

ADMISSIONS POLICY

Admissions to an Aided school are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority. This policy lays down the criteria for admissions and the procedure to be followed.

The standard number agreed for admission to Nursery Class is 26 and for Reception Class is 30.

Responsibility for admissions is delegated to the Administration and Staff Committee, of which the headteacher is a member.

The governors will admit all children who have a statement of special educational needs in which the school is named.

The remaining places will be prioritized on the basis of the following criteria:-

1. Looked after children (children in public care)
2. Children who have special medical or social circumstances. Professional supporting evidence will be needed in support of their application to this school
3. Children and parents/guardians, who are in regular attendance at St. Paul's Church, St. John the Baptist, Little Hulton or St. Paul's Peel.
4. Children with an older sibling attending school at the time of admission.
5. Children and parents/guardians who are in regular attendance at any other Christian Church within the team boundary.
6. Children and parents who are in regular attendance at any other religious establishment within the team boundary.
7. Any other children, whilst applying the proximity rule.

NOTES

- ❖ A minimum of 24 Sundays per year is required to qualify for consideration as a church member and those applicants qualifying under this rule with siblings at school will be given preference over other applicants. If the school is over subscribed, places will be allocated on the basis of total number of church attendances over the last three years. If new to the area evidence of church attendance should be sought from the previous parish. If a place is sought under religion a supplementary form must be completed and signed by two officers from the church to verify attendance of a child.

- ❖ In the event of there being more children than place available in any category, geographical proximity will be taken into account, as defined by Salford LA. In the event of any selection between children with equal distance, children within the Parish Boundary will take precedence over equal tie proximity to the school. 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.
- ❖ Siblings defined as brother/sister; step-brother/step-sister; half-brother or half-sister or foster siblings in the family unit residing at the same address during the school week. It also includes full brother and sister living apart.
- ❖ Where admission is sought under special medical or social circumstances criteria, professional supporting evidence is essential. Such evidence must set out the particular reasons why the school is most suitable for the child and the difficulties that it would cause if the child had to attend another school.
- ❖ There is a right of appeal to an independent appeals panel.

Admissions

There is a maximum of 26 Nursery places. The Governors shall determine how many of these places are to be allocated on a full time or part time basis. The criteria for a Nursery places follows the school admissions policy. A place in the Nursery does not guarantee a place in Reception the following year. A separate application must be made for both Nursery and Reception places.

Children will be admitted into 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 governing body shall consider all the applicants at the same time after the closing date for admissions. Parents will be notified of the Governor’s decision by the Local Authority on a date determined by the Local Authority and published in the Information to parents and on their website.

Late applicants

The authority accepts that where there are extenuating circumstances for an applicant being received after the last date of application, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all others. Otherwise, applications which are received after the last date will be considered after all the others and placed on a waiting list in order according to criteria.

Twins

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 inform the Local Authority which may consult with the parent to consider whether all the siblings can be offered a place at the same alternative school (which may not be a preferred school named on the CAF) or whether parents can be offered places at two or more schools with a view to the parent deciding which child will take up the offered place. If this consultation fails to

resolve the issue then the Admissions Committee will use random allocation to decide which of the children can be offered a place.

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's Standards and Framework Act, 1998, as amended by the Education Act 2002. Appeals can be submitted at any time after a place has been refused. Parents will have the opportunity to submit their case to the panel in writing and also attend to present their case. You will normally receive 14 days notice of the place and time of the meeting.

Address of pupil

The address used on the school's admission form must be the current one at the time of the application. If the address changes subsequently, the parents should notify the Local Authority. Where the parents live at different addresses the current 'at the time of' application, normal address of the child should be used. This will be the one where the child wakes up for the majority of Monday to Friday mornings. The local authority will request proof of address. There is no right of appeal for Nursery children.

Fraudulent Applications

Where a governing body discovers that a child has been awarded a place as a result of intentionally misleading application from a parent (e.g. a false claim to residence or involvement in a place of worship) which effectively denies a child with a stronger claim, then the governing body is required to withdraw the offer of a place. However, the governors must consider the length of time the child has been at the school i.e. less than one term.

Non Routine Admissions

If a child needs to change schools other than at the 'normal' time, such admissions are known as non routine admissions. From September 2010 in year admissions should be made through the Local Authority. The parent should contact the Local authority who will issue an application form to the parent.

Deferred admissions

Children are eligible for a reception place from the beginning of the school year in which they become five years old. However they do not become of compulsory age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can ask that the 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 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.

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