

St Agnes CE Primary School

Admissions Arrangements

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Contents

1. Introduction
2. Application Arrangements
3. Published Admissions Numbers
4. Oversubscription Criteria
5. Admission of children below compulsory school age and deferred entry to school
6. Waiting List
7. In year admissions (outside the normal round)
8. Children in public care and previously looked after children.
9. Appeals

1. Introduction

This policy and procedure has been produced using the Admissions Authority for the community and voluntary controlled schools in Manchester, which the Local Authority (LA) is required to draft, consult on and determine their admission arrangements.

Admission arrangements for voluntary aided schools, foundation schools, free schools and academies are set by their Governing Body, who are the Admission Authority for their establishment. All schools are responsible for drafting, consulting on and determining their admission arrangements. Copies of admissions arrangements for these types of schools in Manchester can be found on the school website and the LA's website.

2. Application Arrangements

All parent/carers are required to apply to their home LA regards of where the school they are applying is situated.

Manchester residents will apply to Manchester LA.

The LA will liaise with other Admissions Authorities in Manchester and other LAs where required. Manchester LA will inform parent/carers in writing of the outcome of their application.

Application forms are available from www.manchester.gov.uk/admissions and can be requested by phone on 0161 245 7166. They should be returned to:

Integrated Admissions Service

Manchester City Council,
P.O. Box 532,
Town Hall,
Manchester,
M60 2LA

Or

school.admissions@manchester.gov.uk

These admission arrangements apply to applicants seeking a place in Reception to Year 6 at St Agnes CE Primary. Applications for admission to Nursery of a Manchester school will be dealt with by the school, not by the LA. Therefore, applicants should apply direct to St Agnes CE Primary for a Nursery place.

The LA is obliged to include in these arrangements the following provisions that apply to parent/carers making applications for a place in Reception only:

1. The arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;

2. Parent/carers of children who are admitted for nursery provision **must** apply for a place at the school via the LA, if they want their child to transfer to the reception class;
3. Attendance at the nursery does not guarantee admission to the school;
4. Parent/carers can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday;
5. Parents can request that their child attends part-time until the child reaches compulsory school age.

Further details of the application procedures can be found in the Co-ordinated Admissions Scheme by visiting the LA website -

www.manchester.gov.uk/info/500321/primary_school_admissions

If you require support in completing the application form or have questions about the process, please ask for an appointment to speak with the Family Support Officer on 0161 224 6829. We are able to offer support in a range of languages as well as access to computers and the internet to complete the form online. You can also contact the Integrated Admissions Team on 0161 245 7166 for support too.

3. Published Admissions Numbers

The Published Admissions Number (PAN) is the number of places the school has available for new students each year. In September 2024 the PAN will be as follows;

Year Groups St Agnes CE School	Number of Children
Nursery*	60*
Reception	60
Year 1	60
Year 2	60
Year 3	60
Year 4	60
Year 5	60
Year 6	60

All applicants will be admitted if sufficient places in the appropriate year group are available.

4. Nursery admissions*

We provide 60 part time 15 hour Nursery places for children who are aged three. We aim to have all our children admitted to Nursery by the end of September.

If you would like to place your child's name on our Nursery waiting list, please contact the school office. All Nursery offers are sent via letter in April. The place needs to be accepted by the deadline on the letter and after this a transition program will be organised for your child.

Places are not given on a first come first served basis. Each school has a set number of Nursery places on offer. Where there are more applications than places available, the following admission criteria will be used to decide who is offered a place:

Category 1

Children who are looked after by a Local Authority

Category 2

Children with exceptional circumstances, medical/social needs. If a special medical or social need means there is only one school your child can go to, please indicate this in your application. We will then send you a separate form to complete and return, along with a letter from your doctor or social worker. A panel of officers will assess whether your child should be put in Category 2. Any Category 2 forms without a letter from a doctor or social worker will not be considered.

Category 3

Children who have an older brother or sister attending the school when they take up their place and living at the same address. This includes adopted siblings, step siblings and foster children. In the event that a Category 3 will cause a school to exceed its planned admission number (PAN), admissions will be prioritised according to the distance between the child's permanent address and the school, measured in a straight line.

Category 4

All other children will be prioritised according to the distance between their permanent home address and the school. Those children living nearest to the school will take priority.

How we calculate distance for Categories 3 & 4

We use a computerised measuring system to measure distance in a straight line from the centre point of the child's permanent home address to the centre point of the school, as defined by the national mapping agency. Those living closer to the school will receive higher priority.

5. Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education, Health or Care Plan or Statement of Special Education Needs which names the school, priority for admission will be given to children who meet the criteria set out below, in order:

- a. A 'Looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. A looked after child is a child who is (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 (see the definition in section 22(1) of the Children Act 1989.)

- b. Children who have exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for choosing the school. Parents/ carers must also provide documented social, medical or psychological evidence in support of the application from an appropriate independent registered professional which clearly explains why the child should attend the school.
- c. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother and sister, including natural brothers and sisters, adopted siblings, stepbrothers and sisters and foster brothers and sisters.
- d. Children of staff members (teaching and non-teaching staff) where the member of staff has been employed at the school consecutively for two or more years at the time at which the application for admission to the school is made or where a staff member has been recruited to a post for which there is a demonstrable skill shortage.
- e. All other children, according to the distance between the child's permanent address and the school, with those living closest having priority for admission. If two or more children have an equal rating after applying the above criteria and it is a tie breaker situation, then an independent person from the Local Authority will allocate the place on the basis of random allocation of tied candidates. Within each category applicants will be prioritised according to the distance between the child's permanent address and the school, with those living closest having priority for admission. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by Local land and Property Gazetteer (LLPG) and using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

The school will require proof of address. Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child lives in the most.

5. Admission of children below compulsory school age and deferred entry to school

St Agnes CE will provide for the admission of children into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age, and parents can request that their child takes up the place part- time until the child reaches compulsory school age.

6. Waiting List

A waiting list will be maintained according to the oversubscription criteria until the end of the first term of the academic year. Waiting lists will not be operated on a 'first come, first served'

basis. The amount of time an applicant is on a waiting list will not affect their position on it. Each child added to the list will require the list to be ranked again in line with the published oversubscription criteria. If places become available at the school, they will be offered to children on the waiting list in accordance with the oversubscription criteria.

7. In year admissions (outside the normal round)

All applications for In Year Admissions should be made directly to Manchester Local Authority. The Local Authority will co-ordinate all applications. Where an application is received by the school, the school will forward the details to the LA. In Year Applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed In Year Applications will be placed on the waiting list according to the published admissions criteria.

8. 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.

9. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel. If a parent wishes to appeal an admissions decision they are able to do so by lodging an appeal through the Local Authority. Parents wishing to appeal should complete the appeals form on the Manchester City Council website (www.manchester.gov.uk/schoolappeals).