information Form. Applicants seeking admission under criteria 3, 4 or 5 will need to complete and return the Supplementary Information Form available from the school.
- (d) The other Parish Churches belonging to the Prestwich Mission Partnership are St Gabriel's, St Margaret's and St. George's.

- (e) A list of Churches in membership of Churches Together in England can be viewed at [www.cte.org.uk](http://www.cte.org.uk)
- (f) For the purpose of prioritising applicants under criterion 6, and in any other category where there are more applicants for the remaining available places, the distance from the child's normal home address to the school will be used as the determining factor, nearer addresses having higher priority. The distance will be measured using the Local Authority's straight line distance system. Where a child has shared parenting arrangements involving different addresses, the 'normal' home address of the child will be taken to be the home in which the child sleeps for the majority of the school week. Parents may be asked to show proof of address. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Final 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.

### **Please Note:**

A Nursery Class place does not guarantee admission to the Reception Class in the Primary School. A separate application must be made for children seeking admission to the Reception Class. The admission arrangements for admission to Reception Class are set out above.

## **ST MARY'S RC PRIMARY SCHOOL, RADCLIFFE**

St Mary's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Bury Local Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2019, the Governing Body has set its planned admissions number at **60**.

As a Roman Catholic Primary School, Saint Mary's sees assisting parents in the practice and development of the Catholic faith of their children as its primary responsibility. Its role is to provide an all-round atmosphere and environment which will help the children develop fully, providing not just education in curriculum subjects, but also formation in faith, prayer and charity, which will allow the children to become responsible mature Catholics taking their place in society. Religious Education and Catholic prayer and worship are central to the school's ethos, and all parents applying for a place must understand and respect this ethos, its importance to the school community, and its practical consequences. This does not affect the right of non-Catholic parents to apply for a place at this school.

Admissions to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website:

<http://www.bury.gov.uk/admissions>

### **Supplementary Form**

Parents who wish to seek priority under any criterion that requires additional evidence (such as your child being baptised Roman Catholic) **must** complete the school's Supplementary Form (SIF) and return it to the school with baptism and birth certificates attached. (If you do not complete the supplementary form, your child will not be considered under the faith criteria). Short birth certificates will be checked if a place is offered. The form is available from the school, the school website or the Local Authority website and must be returned to the **school** by closing date for applications.

If there are fewer than 60 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Looked After Children and previously Looked After Children.

2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school.  
1
3. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
4. Other Baptised Roman Catholic children who are resident in the parish of St Mary and Saint Philip Neri, Radcliffe
5. Other Baptised Roman Catholic children resident in another parish.
6. Other children (Non-Roman Catholic) who have siblings in the school.
7. Other children (Non-Roman Catholic) who are resident in the Parish of St Mary and Saint Philip Neri, Radcliffe.
8. Other children.

**NOTES:**

All applications will be considered at the same time and after the closing date for admissions which is **15 January 2019**.

- (a) Applications received after this date will be treated as a late application and will not be considered until after the main allocation of places has taken place. Late applications will be considered in accordance with the published admissions criteria. They will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.
- (b) Admission to the Reception Class is separate to that for the Nursery. Attendance at the Nursery does not give any child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception Class.
- (c) 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.
- (d) The Governing Body will consider children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence

from a doctor or social worker. Parents should explain why Saint Mary's RC Primary School is more suitable than any other school and what difficulties would be caused if the child had to attend a different school.

- (e) For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception. The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception. Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with Salford Diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
- (f) 'Home Address' is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fits the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- (g) Parents/applicants should check carefully whether they are resident within the parish boundary of Saint Mary and Saint Philip Neri. Please consult school for verification.
- (h) 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

- (i) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. If places become available, they will be offered in accordance with the School's Admission Criteria.
- (j) For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied and any children not offered a place will be added to the waiting list described in note i.
- (k) If in any category there are more applications than places available priority will be given on the basis of proximity and this will be determined by a straight line distance as provided by the Local Authority. Those living closer to school will receive the higher priority.
- (l) If an application for admission has been turned down by the Governing Body, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- (m) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- (n) It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after, children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

- (o) If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the head teacher.
  
- (p) Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

## **ST MICHAEL'S R.C. PRIMARY**

St. Michael's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Bury Local Education Authority as a Voluntary Aided School. Admission to St. Michael's R.C. School Whitefield is the responsibility of the governors.

Admission to the school will be considered in the following order of priority if there are more applications for admission than the school has places available. The planned admission number is set at 30. Children who have been issued with an Education, Health & Care plan will be offered a place at St. Michael's if the school is named in the child's care plan.

1. Baptised Roman Catholic children who are Looked after Children and baptised Roman Catholic adopted children who were previously in care.
2. Baptised Roman Catholic children resident within the former St. Michael's parish with a brother or sister at St. Michael's school at the time of admission.
3. Baptised Roman Catholic children with a brother or sister at St. Michael's at the time of admission and resident in the remaining part of St Michael's and St Bernadette's parish.
4. Baptised Roman Catholic children resident within the former St. Michael's parish.
5. Baptised Roman Catholic children resident in the remaining part of St. Michael's and St. Bernadette's parish.
6. Baptised Roman Catholic children with a brother or sister at St. Michael's at the time of admission and resident in another parish.
7. Baptised Roman Catholic children resident in another parish.
8. Other children who are in public care and other adopted children who were previously in care.
9. Other children with a brother or sister attending the school at the time of admission.
10. Other children.

### **Notes:**

1. The closing date for admissions and the offer of a place is in line with the LA co-ordinated admissions arrangements. Applications received after the closing date will be treated as late applications. The governors will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time. Please note

- that from September 2010 all admissions are dealt with by the LA on behalf of the governing body.
2. Each Roman Catholic applicant will be required to produce a baptismal certificate and proof of residence.
  3. Parents need to ensure that they are resident in the parish of St. Michael's and St. Bernadette's. If parents are not sure in which parish they reside they should contact school.
  4. It is the duty of governors to comply with the class size limits of Key Stage 1. This means that the school cannot operate classes in the Reception class and Key Stage 1 of more than 30 children.
  5. If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer on this basis will receive the higher priority.
  6. The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.
  7. Where the admission criteria refers to 'a brother or sister currently in school' this means that the older child will be attending the school at the time of admission of the younger child.
  8. If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.
  9. For the purpose of admission a brother and sister includes step-brother and step-sister.
  10. Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be decided by using the address to which the Child Benefit is paid.
  11. If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of notification of a refusal. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

### **Nursery**

The nursery admission limit is set at 25 full-time equivalent places. Admission to the nursery will be considered with reference to the main school policy.

All children ages 3 and 4 are entitled to 15 hours free nursery childcare. We are able to offer this as 5 morning or 5 afternoon sessions only or full time.

Please note that a place in the school's nursery does not guarantee a place in the school's reception class.

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## **ST PAUL'S CE PRIMARY SCHOOL**

With effect from September 2010 all admissions must be dealt with by the Local Authority. However, this does not affect our rights as an Aided School to make the final decisions on admissions.

The standard number agreed for admission to the reception class is 35.

Responsibility for admissions is delegated to the Governing Body Admissions Committee.

The school will admit all children having a statement of special educational needs, in whose statement the school is named or an Education, Health and Care (EHC) Plan.

When the number of applications received is greater than the number of remaining places available, the decision on which children will be admitted will be based on the following criteria.

1. Children in public care (Looked after Children). Adopted children who were previously in care are given the same priority as Looked after Children.
2. Children whose medical or social circumstances mean that their needs can only be met at this school.
3. Children who will have an older brother or sister attending the school at the time of their admission (including stepbrothers and sisters, half brothers or sisters, fostered or adopted brothers or sisters living at the same address, also full brothers or sisters living apart).
4. Places will be allocated to any child based on geographical proximity.
5. Baptised children whose parents/carers are in regular attendance at any of the churches within the parish of the local Anglican Team Ministry.
6. Baptised or dedicated children whose parents/carers are in regular attendance at a church within the parish which is a member of the churches together organisation.
7. Any other children.

### **Notes**

1. Regular attendance is normally taken to mean a minimum of fortnightly attendance at church, at public worship for at least the

year prior to the first of September in the year before admission to the school.

2. Evidence of an infant baptism or dedication of the child and of regular attendance of the parent / guardian must be provided by a member of the clergy or other designated church officer on the form provided.
3. Where there are more applicants for the available places within a category, then distance to the child's normal home front door from the main gate of the school in a straight line measurement on a map will be used as the final determining factor, nearer addresses having priority over more distant ones. 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.
4. Where admission is sought under exception medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
5. If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.
6. Children of armed forces personnel are an exception to the infant class size rule.

### Waiting List

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name places 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 end of the autumn term only.

"Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer

entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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."

### Appeals

Where the governors are unable to offer a place because the school is oversubscribed, 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 clerk to the governors at the school within 14 days of receiving the letter refusing the 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.

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## **ST STEPHEN'S CE PRIMARY SCHOOL**

The standard number for the school year commencing September 2019 is 45 as begun in 2016. Year groups 3-6 continue to have an intake of 35.

The Governors control the admission policy for pupils entering St. Stephen's C. E. Primary School, which is a Church of England Aided School.

Parents of a pupil refused admission may appeal against that decision to an independent panel. Details of arrangements for the hearing of appeals will be made available at the appropriate time to any parents concerned.

A place in the school's nursery does not guarantee a place in the school's reception class.

Children who have Statements of Special Educational Needs or an Education, Health & Care plan will be given a place at our school if the school is named in the child's statement.

When demand exceeds places the following criteria for admission will be applied by the Governing body in this order: -

1. Looked After Children and previously looked after, but ceased to be so because they were adopted (Or became subject to a residence order or special guardianship order) will be considered as the highest priority.
2. Children with brothers/step-brothers, sisters/step-sisters on St. Stephen's school role on 1st September in the year of admission.
3. Regular attendance at worship at St. Stephen's Church by the child or the parent/carer. Regularly is defined as a minimum of 12 times per year.
4. Residence in St. Stephen's parish where either the child or their parent/carer regularly attends worship services at other churches/places of worship. Regularly is defined as a minimum of 12 times per year.
5. Children who have been baptised in the Church of England and live in St. Stephen's parish. [Maps of the Parish boundaries are available on request]

6. Children who have been baptised in the Church of England but live outside St. Stephen's parish.
7. Children who live in St. Stephen's parish.
8. All other children.

If there is an application which involves shared parenting. The home address shall be deemed to be the address of the parent to whom child benefit is paid.

If there is over-subscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using the Local Authority's computerised mapping system, which uses the ordnance survey integrated network. The route will be measured using a straight line measurement from the address point of the house to the address point of the school. Those living closer to the school on this basis will receive the higher priority.

### **Multiple Births**

Where there are children of multiple births wishing to be admitted and the sibling is the 35<sup>th</sup> child (or 45<sup>th</sup> in the case of Reception from 2016/17), the Governors may admit over the infant class requirement if it is possible to do so.

### **Application Deadlines**

Applications for places received after the closing date will be treated as late applications. The Local Authority will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.

### **Waiting List**

The school will hold a waiting list for the first term after the normal admission round i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.

### **Deferred Admissions**

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place

for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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.

### **Right of Appeal**

If an application for admission has been turned down by the Governing Body, parents may appeal to an independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. Parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

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## **YESOIDAY HATORAH SCHOOL (MANCHESTER)**

1. Yesoiday Ha Torah School converted to an Academy in 2011, having originally been established as a Voluntary Aided School in 1951, and caters for children from families who are "Charedi", who conduct all aspects of their lives in accordance with strictly Orthodox Jewish Doctrine, as set out in the "Shulchan Oruch" [Code of Jewish Law].
2. The school is funded directly from Central Government.
3. The school's governing body is the admissions authority.
4. For admissions in September for the academic year 2019, the admission number is 90.
5. Applications are considered without reference to the child's ability or aptitude.
6. Attendance at the nursery does not give a child any guarantee or priority when it comes to consideration by the governors of applicants for admission to the reception class.
7. Provision of false information will result in the automatic rejection of the application and any place offered shall be withdrawn even if a child has already started school.
8. The school will meet its statutory obligation to admit any child whom the school has to admit by law, providing the school has been adequately consulted
9. If the school is oversubscribed, priority will be given to applicants who meet the school's faith-based oversubscription criterion. The school will give priority to children from "Charedi" families who conduct all aspects of their lives in accordance with strictly Orthodox Jewish Doctrine as set out in the "Shulchan Oruch" [Code of Jewish Law] and in particular as per the "Mehalech HaChaim code". Applicants wishing to be considered for priority in accordance with this criterion should complete the school's supplementary application form as attached to these arrangements, also available from the school and local authority, and return the form to the school by 15 January 2019.
10. In the event of oversubscription, places will be allocated in accordance with the following oversubscription criteria:
  1. A looked after "Charedi" child (note 1).
  2. Children who will still have siblings in the school when they join the school (note 2)
  3. Oversubscription in any category (note 3)
  4. Children from "Charedi" families (note 4)
  5. Other looked after children (note 1).

## 6. Other children

**Note 1** Looked after children are children in public care and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>1</sup> or became subject to a residence order<sup>2</sup> or special guardianship order.

1. Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).
2. Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

**Note 2** For the purpose of admission, a sibling link is defined as a brother or sister, half or step brother or sister residing at the same address as the pupil who occupies a place in the school and will be at the school at the time of the applicant's admission.

**Note 3** If there is over-subscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using the Local Authority's computerised mapping system, which uses the Ordnance Survey integrated network. The route will be measured using a straight line distance measurement from the point on the highway nearest to the centre of the house to the mid-point of the school. Those living closer on this basis will receive the higher priority. When the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the School will then use random allocation to decide which of the children can be offered a place.

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places

**Note 4** Families are required to produce a reference from the Rabbi of their community or synagogue certifying their degree of practical commitment to "conducting all aspects of their lives in accordance with strictly Orthodox Jewish Doctrine as set out in the "Shulchan Aruch" [Code of Jewish Law] in particular in accordance with the "Mehalech HaChaim Code" which is attached as an appendix to the school's admission form.

11. Any parent whose child is refused a place may appeal that decision and that appeal will be heard by the "school's Admission Appeal Panel". Appeals should be in writing, addressed to the "Clerk to the School Admission Appeal Panel" and made within 7 days of receiving notification that the child has been refused a place.
12. It is the school's policy not to reconsider repeat applications in the same academic year, unless there has been a significant change in circumstances relevant to the application.
13. Procedure for late applications:  
All applications received after the deadline (current year: 15 January 2018) are treated as late applications and only considered after all on-time applications have been processed. It is likely that there will be no vacancies at the school, the school tends to be heavily oversubscribed and places will usually have been allocated to those applying on time. However if there are vacancies we will offer them in accordance with the school's Admissions Policy criteria. If there are no vacancies, the child will be placed on the waiting list. Applications received towards the end of the summer term or during the summer holidays may not be dealt with until the start of the Autumn term, due to the Summer break.
14. Procedure for in-year applications:  
In-year admissions are managed on a case by case basis, depending on the year group in question and the availability of spaces within that year group, and the total number of children in the school. Most year groups are full, however, so few in-year applications can be considered or places offered.