

# Admissions Procedure

## Admissions Policy 2018-2019

Admission number: 30

If the school receives more applications than places available, once places have been allocated to those children who have a statement of special educational need or education health and care plan naming the school, the remaining places will be offered in the following order of priority:

1. Looked after children and previously looked after children.  
Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order.
2. Children who will have a brother and/or sister attending St. Luke's School at the time of admission. Brother or sister includes:
  - full brothers and sisters living together
  - full brothers and sisters living apartor
  - half brothers and half sisters
  - foster brothers and foster sisters
  - adopted brothers and adopted sisterswho live at the same address as part of the same family unit.
3. Children and parents/legal guardians who are committed members of St. Luke's Parish Church, Lowton who attend church and or Sunday School at least once a month for the twelve months prior to the closing date for applications. A letter must accompany applications from the appropriate Clergy or the appropriate Sunday School Officer.
4. Children and parents /legal guardians who attend churches and or Sunday Schools of another Christian church that is a member of the Churches Together in Britain and Ireland group, who attend at least once a month for the twelve months prior to the closing date for applications. A letter must accompany applications from the appropriate Clergy or the appropriate Sunday School Officer.
5. Children who have been baptised.
6. Other children.

NB. When letters are provided, verification will be sought from the appropriate bodies.

## **Tie – breaker**

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest the school. The distance will be measured in a straight line from the child's home address to a centre point of the main school building using a Geographical Information System (GIS) which is based on the Ordnance Survey.

In cases where there are two or more children with the same distance measurement (for instance if more than one child lives in a block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. Please contact the school if you would like more information about this.

If we offer the last place available to one of twins (or triplets and so on) we will admit the other twin or triplet too.

## **Child's home address**

When considering your child's application – The school will follow the LA default definition. This is where the child and parent, or person with parental responsibility, normally live. We do need to see two forms of evidence of your permanent address at the closing date for applications such as:

- Where you are registered for council tax
- A utility bill which can be gas, electricity or water

Any evidence provided must establish that the parent or main carer lives at this address at the closing date of applications.

## **Late applications**

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.

## Waiting lists

The Governors will operate a waiting list until the end of the Autumn Term 2017 for those applying for places for the 2017 intake.

Places may become available at the school after the offer date.

To decide which children have these places, we will:

- put all children who we refuse a place at one of their preferences on the waiting list for the school;
- keep the list in priority order, decided by the oversubscription criteria for the school only;
- offer places that become available to the next child on the waiting list; and keep the waiting list until the end of the Autumn Term 2017.

N.B. We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

## Deferred entry

Parents 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, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

## Part-time attendance

Parents can request that their child attends part-time until the child reaches compulsory school age.

## Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their 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.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

### **Stage 1 – request**

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

## Stage 2 – decision

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

## Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

### Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** 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.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

### Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.

## **St. Luke's C. E. Primary School Supplementary Information**

Child's Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

1. Is your child 'looked after' or have they previously been 'looked after'? (Previously 'looked after' children are those who were 'looked after' but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order.) Yes / No

2. Do you have another child who will be attending St. Luke's at the time of admission of this child?  
Yes / No

If Yes name of child already attending \_\_\_\_\_

If yes, relationship to child applying for place \_\_\_\_\_

3. As a parent / legal guardian are you and your child committed members of St. Luke's Church and or Sunday School and have you attended once a month for the twelve months (January-January) prior to the closing date for applications ? Yes / No

*If yes please attach your child's attendance cards to this form.*

4. As a parent / legal guardian do you and your child attend Churches and or Sunday Schools that is a member of the Churches Together in Britain and Ireland group and have you attended at least once a month for the twelve months prior to the closing date of applications? Yes / No

*If yes a letter must accompany applications from the appropriate clergy or the appropriate Sunday School Officer, which is subject to verification.*

5. Has your child been baptised? Yes / No  
*Please supply baptismal certificate.*

6. Are you the parent / legal guardian /or carer of this child?

Please state which \_\_\_\_\_

Please provide the following documents when returning this form

- a) Two forms of proof of address.
- b) Baptismal certificate (if appropriate)
- c) Letter from appropriate clergy.(if appropriate)
- d) Letter from doctor, social worker or clergy member to support social or pastoral needs (if appropriate).

*Please note, all supplementary information is subject to verification.*

*It is the responsibility of parents to ensure this form and any supplementary information is completed and returned to St Luke's Church of England Primary School. Please note only original copies will be accepted.*