

St Anne's CE (Aided) Primary School
Broadway
Royton
OL2 5DH



Admissions Policy

**Agreed by Governors
15th May 2007
Revised: December 2008**

Admissions Policy

As an Aided School, admissions at St Anne's are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority. Responsibility for admissions is delegated to the Admissions Committee.

Making an application

Reception

Parents may register an interest in applying for a place in the school's Reception class at any time before the closing date specified by the Local Authority (usually the middle of October prior to admission).

Applications for admission to the school Reception class should be made on the common application form, which is enclosed with the Local Authority's brochure and issued by the Local Authority during November of the year prior to admission. Applications may also be made on-line as instructed by the Local Authority.

All applications will be considered. We do ask parents to also complete the school's own Supplementary Information Form to enable the Governors to apply the oversubscription criteria to place applicants in priority order for admission. These are available in the School Office. Your application will be considered if not submitted with a Supplementary Information Form.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in April of the year of admission. Children not admitted will be informed of the reason and offered an alternative place by the Local Authority.

Nursery

Parents may register an interest in applying for a place in the school's Nursery at any time before end of the first week in January prior to admission. The school will issue application forms during the January prior to admission. These, and any supporting documentation, should be returned to school by the deadline stated on the form (usually the first Friday in March).

Letters informing parents of whether or not their child has been allocated a place in the Nursery will be sent out by the school by the April of the year of admission.

A place in the Nursery does not guarantee a place in the Reception class the following year. A separate application must be made for a place in the Reception class.

Admission procedures

The number of places available for admission to the Reception class in the year 2010 will be a maximum of 40. A maximum of 26 part-time places are available in the Nursery, and the Headteacher and Governors shall determine how many of these places are to be allocated on a part-time basis each year, depending on the number of applicants. The Nursery will not contain more than 26 children in any one session.

This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the Reception class unless the number of children for whom admission is sought exceeds 40. By law, no infant class may contain more than thirty children. The school maintains 120 infant places and classes are organised into groups of 30.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to the agreed Co-ordinated Admission Scheme. In the event that there are more applicants than places, the governing body will allocate places using the criteria listed in the policy below, which are listed in order of priority:

Stated children in whose statement the school is named must be admitted first. The oversubscription criteria does not apply.

1	Looked after children (Children in public care)
2	Children whose parents regularly attend St. Anne's Parish Church.
3	Children who will have an older brother or sister attending the school at the time of their admission.
4	Children whose parents regularly attend other Anglican Churches.
5	Children of parents who regularly attend churches of other Christian Denominations.
6	Any other children in order of proximity to the school.

NOTES:

a) Regular attendance is taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of infant baptism or dedication of the child and of regular attendance of parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the form provided.

b) Where there are more applicants for the available places within the category the Local Authority will measure distances between home and school using the GIS system.

c) Brother or sister includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.

Admissions information:

Last year the school was able to admit 40 children.

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications those reasons will be considered by the Local Authority.

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 criteria.

Waiting list

Where school has 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 second week of the autumn term only.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of

the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use the Local Authority will carry out relevant checks. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non-routine 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 should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the Governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

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

Appeals

Where the Governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the Clerk to the Governors at school in writing to the school address 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 would have made, or that your child would have been offered a place if the Governors' admissions arrangements 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.

Letters of appeal should be sent to :

The Clerk to the Governors

St Anne's CE (Aided) Primary School

Broadway

Royton

Oldham

OL2 5DH

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of a misleading application from a parent which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Multiple births

In the case of multiple births, the governing body will accept that it is unreasonable to separate the children, should there only be a single place remaining within any criterion group. On the production of all relevant birth certificates, the children of multiple births will be admitted before other children within that group.