Admission Policy

'Growing in faith, hope and love. But of these three the greatest is love'.

1 Corinthians 13:13

Our school will continue to be a happy, welcoming and inclusive Christian environment, where everyone is treated equally and expectations are high.
We will provide a safe, caring and stimulating environment in which every individual is cared for spiritually, morally, intellectually, physically, socially and emotionally, guided by the values of our Christian faith.
We will combine high standards with a broad, balanced and rich curriculum which encourages creativity and inspires a commitment to lifelong learning.
We will focus our teaching and learning on the needs, abilities and enthusiasms of individuals, providing a tailored approach to supporting all pupils according to their needs.
We will work in partnership with parents, parish and stakeholders to place our school at the heart of the community it serves.
We will build on our strengths and drive our own improvement, set ambitious and challenging targets, whilst facilitating opportunities for everyone to be the best that they can be.

Love, Trust, Confidence, Hope, Friendship, Forgiveness, Co-operation

St Andrew's Church of England Primary School is a Voluntary Aided primary 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 Bolton 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 following consultation with parents, Manchester Diocesan Board of Education, neighbouring admission authorities, other interested parties and Bolton Local Authority. Responsibility for admissions is delegated to the Governing Body Admissions Committee.

How to apply
Applications for admission to the Reception Class must be made on the local authority's application form. Applications must be submitted to the local authority by the closing date set by the local authority. Details of all the applications made will be forwarded to the school by the local authority. On the notification date the local authority will inform parents whether or not their child has been allocated a place at the school. Parents must complete and return the Supplementary Information Form.

Admission arrangements for admission to Reception in September

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

Oversubscription criteria
In the event of demand for school places exceeding the number available (after the admission of any children having a statement of special educational needs or an EHCP in whose statement/EHCP the school is named), 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 shown.
1) Children in public care and previously looked after children

2) Children with siblings in school at the time of admission. A sibling is defined as a brother or sister, step-brother or step-sister living at the same address and full brothers or sisters living apart.

3) Children of parents/guardians resident within the boundaries of St. Andrew's district, who are active worshipping members of St. Andrew's Church, Over Hulton.

4) Children of parents/guardians resident within the boundaries of St. Andrew's district, who are active worshipping members of other churches which are members of Churches Together in Britain and Ireland.

5) Children of parents/guardians resident outside the district of St. Andrew's who are active worshipping members of St. Andrew's Church, Over Hulton.

6) Other children resident within the boundaries of St. Andrew's district

7) Children resident outside the boundaries of St. Andrew's district, who are active worshipping members of other churches which are members of Churches Together in Britain and Ireland.

8) Other children resident outside the district of St. Andrew's

Notes:-

'Children in public care and previously looked after children.' This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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.
This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

'Active worshipping members' means a minimum of monthly attendance at church at public worship by at least one of the child's parents, and attendance at church at public worship or Sunday School or Junior Church by the child, for at least 12 months prior to **submission** of the Local Authority preference form. Evidence of regular attendance must be provided by a member of the clergy or other designated church officer on the Supplementary Information Form provided with the Local Authority preference form.

A list of churches in membership of Churches Together in Britain and Ireland can be viewed at www.ctbi.org.ukA map showing the boundary of St Andrew's district can be viewed at the school.

Tie-breakers:
Priority within all the above categories will be determined on the basis of proximity to the school, those living nearest being accorded the greatest priority. Distance will be measured in a straight line from the front door of the child's normal home address (including flats) to the main entrance of the school, using the Local

Authority's computerised measuring system. A map showing the district boundaries can be viewed in school. 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.

Proof of address is required at the time of application. Church references are required at the time of application for those claiming priority due to church attendance. Therefore, applicants to St. Andrew's are advised to complete the Supplementary Form for parents applying to a Church of England Primary School, in order to show how the school's admission criteria is met in respect of church attendance. This form is available on line or from Pupil and Student Services Unit. Please note that completion of this form is not compulsory, but failure to fill in the form may affect where your child is placed within the oversubscription criteria.

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.

Multiple births
Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class size requirement 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, which are set out in the School Admissions Code.

Information on Previous admissions
Information on last year's admissions, the number of children who were admitted under each criterion, can be found on the school's website.

Waiting list
Children who are not offered a reception place for the September intake at their preferred school will automatically be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

For in-year admissions, waiting lists will be held for one term:
Term 1: 1 September to 31 December
Term 2: 1 January – 12 April
Term 3: 13 April – 31 August.

Parents will need to request for their child to be placed on an in year waiting list. Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria. After a waiting list ends on 31 December, 12 April or 31 August, if a parent wishes their child to continue to be considered for a school place in the next school term, they will need to reapply for a place.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

Deferred Admissions
Children are entitled to a full time place in school in the September 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.

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 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.

Fraudulent applications
Where the governing body 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 governing body 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.

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.

In Year Admission
All in –year admissions will be co-ordinated by the Local Authority. Guidelines and admission forms are available from Pupil and Student Services at Bolton Council or can be obtained from the school office.

Appeals
Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Local Authority. An independent appeals panel then meets to consider all appeals by parents who have been

refused a place at our school and who wish to appeal against the decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. Please refer to the appeals process outlined in the Admissions booklet provided by the Local Authority.

Fair Access Protocol
The school participates in the Local Authority's In-Year Fair Access Protocol for unplaced children. There is no duty to comply with parental preference when allocating places under the In-Year Fair Access Protocol.

Please keep this copy of this Admissions Policy for your own information.

St Andrew's C.E. Primary School

SUPPLEMENTARY INFORMATION FORM

FOR PARENTS APPLYING FOR ADMISSION TO THE SCHOOL UNDER CRITERIA 3, 4, 5 or 7 IN SEPTEMBER 2027

You should only complete this supplementary form if you wish to apply for admission under one of the school's faith-based criteria (criteria 3, 4, 5 and 7). Only forms countersigned by the Church Leader can be considered. The completed form should be returned to the school by the closing date.

Child's full name _____

Child's address _____

_____

In which Parish is the child's parent(s)/guardian(s) resident?

_____

Which church does at least one of the child's parent(s)/guardian(s) and the child attend for public worship/Sunday School/Junior Church?

_____

Has at least one of the child's parent(s)/guardian(s) and the child attended the above church for public worship/Sunday School/Junior Church at least once a month for the last twelve months?

Please state Yes or No ___

I declare that the above information is correct and complete.

Parent/Guardian's signature _____

I confirm that the above information is correct and complete.

Name of Church _____

Vicar/Minister's signature _____

Address _____

_____

Tel. No _____

Forms which have not been countersigned by a church official will <u>not</u> be taken into consideration.

At St Andrew's, we believe that effective feedback is one of the most powerful ways to improve pupil learning and outcomes. Feedback should be purposeful, manageable, timely and focused on moving learning forward.