

St Luke's C.E. Primary School

St Luke's Church of England Voluntary Aided Primary School caters for the age range 4-11 years.

Making an application

Applications for admission to the school should be made on the Common Application form enclosed with the Local Authority's brochure. Applicants who wish to make an application under the "faith" criteria should also complete the School's own supplementary form, or they may be disadvantaged. The supplementary form can be obtained from and should be returned to the school

Applications may also be completed on line via the Oldham Metropolitan Borough Website. It is not normally possible to change the order of your preferences for schools after the closing date.

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

The number of places available for admission to the Reception Class is in the year 2010 is 30. This arrangement follows consultation between the governing body of the school, 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 this number. By law, no infant class may contain more than thirty children.

The Governing Body must operate a system of equal preferences under which they consider all preferences equally and the Local Authority must allocate places according to its policy. In the event that there are more applicants than places, the governing body will allocate places:-

Children with statement of Special Educational Needs in whose statement the school is named must be offered a place.

In the event of over-subscription the following criteria will be used which are listed in order of priority:

1. Looked after children (Children in public care).
2. Children whose medical or social circumstances mean that their needs can only be met at the school.
3. Children who will have an older brother or sister attending the school at the time of their admission.
4. 6 places will be allocated to children based on geographical proximity to the school.

Admission's policy

5. Baptised children of parent(s)/guardian(s) who are regular members of St Matthew and St Luke's Parish Church congregation
6. Any child resident within the parish boundary of St Matthew and St Luke as defined on the Diocesan website – www.manchester.anglican.org.
7. Baptised or dedicated children whose parent(s)/ guardian (s) are in regular attendance at a church within the parish boundary of St Matthew and St Luke , which is a member of the Churches Together in Britain and Ireland.
8. Any other child.

Notes:

- a) In the event of over-subscription in any of the categories listed at 1 to 8 above , places will be offered in order of the geographical proximity of the address where they live to the main entrance gate of the school.
- b) The term parents will include:-
 - 1) Parents (both)
 - 2) Parents (single)
 - 3) Guardian
- c) Where admission is sought under the medical or social circumstance 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.
- c) Brother or sister includes step, half, foster and adopted brothers and sisters living at the same address and full brother and sister living apart.
- d) Regular attendance at church is taken to mean a minimum of monthly attendance at church at public worship of at least the year prior to 1st September in the year before admission to the school. Evidence of regular attendance of parent(s) must be provided by a member of the clergy or other designated church officer on the form provided.
- e) Where there are more applicants for the available places within a category, then distance from the child's normal home front door to the main entrance gate of the school in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over more distant ones. The "normal" home of a child will be taken to be the home in which the child sleeps for the majority of the school week.

Late applications for admission.

Applications which are received after the last date will be considered after all the others.

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 governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. 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.

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, 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.

Letters of appeal should be sent to: The Clerk to the Governors, St Luke's C.E Primary School.

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.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (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 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.

Deferred admission

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.