

## **ST HUGH'S C OF E PRIMARY SCHOOL**

St. Hugh's C of E Primary School is an aided one-form entry primary school serving Holts Village on the outskirts of Lees, Oldham. It is an inclusive school, which aims to promote the children's spiritual, moral and cultural development, helping children towards an understanding of Christian belief and other world faiths. At St Hugh's our whole community of children, staff, parents and governors believe in welcoming everyone as individuals recognising that everyone has a valuable contribution to make to the life and work of the school.

### **Admissions of Pupils to the School**

Our Planned Admission Number (PAN) is 30. The Governors will not place restrictions on admissions to the Reception unless applications exceed the published admission number.

### **Policy for Admission**

Admission to the school is the responsibility of the Governing body in accordance with the foundation of the school and in consultation with the Local Authority in line with the Manchester Diocesan Board of Education policy.

1. Where a statement of Educational need names St Hugh's the Governors are not able to refuse admission .

### **Criteria for Admission**

In the event of over subscription for the number of places remaining , the Governors will allocate places using the following criteria, which are listed in priority order.

1. Looked after children.
- 2 .Social/medical need. (refer to page 8 of Oldham LA booklet for explanation of the evidence which must be provided to support their application under this criteria.
3. Children who are regular attendees at St Hugh's Church. (Regular attendance must be verified by persons nominated by the Parochial Church Council and is defined as at least fortnightly over the previous 12-month period).
4. Brother or sister to pupils already attending the school. (Includes half or step brothers and sisters and foster children living at the same address within the same family unit). This applies at the date of admission in the case of the application of the youngest child i.e. the sibling must still be attending the school when the younger child starts.
5. Children who are regular attendees (as stated above) at another Anglican Church that has been verified by an official representative of that Church.
6. Children who are regular attendees (as stated above) at any Christian Church that has been verified by an official representative of that Church.
7. Geographical proximity to the school as defined by the Local Authority using a straight line measurement between home postcode and school post code.

If there is an oversubscription in any one of the above areas the final deciding criteria for each category will be residents within the Parish and priority within that will be given to those who live closest to the school building measured by a straight line between home post code and school post code as notified by the Local Authority.

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.

### **Right of Appeal**

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, 2002. Parents should notify the Local Authority and submit an Appeal Form within 30 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 size, 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 admission authority could 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.**

Passed by Governors 14<sup>th</sup> October 2008

Signature.....*A. L. Mins*  
(Chair of Governors)

Policy to be updated annually: last updated 2<sup>nd</sup> September 2008