

# STARTING OUT 2024

ADMISSION ARRANGEMENTS FOR ACADEMY AND  
VOLUNTARY AIDED PRIMARY SCHOOLS 2024/25



 **Tameside**  
Metropolitan Borough

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# VOLUNTARY AIDED SCHOOLS

## ASHTON-UNDER-LYNE

### Canon Burrows CE Primary School

Canon Burrows Church of England Primary School - Voluntary Aided

#### Admission Policy and Admission Arrangements

#### Admission for September 2024/25 – **Reception Class**

Canon Burrows Church of England Primary School is a voluntary aided school. The Governing Board is the admission authority for the school, and the school is required to act in accordance with the School Admission Code. The admission process is co-ordinated by Tameside Council (the Local Authority) and the school liaises with the Local Authority on admission 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 the Manchester Diocesan Board of Education and Tameside Local Authority.

#### Admission arrangements

The Governing Board sets up an Admissions Committee to make all decisions about admission.

The School's published admission number (PAN) agreed for admission to Reception is 60. If no more than 60 applications are received for admission to reception, all applicants will be offered places.

The school will allocate places before the oversubscription criteria are applied, for all children having an Education Health and Care Plan (EHCP) in whose EHCP the school is named.

When the number of applications received is greater than the number of remaining places available, 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 set out below (the criteria need to be read in accordance with the Guidance Notes and definitions below).

1. Looked after children or children who have previously been looked after but immediately after being looked after became subject to a child arrangements order. (Adoption, residence, or special guardianship order.);
2. Children with exceptional medical or social needs whose medical or social needs are such that they can only be met at this school;
3. Children whose parent/legal guardian attends public worship regularly at Christ Church, Ashton-under-Lyne or any other Anglican Church.

4. Children of staff at the school;
5. Children who will have an older sibling (brother or sister) attending the school at the time of their admission;
6. Children whose parent/legal guardian attends public worship regularly at a church which is a member of Churches Together in Britain and Ireland. ([www.ctbi.org.uk](http://www.ctbi.org.uk))
7. All other children

#### Tie breaker 1: Distance tie-breaker-

Where there are more applicants for the available places within a category then priority will be given to those pupils living nearest the school, as defined by distance. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the Local Authority's school admissions data mapping software, which employs a Geographical Information System based on Ordnance Survey. The address from which distance will be measured will be the home address of pupil as defined in the Guidance Notes. In the event of distances being the same for two or more applications, where this distance would be the last place to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

#### Definitions

##### 1. Looked after children/previously looked after children

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. Previously looked after children are children who were looked after, but ceased to be so because they became subject to child arrangements orders or who were in state care outside England but who were then adopted.

- An adoption order is an order under section 46 of the Adoption and Children Act 2002. A "residence order" is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.)
- A "special guardianship order" is an order appointing one or more individuals to be a child's special guardian (or special guardians), under section 14A of the Children Act 1989.
- A child is regarded as having been in 'state care outside of England' if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society, under section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017).

##### 2. Exceptional Medical or Social Needs

Written evidence must be provided by a suitably qualified professional - e.g. a GP or consultant for medical needs, or a social worker for social needs - that the child has exceptional medical or social needs, which means that admission to Canon Burrows Church of England Primary School is the only school that can meet the defined needs of the child. All information provided will be treated in the strictest confidence. The Governing Board's Admissions Committee will decide whether to admit a child under this criterion using the evidence provided.

##### 3. Regular Attendance at Public Worship at Christ Church Ashton or any other Anglican Church.

Children of a parent/legal guardian who attends public worships regularly at Christ Church Ashton – under – Lyne or any other Anglican Church.

Regularly means a minimum of 32 attendances of a parent/legal guardian at public worship on Sunday or a weekday in the twelve-month period January 2023 to December 2023, verified by a supplementary information form signed by the Vicar or Minister. *\*Please check well in advance how your Church monitors weekly attendance. \*\*Please note that if Churches are closed due to the pandemic the school will amend the number of attendances to reflect the closure of Churches during the pandemic and this will be proportionate to the original 32 attendances.*

Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.

#### 4. Children of Staff at the school

Children of staff on the payroll of Canon Burrows School Governing Board, for two or more years, at the time at which the application for admission is made, and/or the children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### 5. Children with an older sibling attending the school

Sibling (brother or sister) refers to children attending the school at the time of application, who will still be attending at the time of admission, i.e in the September when a pupil is admitted to reception, and living at the same address as the child for whom the application is being made. This includes natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, the child of the parent/carers partner, and in each case living at the same address. No sibling priority is given to cousins, regardless of their address or to siblings of children in year six who are leaving.

#### 6. Regular attendance at Public Worship at a church in membership of Churches Together

Children of a parent/legal guardian who is a member of and attends public worship regularly at any other church which is a member of Churches Together in Britain and Ireland ([www.ctbi.org.uk](http://www.ctbi.org.uk))

Regularly means a minimum of 32 attendances of a parent/legal guardian at public worship on Sunday or a weekday in the twelve-month period January 2023 to December 2023, verified by a supplementary information form signed by the Vicar or Minister. *\*Please check well in advance how your Church monitors weekly attendance. \*\*Please note that if Churches are closed due to the pandemic the school will amend the number of attendances to reflect the closure of Churches during the pandemic and this will be proportionate to the original 32 attendances.*

Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.

#### 7. All Other Children

Any other children applying for a place, with priority for admission given to those who live nearest to the school (please refer to the Distance Tie-breaker above).

#### Deferred Admission

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 school age until the start of term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However, they cannot defer entry beyond the beginning of 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.

#### 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 more able or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send a 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. (See Guidance note 9)

#### Applying for places

Applications for places in Reception in the normal admissions round must be made on the local authority's application form. Details of all the applications made will be forwarded to the school by the local authority.

Parents seeking a place under criteria 3 or 6 must obtain a supplementary information form from the school and arrange for it to be completed by the Church Leader and returned to the school by the closing date for applications. Applications made under criteria 2 must be supported by written evidence from a GP, medical consultant or social worker, which must be returned to the school by the closing date for applications.

#### Appeals

Where the governors are unable to offer a place because the school is oversubscribed, 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.

Appeals must be made online, full details can be found on the following webpage; [Appealing for a School Place - Guidance For Parents \(tameside.gov.uk\)](https://www.tameside.gov.uk/parents/primary/primary-admission/primary-admission-appeals)

Parents will be informed of the deadline for lodging any appeal, and will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case.

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The information below indicates the number of applications received and the places allocated under the oversubscription criteria 1 to 7 and is for information only;

Criteria	1	2	3	4	5	6	7	applications
2020	1	1	19	0	17	0	22	124
2021	0	0	13	0	15	0	32	108
2022	0	0	15	0	22	0	23	121
2023	1	0	5	4	27	1	72	110

Admission for September 2024/25 - Reception

## Guidance Notes:

1. Home Address of pupil - The address from which distance will be measured, will be the permanent residential address, of the parent with whom the child is normally resident, at the closing date of applications. If the address changes subsequently, the parent/legal guardian must notify the school. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels on the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

### Evidence of proof of address

Proof of Address: Applicants are asked to provide two items from the list below as proof of address:

#### \*Issued within the last 12 months

Council Tax Statement\*

Tenancy agreement\*

Council Tax Benefit Statement\*

TV Licence\*

Home contents insurance certificate\*

Buildings insurance certificate\*

#### \*\*Issued within the last 3

Recent Utility bill\*\* (gas, electricity, water)

Land-line telephone bill (not a Mobile) \*\*

Letter from a solicitor confirming exchange of contracts on a

house \*\*

Governors reserve the right to make enquiries of any relevant third parties.

If a child is cared for on a daily basis at another address, e.g. Child minder or grandparent or another member of the family, this address cannot be considered for the purpose of the admission process. Where the proposed admission is to coincide with a change of address, Independent verification will be sought. Many families have complex childcare arrangements. Factors such as these are not considered to be exceptional. Any written evidence in support of the application will be treated in the strictest confidence. If an address is subsequently proved to be false, then the governors reserve the right to withdraw the offer of a place.

2. Siblings/Twins and multiple births.

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number if it is possible to do so (as permitted by section 2.15 of the School Admission Code), and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

3. In-year admissions

It sometimes happens that a child needs to change school other than at the normal time of admission. With effect from September 2013, a parent/legal guardian can apply directly to the school for a place for their child, by completing the school's in-year admission form. The



Governors will consider the application and inform the parent of the outcome and their right to appeal against the refusal of a place. The school will notify the local authority of both the application, and its outcome.

#### 4 Waiting List -

If the school is oversubscribed the waiting list will operate until the end of the Summer Term 2025, for those parents who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, submitted an appeal, or who have opted to go on the list.

All pupils on the waiting list will be ranked according to the over-subscription criteria. Places will be offered, should any become available, to the highest ranked applications received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit, must be given precedence over any other children on the waiting list.

#### 5 Church Criteria 3 and 6

Please check with your church how attendance is recorded as the Governors may need to verify the information supporting the application.

- (3). A parent/legal guardian should have a minimum of 32 attendances at public worship on Sunday or a weekday in the twelve-month period prior to this application, verified by a supplementary information form signed by the Vicar / Minister / Pastor.
- (6) A parent/legal guardian should be a member of a church which is a member of Churches Together in Britain and Ireland, and have a minimum of 32 attendances at public worship on Sunday or a weekday in the twelve-month period prior to this application, verified by a supplementary information form signed by the Vicar / Minister / Pastor. A list of churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)
- (3 and 6) Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.
- If you attend more than one church you will need a supplementary information form completed for each church attended, signed by the Vicar / Minister / Pastor.
- The supplementary information form(s) must be obtained from the school, and returned to the school by the closing date for applications.

6 Looked after Children and Previously Looked After Children - In the case of previously looked after children, the governors may request a copy of the child arrangements order. (Adoption, Residence or special guardianship order, and a letter from the local authority that last looked after the child, confirming that he or she was looked after immediately prior to that order being made.)

#### 7 SEN Education, Health and Care Plan (EHCP)

The school will admit all children having an EHCP where Canon Burrows Church of England Primary School is the named school in the EHCP. A copy of EHCP or details of the issuing

authority should be submitted with the application. All information provided will be treated in the strictest confidence.

- 8 Late Applications - Applications received after the published closing date will be considered after all applications received on time have been processed.

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### 9. Admission outside the child's normal age group.

Parents requesting admission out of the normal age group should put their request in writing together with their application (the Tameside Local Authority online application provides space for this) or to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken in to account. The Governing Board 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 Board will also take into account the views of the Headteacher.

Where the Governing Board 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 (the age group to which pupils are normally admitted to the school) the local authority and Governing Board will 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 Board will not give the application lower priority on the basis that the child is being admitted out of their normal age group. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

All information provided will be treated in the strictest confidence

END

### Reception Class - ADMISSION YEAR 2024/25

Canon Burrows Church of England Primary School.

Supplementary Information Form - Reference from Church Leader

Name of Applicant.....Parent/Legal Guardian of  
(Child's name).....

Number of recorded attendances

at weekly public worship.

I.....certify that the above named parent/legal guardian has attended weekly public worship for the number of times shown above in the period January 2023-December 2023.

Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.

Name of Place of Worship.....

Address.....

.....

Position.....Print Name.....

Signed.....Date.....

To be returned to school no later than 31<sup>st</sup> January 2024

**Holy Trinity CE Primary School**



**HOLY TRINITY C.E PRIMARY SCHOOL ADMISSION ARRANGEMENTS  
ADMISSION POLICY 2024-2025**

Holy Trinity Church of England Primary School is a Voluntary Aided 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 Tameside 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 Manchester Diocesan Board of Education and Tameside Local Authority.

**Admission arrangements**

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.

39 part time children may be admitted to the Nursery class. (Please see Nursery admissions policy for full details). A separate application must be made for any transfer from the Nursery class to the Reception Class in the Primary School.

Responsibility for admissions is delegated to the Governing Body Admissions Committee.

The school will admit all children having an Educational Health Care Plan (EHCP) in whose plan the school is named.

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with an EHCP naming the school), 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 set out below:

1.	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.
2.	Children whose medical or social circumstances mean that their needs can only be met at this school.
3.	Children who will have an older sibling (brother or sister) attending the school at the time of their admission.
4.	Children who have an older sibling (brother or sister) attending the school at the time of their application.
5.	Children of staff who have been employed at the school for two years or more at the time of the application for admission to the school is made.
6.	Any other children who reside in the former Parish of Holy Trinity, by distance from the school, with priority for admission given to children who live nearest to the school.
7.	Any other children.

Notes:

- a) Where there are more applicants for the available places within a category, then priority will be given to children living nearest to the school. Distance will be measured as a straight line from the child's home address, using the address point assigned by

the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for 2 or more applications, where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

- b) Where admission is sought under exceptional medical or social circumstances 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) Sibling (brother or sister) includes natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers, sisters/brothers of adopted children; children of the parent/carer's partner, and in each case living at the same address and full brother or sister living apart.
- d) A map showing the area covered by the former Parish of Holy Trinity is available at the school.
- e) Tie breaker: In the event that a number of children equally meet the criteria, and where to admit all of them would exceed the PAN of 30, then the children who meet the lowest criteria will have their places decided by the drawing of lots. For example, this would apply in the event of two or more applicants meeting the exact same distance criteria. The drawing of lots will be done by someone with no connection to the school.

### **Infant class size**

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **will not** contain more than 30 pupils with a single school teacher. Additional children **may** be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children admitted outside the normal admissions round with an EHCP specifying a school;
- b) 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.;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) Children admitted after an independent appeals panel upholds an appeal;

- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) Children of UK service personnel admitted outside the normal admissions round;
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school. ‘

### **Applying for places**

Applications must be made online through the local authority's Citizens Portal.

Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria when making the submission.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only and is held by the Local Authority.

### **In-year admissions**

Admissions outside of the normal school round should be made to the Local Authority in the same way as all other applications. In the event that more children apply than there are places available the usual order of priority will apply. Unsuccessful applications can be appealed as detailed below.

### **.Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, 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.

Appeals can be made online or in writing to:

Democratic Services

Tameside One

Market Place

Ashton Under Lyne

Tameside MBC OL6 6BH

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.

## Nursery Admissions

39 places are available in the Nursery, and the Governors shall determine how many of these places are to be allocated on a full-time or part-time basis each year, depending on the number of applicants.

**A place in the Nursery does not guarantee a place in the Reception class the following year.** A separate policy is available on the school website.

## Deferred Admissions

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday. Parents may request that their school 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 beginning of 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.

## Admission outside Age Range

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. This could be because they were born prematurely or because of other critical social or medical factors. In addition the parents of summer born children (Who would not become 5 until April-August) may choose not to send their child to school until the September after their 5<sup>th</sup> birthday and may request they are admitted out of their normal age group - to reception rather than year 1

Parents requesting their child to be admitted outside of the normal age range should submit reasons for the request together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

Each request and the evidence provided will be considered by a panel of Governors who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, Governors will not ask for additional information. All information provided will be treated in the strictest confidence.

Please note that one admission authority cannot be required to honour a decision made by another which means, where multiple applications are being made to different schools, you may receive differing outcomes.

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

**Our Lady of Mount Carmel RC Primary**



## Reception Admission Policy and Arrangements

2024/2025

Our Lady of Mount Carmel RC Primary and Nursery School is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Tameside and is a voluntary aided School. The Governing Board is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2024, the Governing Body has determined that the number of children to be admitted to Reception will be 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing Board. Parents must complete a Local Authority Preference Form or apply online via the LA Admissions website. This opens on 1 November 2023 and will close on 15 January 2024. If you wish to have your application considered against the school's religious criteria, then you must **ALSO** complete the Supplementary Form which is available from the school by 15 January 2024.

If there are fewer than 30 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

- 1. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children and Internationally Adopted Previously Looked After Children.**
- 2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;\***
- 3. Baptised Catholic children who have a sibling in the school at the time of admission.**
- 4. Baptised Catholic children resident in the parish of Holy Cross and St Helen, Ashton (which falls within the Tameside Metropolitan Borough)**



5. **Looked After Children and previously Looked After Children and Internationally Adopted Previously Adopted Children.**
6. **Other children who have a sibling in the school at the time of admission.**
7. **Other Baptised Catholic Children.**
8. **All remaining applicants.**

\*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

### **Pupils with an Education, Health and Care Plan**

Children with Education Health and Care Plans where Our Lady of Mount Carmel RC Primary school is specifically named in the plan (in accordance with the provisions of the SEN Code of Practice) will be allocated places before the oversubscription criteria are applied.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

### **Notes for Applicants:**

- a. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2024. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. 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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the **Episcopal Vicar of Education or officers of the DDFE** will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept for the whole school year and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received, or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For 'In Year' applications received outside the normal admissions round, if places are available, they will be offered to those who apply. If there are places available but more applicants than places, then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Board, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the Headteacher.
- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

## St Christopher's RC Primary and Nursery School

### RECEPTION ADMISSION POLICY AND ARRANGEMENTS 2024/2025

St Christopher's RC Primary is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Tameside Local Authority and is a voluntary aided School. The Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing **September 2024**, the Governing Body has determined that the number of children to be admitted to Reception will be **30**.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website at [www.tameside.gov.uk](http://www.tameside.gov.uk). If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the Supplementary Form, which is available from the school.

If there are fewer than 30 applications, all applicants will be offered places. If there are more applications than the number of places available, the **following oversubscription criteria** will be applied:

1. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;\*
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parish of Holy Cross and St Helen, Ashton.
5. Looked After Children and previously Looked After Children.
6. Other children who have a sibling in the school at the time of admission.
7. Other Baptised Catholic Children.
8. All remaining applicants.

\*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured as detailed below. In the event of distances being the same for 2 or more applicants, places will be allocated by the following method used by Tameside Local Authority.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

### **Notes for Applicants:**

- a. All applications will be considered at the same time and after the closing date for admissions which is **15 January 2024**. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. Looked after children and all previously looked after children, including those 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- c. The school will admit all children having an Educational Health Care Plan (EHCP) in which the school is named.
- d. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate

of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the [appropriate diocesan authority] will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- e. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- f. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- g. A waiting list for children who have not been offered a place will be kept until the end of the Autumn term and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- h. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- i. If an application for admission has been turned down by the Governing Body, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- j. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- k. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked

after, children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

- l. Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the place be deferred until later in the year and if they do this the place will be held for the child. They cannot however defer until later in the year and if they do this the place will be held for the child. They cannot however 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. Parents can also request that their child attend on a part time basis until the child reaches compulsory school age.
  
- m. A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.

Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. Please submit any application to the Headteacher, Addressing it to the Headteacher, St Christopher's Road, Ashton, OL69DP. You should also submit views of medical professionals as necessary.

A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents should complete the online application and include details of their request to defer entry for their child. They may also contact the Admissions Team for further information. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

**St Peter's CE Primary School**

**St. Peter's C. E. Primary School.**

## **Admission Policy for Reception 2024 – 2025**

The number of places available for admission to the Reception year is 30.

This arrangement follows consultation between the governing body, Tameside Council (LA), Manchester Diocese and other admissions authorities in the area. Admissions are co-ordinated by the LA, and applications for a place in Reception must be made on the LA application form.

**The governors will offer places to all applicants unless the number of applicants exceeds the published admissions number.**

**The governors will admit all children with an Educational Health and Care Plan, where the EHCP names the school.**

**Following the admission of all children with an Educational Health and Care Plan which names the school, in the event of over-subscription for the remaining places the governors will allocate places using the following criteria which are listed in priority order. The criteria must be read in conjunction with the additional notes.**

1. Looked after children and all previously looked after children, including those 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society

\* Supporting documentation should be provided

2. Children who are in receipt of the service premium. (The service premium is a separate grant paid to schools and local authorities to support children whose parent(s) are currently serving or have previously served in the armed forces.)

Pupils attract the premium if they meet the following criteria:

- one of their parents is serving in the regular armed forces
- they have been registered as a 'service child' in the [school census](#) at any point since 2011
- one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme (AFCS) or the War Pensions Scheme (WPS)

3. Children of families who worship within The Parish of the Good Shepherd, Ashton-Under-Lyne.

★ *The child must have attended a Church within the Parish of the Good Shepherd, thirteen times or more in the year immediately before the application. Verification will be required from the minister or church official [see supplementary form\*]. Churches within The Parish of the Good Shepherd are:*

★ *St. Peter's*

- ★ *Holy Trinity*
  - ★ *St. Michael & All Angels*
  - ★ *St. James*
  - ★ *St. Gabriel*
  - ★ In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. Consequently, the minimum of 13 attendances will be reduced pro rata (by 1) for each four week period for which the church has been closed.
4. *Children whose parents are members of staff at St. Peter's Primary School, where:*
- i. *the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or*
  - ii. *the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.*
5. Children of families who worship at other Christian Churches.
- ★ *The child must have attended another church in the membership of 'Churches Together in Britain and Ireland' thirteen times or more in the year immediately before the application. Verification will be required from the minister or church official [see supplementary form\*]. A list of Churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)*
  - ★ *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. Consequently, the minimum of 13 attendances will be reduced pro rata (by 1) for each four week period for which the church has been closed.*
6. Other exceptional medical or family circumstances, for which evidence will be required.
- ★ *Evidence must be provided from a doctor or other agency that he/she has exceptional medical needs which means that admission to a particular school is essential, reference will normally be made to the Community Health Physician, Social Services or the Educational Psychologist, as appropriate. Governors will make a decision as to whether to admit a child under this criteria using the evidence provided. If evidence is not provided the Governors **will not** give higher priority under this criteria. All information provided will be treated in the strictest confidence.*
7. *Siblings:* this will apply where the applicant has one or more brothers or sisters attending the school at the time of application, who will still be attending at the time of admission.
- The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.
8. Any other children: Priority will be given to children who live nearest the school.



- ★ *Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which employs a Geographical Information System based on Ordinance Survey.*
- ★ *The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.*
- ★ *In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.*

Tie-breaker: If there is oversubscription in any of the criteria, then distance from home address to school [as described in no. 8] will be used to determine the allocation of places. If this 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.

### **Closing date.**

The school will, statutorily, adopt the same closing date for Reception applications as LA community schools which is 15<sup>th</sup> January 2024. This date can be found in the 'Starting Out' information that can be accessed on the Tameside Website. Parents will be sent a letter detailing how and where to access this information online.

### **Late Applications**

Late applications will be dealt with after applications that are received on time have been processed.

If school is undersubscribed on allocations and late applications exceed the number of places available then the admissions criteria will be applied to the late applications until all the places have been allocated.

### **Waiting List**

If the school is oversubscribed the governors will maintain a waiting list. The waiting list will operate until 31 December 2024. Parents, who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, will automatically be placed on the waiting list. Other parents who have submitted an appeal or who have opted to go on the list will also be placed on the list.

All pupils on the waiting list will be ranked according to the over subscription criteria. Places will be offered, should any become available, to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as change of address, will be taken into account: evidence must be provided. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit must be given precedence over any other children on the waiting list.

### **Change of Preference**

Admission authorities will not allow preferences, ranking order or pupil details, to be changed after the closing date except in exceptional circumstances for example, if the family has

recently moved address. Evidence must be provided to support the request. No changes can be considered after 2<sup>nd</sup> February 2025, when the allocations process has started.

### **Deferred Admission**

Children are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for their child. However they cannot defer entry beyond the beginning of 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.

### **Infant class sizes and appeals**

Parents who are not allocated a place in the Reception class at the school have the right of appeal to an Independent Appeal Panel. The appeal must be sent in writing to the clerk of governors at the school. Parents must give their reasons for appealing in writing and the panel's decision is binding on the governors.

In normal circumstances an appeals panel cannot allow a place for a child if this means that the Reception class will have more than 30 pupils.

Parents should note that a panel can only uphold an appeal if the decision was not one which a reasonable admissions authority would make in the circumstances of the case or if the child would have been offered a place if the admission arrangements had been properly implemented.

DFE School Admission Appeals Code 2012

### **Casual/In-year Admissions**

The above criteria will be applied if applications are made for places at any time other than at the beginning of the Reception class.

### **Requests for admission outside a 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.

**\* Supplementary Form**

The supplementary form is available from the school and the local authority. Please return the supplementary form to school by the closing date.

## AUDENSHAW

### St Anne's RC Primary School

#### ST ANNE'S RC PRIMARY AND NURSERY SCHOOL

CLARENDON ROAD AUDENSHAW MANCHESTER M34 5QA

HEADTEACHER: MRS A DUFFY

TEL: 0161 370 8698 FAX: 0161 371 1964

E-MAIL: [head@st-annes-audenshaw.tameside.sch.uk](mailto:head@st-annes-audenshaw.tameside.sch.uk)

WEBSITE: [www.st-annes-audenshaw.tameside.sch.uk](http://www.st-annes-audenshaw.tameside.sch.uk)



## St Anne's R.C. Primary and Nursery School Audenshaw 2024-2025

St Anne's is a Roman Catholic Voluntary Aided Primary School provided by the Diocese of Salford and maintained by Tameside Local Authority. The school's Governing Body is the admissions authority and has sole legal authority for taking decisions on applications for admission. As in previous years, for the academic year 2024-25, the school's Indicated Admission Number remains at 30, so the Governing Body's Planned Admission Number remains at 30. The school has been over-subscribed for several academic years.

The ethos of St Anne's is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place at St Anne's to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Catholic faith to apply for, and be considered for, a place at the school.

Admission to the school will be made by the Governing Body strictly in accordance with the following set of criteria. These will be used to form a priority order if there are more applications for admission than the school has places available. The criteria need to be read in conjunction with the additional notes below.

1. Baptised Roman Catholic Looked After Children, Baptised Catholic previously Looked After Children and Internationally Adopted Previously Looked After Children.
2. Baptised Roman Catholic children with exceptional social and medical needs.
3. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the Catholic Parish of St Anne.
4. Baptised Roman Catholic children who are resident in the Catholic Parish of St Anne.
5. Baptised Roman Catholic children who will have a brother or sister attending St Anne's at the time of admission and are resident in another parish.
6. Other baptised Roman Catholic children.
7. Other children who are in public care and those children adopted from state care outside of England.
8. Other children with certified exceptional social and medical needs.
9. Other children.

For categories 1 to 6, a valid Certificate of Roman Catholic Baptism is required to establish the faith of a child. This proof of Baptism must be supplied to the school before the Governing Body's Admission Committee meets to allocate places. Priority cannot be given to pupils within these categories without this documentary evidence.

#### **Oversubscription and Tie-Breakers**

- A. In the event of the need for a further tie-breaker, then geographical distance will be considered. Preference will be given to pupils living nearest to the school, measured as a straight line. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate of the school property. Measurements will be made using Tameside Local Authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.
- B. In the event of geographical distances being identical for two or more applications where this distance would be the last place(s) to be allocated, a random lottery will be implemented between the applications where the distance is the same. It will be carried out in a place accessible to the public and supervised by someone independent of the school. All the names will be entered in to a hat and the required number of names will be drawn out.

Children with Education Health and Care Plans where St Anne's School is specifically named in a plan (in accordance with the provisions of the SEN Code of Practice) will be allocated places before the oversubscription criteria are applied.

#### **Additional Notes**

1. The Governing Body, not Tameside Local Authority, is the admissions authority. The Admissions Committee is comprised of the following governors: Headteacher and four Foundation Governors including the Parish Priest.

1. If you are a Tameside resident you must make your application to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area. You should put your child's name down at any Tameside Primary school by the beginning of October.

Tameside primary schools will forward details of all the children who have been registered with them to the local Authority Team, who will send out details of how to apply in November. Details will include where to view "Starting Out" and a letter explaining how to make your application.

You should use your application to apply for any primary school, whether this is in Tameside or in another Local Authority area. Application details may also be obtained from the Admissions Section at Tameside MBC.

"Starting Out" will be available on Tameside's website. NB: Each school application should be discussed with all parents and carers and only one application may be submitted for each child. Parents must complete a Common Application Form and express up to six preferences for primary admission. The closing date for all applicants is set by the Local Authority. All applications that are received by the closing date will be considered by the governors at the same time in a fair way according to the published criteria. Applications received after the closing date will be deemed "Late" and will only be considered after all applications received on time have been processed.

2. Parents will be informed of the decision of the Governing Body by Tameside LA on the offer date in the Spring before admission. Parents should note that an offer of a place does not guarantee a place for brothers and sisters in subsequent years.
3. Parents should check carefully whether they are resident within the parish boundaries of The Catholic Parish of St Anne. A map illustrating parish boundaries as formally defined by the Salford Diocesan Boundaries Board is on view in the School Office.
4. 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 school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year. However, they cannot defer entry beyond the beginning of 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.
5. A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to Reception rather than Year One. Any such request should be made in writing to Mrs Alicia Duffy at St Anne's R.C. Primary School, Clarendon Road, Audenshaw M34 5QA at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

6. Where the governors are unable to offer a place because the school is oversubscribed, 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. Appeals can be made online or in writing to:

Democratic Services

Tameside One

Market Place

Ashton Under Lyne

Tameside MBC OL6 6BH

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.

7. 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, incorrect details of a place of residence in the catchment area) 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 a fresh and a right of appeal offered if a place is refused.

## **Definitions**

Home Address:

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

Parent:

Throughout this policy the term 'parent' includes:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

Siblings: Sisters and Brothers:

For the purposes of this policy, the words "brother" and "sister" refer throughout to natural sister or natural brother, half-sister or half-brother, adopted sister or adopted brother, step-sister or stepbrother, foster sister or foster brother, or the child of the parent/carer's partner. The child for whom the school place is sought must be living in the same family unit and at the same permanent address as the brother or sister. This allows for the priority admittance of children whose brothers and/or sisters will still be attending the school at the time of admission.

Proof of Address:

Starting out and the application form ask parents to provide two proofs of address from the following list:

- Mortgage Statement\*
- Tenancy agreement or letter from landlord\*
- Council Tax Statement\*
- Council Tax benefit statement\*
- TV licence\*
- Home contents insurance certificate\*
- Buildings insurance certificate\*
- Recent utility bill (gas, electricity, water, land-line telephone bill but not a mobile phone bill)\*\*
- Letter from a solicitor confirming exchange of contracts on a house\*\*  
(\*issued within the last 12 months; \*\* issued within the last 3 months)

### Late Applications

Applications received after the closing date which is the 15<sup>th</sup> January. Late applications will only be considered after all applications received on time have been processed.

### Change of Preference

Changes to preferences, ranking order or pupil details, will not be allowed after the closing date, except in exceptional circumstances, for example, if the family has moved address. Evidence must be provided to support the request. An intention to change address cannot be considered until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement. No changes can be considered even where there are exceptional circumstances once information has been passed from Tameside Local Authority to the school Governors, because the allocations process has commenced.

### Waiting Lists

St Anne's is frequently oversubscribed, so a waiting list is held until the end of the Autumn Term. Parents who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, will automatically be placed on the waiting list. Other parents who have submitted an appeal or who have opted to go on the list will also be placed on the list. All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided.

Children who have been formally referred under the Local Authority's Fair Access Protocol or who are the subject of a formal direction by the Local Authority to admit must be given precedence over any other children on the waiting list.

Children with Exceptional Medical Needs or Home Circumstances and/or Special Educational Needs Written evidence must be provided from a doctor or other agency that he/she has exceptional needs which means that admission to St Anne's Primary School is essential. A panel of governors will make

a decision as to whether to admit a child under this criteria using the evidence provided. All information provided will be in the strictest confidence.

#### A Looked After Child

This term also refers to a child who was previously looked after but immediately after ceased to be because they were subject to an adoption, residence, 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.

#### Infant Class Sizes

Infant classes (viz. 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 very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

#### Nursery Admissions

Admission arrangements to the Nursery are separate to these for the Reception Class. It must be noted by parents that attendance at the Nursery does not give priority or guarantee admission to the school and parents must reapply for a Reception place.

## DENTON

St John Fisher RC Primary School

**St John Fisher RC Primary School**

**Admissions Policy September 2024 - 2025**



Mission Statement

*'Come follow me and I will make you fishers of men'*

As we walk in the footsteps of Jesus we let our **faith** shine through our prayers, thoughts, words and actions.

We welcome you as we would welcome our friends and family with **love**, respect and compassion.

We seek to be the best in all that we learn and do, showing creativity, self-belief and **passion** for learning and life.

We will have **courage** to change the world for the good of others and be proactive in protecting all of God's creation.



Approved by: FGB

Date: Feb 2023

Next review due by: January 2024

## Admissions Policy

### St. John Fisher R.C. Primary School, Haughton Green

#### Policy for Admission to Reception Class 2024 - 2025

St. John Fisher is a Roman Catholic Voluntary Aided Primary School provided by the Roman Catholic Diocese of Salford and maintained by Tameside Local Authority. The school's Governing Body is the admissions authority and has sole legal authority for taking decisions on applications for admission. The Governing Body's Planned Admission Number (PAN) is **30**.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children to develop fully and prepare them to undertake their responsibilities as Catholics in today's society. The school requires all parents applying for a place here to understand and respect our ethos and its importance to the life of our school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admission to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website at [www.tameside.gov.uk](http://www.tameside.gov.uk). If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the Supplementary Form which is available from the school at <https://www.st-johnfisher.tameside.sch.uk/adding-pages/admissions> or by contacting the school office.

#### Admissions Criteria

Admission to the school will be made by the Governing Body strictly in accordance with the following set of criteria. These will be used to form a priority order if there are more applications for admission than the school has places available. The criteria needs to be read in conjunction with the additional notes below.

1. Baptised Roman Catholic Looked After Children, Baptised Roman Catholic previously Looked After Children and Looked After Children adopted from overseas. \*

2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school; \*\*
3. Baptised Roman Catholic children who have a sibling in the school at the time of admission.
4. Baptised Roman Catholic children resident in the parish of St Mary and St John Fisher Denton.
5. Looked After Children and previously Looked After Children.
6. Other children who have a sibling in the school at the time of admission.
7. Other baptised Roman Catholic children resident in another parish.
8. All remaining applicants.

\*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 (under section 22(1) of the Children Act 1989, or (c) who was in state care outside England but has now been adopted. A previously Looked-After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

\*\*Exceptional need of this kind will occur very rarely. It is strongly recommended that a written application be submitted in advance of the normal admissions timetable (See Point 9 below)

For categories 1 to 6, a valid Certificate of Roman Catholic Baptism is required to establish the faith of a child. This proof of Baptism must be supplied to the school by 15<sup>th</sup> January for verification, before the Governing Body's Admission Committee meets to allocate places. **Priority cannot be given to pupils within these categories without this documentary evidence.**

The Governing Body, not Thameside Local Authority, are the admissions authority. The

Admissions Committee is comprised of the following: Headteacher and designated Foundation Governors including the Parish Priest. They are authorised to admit children in accordance with the Admissions Policy and up to the admission number set by the Governing Body.

### **Additional Notes**

1. In the autumn term all parents who have expressed an interest in a school place will be sent a letter advising them where to access a downloadable copy of Thameside Local Authority's 'Primary Admissions Booklet' which gives details of the LA co-ordinated admissions arrangements and the online Application Form. These details are also available from local authority offices and public libraries.
2. All applicants will be considered at the same time and after the closing date for admissions set by the Local Authority which is 15<sup>th</sup> January each year.

**Applications received after this date will be treated as a late application and will not be considered until after the main allocation of places has taken place.**

Children who have been formally referred under the Local Authority's Fair Access Protocol or who are the subject of a formal direction by the Local Authority to admit must be given precedence over any other children on the waiting list.

3. Children with an EHCP (Education, Health Care Plan) where St John Fisher School (the main school and not the ASD Base) is specifically named within the plan (in accordance with the provisions of the SEN Code of Practice) will be allocated places before the oversubscription criteria are applied.

4. Late applications will be considered in accordance with the Admissions Policy. They will be admitted if a place is available but placed on the standing waiting list if not available.

5. Parents will be informed of the decision of the Governing Body by Tameside LA on the offer date in the Spring before admission. Parents should note that an offer of a place does not guarantee a place for brothers and sisters in subsequent years.

6. Parents should check carefully whether they are resident within the parish boundaries of The Catholic Parish of St. Mary and St John Fisher. A map illustrating parish boundaries as formally defined by the Salford Diocesan Boundaries Board is on view in the School Office.

7. It is the duty of Governors to comply with class size limits in Reception. This means that the school cannot operate classes in Reception of more than 30 **children.**

8. If in any category there are more applications than places available priority will be given according to the distance between the child's permanent address and the school. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

9. 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 school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year. However they cannot defer entry beyond the beginning of 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.

10. If a parent has chosen the school because the child has exceptional social, medical or educational circumstances or the parent is disabled, this should be

indicated with the reasons for choosing the school. Parents must also provide a letter from a doctor or social worker as supporting evidence. If supporting evidence is not supplied with the application the application will be refused. A panel of governors will make a decision as to whether to admit a child under this criteria using the evidence provided. All information provided will be in the strictest confidence.

**11. If an application for admission has been turned down by the school, parents can appeal to the Governing Body. Parents must submit their reason for appealing in writing to the Clerk to the Governors at the school within 14 days of notification of refusal. The Admissions committee will respond within ten working days. If the school's decision is upheld, parents can appeal to an independent Appeals Panel. To be successful, parents have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that the child would have been offered a place if the Governing Body's admissions arrangements had been properly implemented. The decision of the independent appeals panel is binding upon the Governors.**

12. 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, incorrect details of a place of residence in the catchment area) 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.

13. Admission arrangements to the Reception class are separate from those for the Nursery.

14. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception class. Although the admission arrangements for the Nursery are separate they are totally based upon the criteria in the main School Admissions Policy.

15. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

16. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships. The child for whom the school place is sought must be living in the same family unit and at the same permanent address as the brother or sister. This allows for the priority admittance of children whose brothers and/or sisters will still be attending the school at the time of admission.

17. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the

regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

18. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. Parents should inform the school of any significant change of circumstances, such as a change of address, which will be taken into account: evidence must be provided. The waiting list will operate for the whole of the academic year.

19. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

20. For 'In Year Fair Access' applications school will follow the guidance published by the DfE <https://www.gov.uk/government/publications/school-admissions-code--2>

Statutory categories of children who can be placed under the Fair Access protocol now encompasses wider categories of children including – children in need children or children with a child protection plan, children in kinship care arrangements, children who have been out of education for four weeks or longer and previously looked after children.

21. If a child is a "summer born child", parents 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. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year they must discuss this with the school before applying. Decisions are made 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; information about the child's academic, social, and emotional development and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. However the final decision rest with the Headteacher. Parents will be informed of the decision and the reasons for the decision.

22. Where it has been agreed 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 Reception the local authority and school will 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 application will then be given equal priority to other applications. 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.

**23. ASD Base Please note that arrangements for children with a statement for Autistic Disorders for admission into the ASD Resource Base are separate from admission to the mainstream school.**

## **Definitions**

### **Parent**

Throughout this policy the term 'parent' includes:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

### **Proof of Address**

Parents must provide TWO proofs of address from the following list:

- Mortgage Statement\*
- Tenancy agreement or letter from landlord\*
- Council Tax Statement\*
- Council Tax benefit statement\*
- TV licence\*
- Home contents insurance certificate\*
- Buildings insurance certificate\*
- Recent utility bill (gas, electricity, water, land-line telephone bill but not a mobile phone bill)\*\*
- Letter from a solicitor confirming exchange of contracts on a house\*\*

(\*issued within the last 12 months; \*\* issued within the last 3 months)

St Mary's RC Primary School, Denton



St. Mary's R.C. Primary and Nursery School

**Reception Admission Policy and Arrangements 2024-2025**

St Mary's RC Primary and Nursery School is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Tameside and is a voluntary aided School. The Governing Board is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2024, the Governing Body has determined that the number of children to be admitted to Reception will be 30

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing Board. Parents must complete a Local Authority Preference Form or apply online via the website

<https://admission.tameside.gov.uk/CitizenPortalLIVE/en> If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the Supplementary Form which is available from the school.

If there are fewer than 30 applications, all applicants will be offered places. If there are more applications than the number of places available, the oversubscription criteria will be applied.

Children with an Education Health and Care Plan where the school is named will be allocated places before the oversubscription criteria is applied. The criteria for oversubscription is as follows:

- 9. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.**
- 10. Baptised Catholic children who have a sibling in the school at the time of admission.**
- 11. Baptised Catholic children resident in the parishes of St Mary and St John Fisher and Holy Family (which falls within the Tameside Metropolitan Borough)**
- 12. Looked After Children and previously Looked After Children.**
- 13. Other children who have a sibling in the school at the time of admission.**
- 14. Other Baptised Catholic Children.**
- 15. All remaining applicants.**

#### **Tie Break**

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property.

Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

## Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2024. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. 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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
- d. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the **Director of Education or officers of the DDFE** will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- m. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- n. **Waiting List** - A waiting list for children who have not been offered a place will be kept for the full academic year and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.



- o. **In-Year Applications** - For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- p. **Appeals** - If an application for admission has been turned down by the Governing Board, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- q. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- r. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- s. **Application process for Summer born / Admission Outside Normal Age Group** - A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Any such request should be made in writing to the Headteacher at St Mary's RC Primary School, Kynder St, Denton, M34 2AR at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.
- t. **Admission of Children Below Compulsory School Age and Deferred Entry** - A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible.

Policy approved by the Governing Body on 1<sup>st</sup> December 2022

**DROYLSDEN**

**St Mary's CE Primary School**

St Mary's Church of England Primary School, Droylsden is a voluntary aided 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 Tameside Council (the Local Authority) and the school liaises with the Local Authority and with Manchester Diocese on admissions issues.

## **ADMISSION ARRANGEMENTS FOR RECEPTION (FOUNDATION 2) CHILDREN**

Children are admitted into the Foundation Two (Reception Year) age group of the Primary School in September following the child's 4<sup>th</sup> (fourth) birthday.

Applications for admission to the Reception Year should be made on the Common Application Form issued by the local authority in which the child's parent(s)/guardian(s) live. The application form should be returned to the local authority by the closing date. Details of all the applications made will be forwarded to the school.

The school's published admission number (PAN) for the admission of children to the Reception Year is 30. If no more than 30 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children having an Education, Health and Care Plan (EHCP) where the school is named on the EHCP.

### **Oversubscription criteria**

When the number of applications received is greater than the number of places remaining available (after the admission of any children with an EHCP naming the school) the Governors' decision on which children will be allocated places will be based on the following criteria which are listed in priority order. These will then be sent to the local authority, who will then collate the allocations and inform parents accordingly.

**IMPORTANT:- The following oversubscription criteria should be read in conjunction with the additional notes below.**

After the admission of any children with a statement or an EHCP naming the school, places are allocated for the Reception Year in the following order of priority:-

1. All looked after or previously looked after children (See note 1)
2. Regular attendance at St. Mary's Church of England Church, Droylsden (See note 2).
3. Children who will have an older sibling (including natural sisters/brothers; half and step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, and in each case must be living at the same address) attending the school at the time of their admission.
4. Regular attendance at other Church of England Churches. (See note 2)
5. Regular attendance at other Christian Churches that are members of "Churches Together in England." (See note 2) or regular attendance at other places of worship
6. Children with exceptional medical or social need. (See note 4)
7. Children of staff who do not meet any of the criteria 1-6

8. All other children (places will be allocated giving priority first to children living nearest to school).

#### Notes.

1. 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.

2. To meet criteria (2), (4) or (5), regular attendance at Church or other places of worship is defined as attendance at public worship at least once a month by one parent/guardian for a minimum period of twelve months immediately prior to the date of making the application. A form to be completed by the Minister or other Religious leader is available from the school office and should be returned to the school by the closing date. This form must be used IN ALL CASES to support any application for these criteria. For applications under criterion (5), a list of Churches in membership of Churches Together in England can be viewed at [www.cte.org.uk/MemberChurches](http://www.cte.org.uk/MemberChurches)

2b. In the event that during the period specified for attendance at worship the church (or in relation to those of other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship or alternative premises) have been available for public worship". Public worship was closed between January 5th to April 3<sup>rd</sup> 2021.

3. In cases where there are children of multiple births (twins, triplets, etc) wishing to be admitted and the sibling (brother or sister) is offered the final place the Governors may admit over the published admission number if it is possible to do so. Such children are a permitted exception to the infant class size limit.

4. To meet criteria (6) written professional supporting evidence must be provided (e.g. from a doctor, psychologist or social worker) setting 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. The Governors will make a decision as to whether to admit a child under this criterion using the evidence provided. All information provided will be treated in the strictest confidence.

5. To meet criteria 7 a member of staff will have been employed at the school for two or more years when the application is made or has been recruited in order to fill a vacancy for which there is a demonstrable skill shortage.

#### **Tie-breakers**

Where oversubscription occurs in applying criteria 1-7, priority will be given to those pupils living nearest to school, using a straight line, as designated by Tameside Council. (see note \*\* below)

Places are allocated on the basis of the parents' principal home address. The only address that can be considered is the address of the parent/guardian with whom the child is permanently resident. Where a child lives with parents with joint responsibility, each part of the week, the home address, for the purpose of distance measurements will be that which the child travels to school for the majority of school days during a normal week.

\*\* "Distance will be measured as a straight line from the child's home address to the main gate to the school property using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey."

In the event of distances being the same for 2 or more applicants where this distance would be the last place(s) to be allocated, the place will be allocated to the child that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

If this does not distinguish between two or more applicants with equal priority for the final available place(s), random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

#### **Late Applications**

Applications received after the closing date will be dealt with as late and will be considered after all applications received on time have been processed.

#### **Appeals against refusal of admission.**

Parents have the right to appeal against refusal of admission. Information about this will be sent out by the Local Authority.

If the school is oversubscribed the governors will maintain a waiting list. The waiting list will operate until 31st August 2025. Parents who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, will automatically be placed on the waiting list. Other parents who have submitted an appeal or who have opted to go on the list will also be placed on the list.

All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked applications received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided.

#### **Deferred Admissions**

Children are eligible for a Reception Year (Foundation 2) place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth 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 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.. Where parents wish, children may attend on a part time basis until later in the school year but not beyond the point at which the child reaches compulsory school age.

### **Requests for admission outside a 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 Headteacher 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 Headteacher. 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.



# St Stephen's RC Primary School

## Admissions Policy and Procedures 2024/25

### Vision

A world class school for children that want to make the world a better place as God intended

### Mission Statement

'Love one another, as I have loved you.' John 13:34

### Our Values - St Stephen's CARES

Compassion, Ambition, Rejoice, Excellence, Service

Compassion	be compassionate in all of our actions
Ambition	be ambitious – better ourselves and those around us
Rejoice	be joyful – celebrate the Good News
Excellence	be excellent in everything we do – work hard always
Service	be a steward of the Lord – a service to the community
Policy Reviewed	September 2022
Governor approval	29th September 2022

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### ADMISSION POLICY AND ARRANGEMENTS 2024/2025

St Stephen's is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Tameside Local Authority and is a voluntary aided school. The Governing board is the admissions authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2024, the governing board has determined that the number of children to be admitted to Reception will be 60.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the governing board. Parents must complete a Local Authority Preference Form or apply online via the website [www.tameside.gov.uk/admissions](http://www.tameside.gov.uk/admissions)

If you wish to have your application considered against the school's religious criteria then you must ALSO complete the supplementary form which is available from the school.

If there are fewer than 60 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Baptised Catholic Looked After Children, Baptised Catholic previously Looked After Children and Looked After Children adopted from overseas.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Stephen's Droylsden.
4. Looked After Children and previously Looked After Children.
5. Other children who have a sibling in the school at the time of admission.
6. Other Baptised Catholic Children.
7. All remaining applicants.

If in any category there are more applications than places available, priority will be given on the basis of distance to those living closest to school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for 2 or more applications where distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

### **Notes for Applicants**

- a. All applications will be considered at the same time and after the closing date for admissions which is 15th January 2024 (primary)/31st October 2023 (secondary). Applications received after this date will be treated as a late application and will not be considered until after the main allocation of places has taken place.
- b. 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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception. The governing board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception. Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Director of Education or officers of the DDFE will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual



circumstance. Applicants should not state the address of another relative or person who has daily care of the child. Admissions Guidance – Updated November 2019 13

- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria and held until 31<sup>st</sup> December. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For 'In Year' applications received outside the normal admissions round, if places are available, they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Board, parents may appeal to an independent appeals panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the governors.
- i. The governing board reserves the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The governing board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However, they cannot

defer entry beyond the beginning of the term after the child's fifth birthday or for children born between 1<sup>st</sup> April and 31<sup>st</sup> August, not beyond the beginning of the final term of the school year for which the offer is made. Parents can also request that their child attend on a part time basis until the child reaches compulsory school age.

l. A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Parents should submit reasons for requesting admission for their child outside of the normal age range together with their online application to the Local Authority. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents should complete the online application and include details of their request to defer entry for their child. They may also contact the Admissions Team for further information. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

m. Children with an Education Health Care Plan (EHCP) which names the school will be admitted before the application of oversubscription criteria.

## **NURSERY ADMISSIONS**

Admissions to the Nursery Class at St Stephen's Roman Catholic Primary School will be on a full time or part time basis and made by the Governing Body in accordance with the parental applications subject to the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admission than the Nursery has places available.

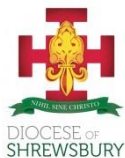
For the school year commencing September 2024 the Governing Body has set its admissions number at 60.

1. Baptised Roman Catholic Looked After Children and previously Looked After Children

2. Baptised Roman Catholic children who have a sibling in the Primary School at the time of admission
3. Baptised Roman Catholic children resident in the parish(es) of St Stephen's, Droylsden.
4. Other Looked After Children and Previously Looked After Children
5. Other children who have a sibling in the Primary School at the time of admission
6. Other children.

## NOTES

1. 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 under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order
2. For a child to be considered as a Roman Catholic evidence of such Baptism will be required.
3. The decision with regard to the allocation of a morning or an afternoon place rests with the Headteacher.
4. Admissions to the Nursery Class does not necessarily secure admission to the Primary School.
5. If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. If the distance is the same for two or more applicants where this would be the last place/s to be allocated, a random lottery will be carried out in a public place.
6. Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
7. Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
8. The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.



## SAINT MARY'S CATHOLIC PRIMARY SCHOOL DUKINFIELD ADMISSION POLICY 2024-2025



Saint Mary's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round.<sup>1</sup> The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September 2024.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### *Pupils with an Education, Health and Care Plan (see note 1)*

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### *Oversubscription Criteria*

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Catholic looked after and previously looked after children. (see notes 2&3)

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in year.

2. Catholic children who are resident in the parish of St Mary's Dukinfield as defined in its historical boundaries. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

### **Tie Break**

*Where oversubscription occurs, in applying criteria 1 – 8, priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. In the event of distances being the same for 2 or more applications where this distance would be the last place to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.*

### *Application Procedures and Timetable*

To apply for a place at this school in the normal admission round<sup>2</sup>, you must complete an online application form, available from the Local Authority in which you live. For residents of Tameside, the link is below:

[https://www.tameside.gov.uk/Education/School-Admission-Arrangements-for-the-school-y-\(3\)](https://www.tameside.gov.uk/Education/School-Admission-Arrangements-for-the-school-y-(3))

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<sup>2</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to the Headteacher at the school by the advertised closing date.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions.**

### **Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place, a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than Year 1.

Any such request should be made in writing to **the Headteacher, Saint Mary's Catholic Primary School, Cheetham Hill Road, Dukinfield, Tameside, SK16 5LB**, at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

## **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

## **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Tameside Admissions Team online <https://www.tameside.gov.uk/admissions> or by contacting School Admissions, Tameside Council, PO Box 317, Ashton Under Lyne, OL6-0GS (0161-342-3204).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### ***Notes (these notes form part of the oversubscription criteria)***

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a Child Arrangement Order or Special Guardianship Order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'Catechumen' means a member of the Catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the Order of Catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'Brother or sister' includes:
  - (i) All natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and



- (ii) The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
- 9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
- 10. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for September 2024-25.

The below map is centred on SK16: Dukinfield. The part of the Parish of St Mary and St Paul, that was formerly St Mary's covers the entirety of Dukinfield and no-where else. Applicants able to demonstrate residency in Dukinfield (SK16) are also demonstrating that they live in the parish of St Mary's, as defined by its historical boundaries.



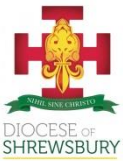
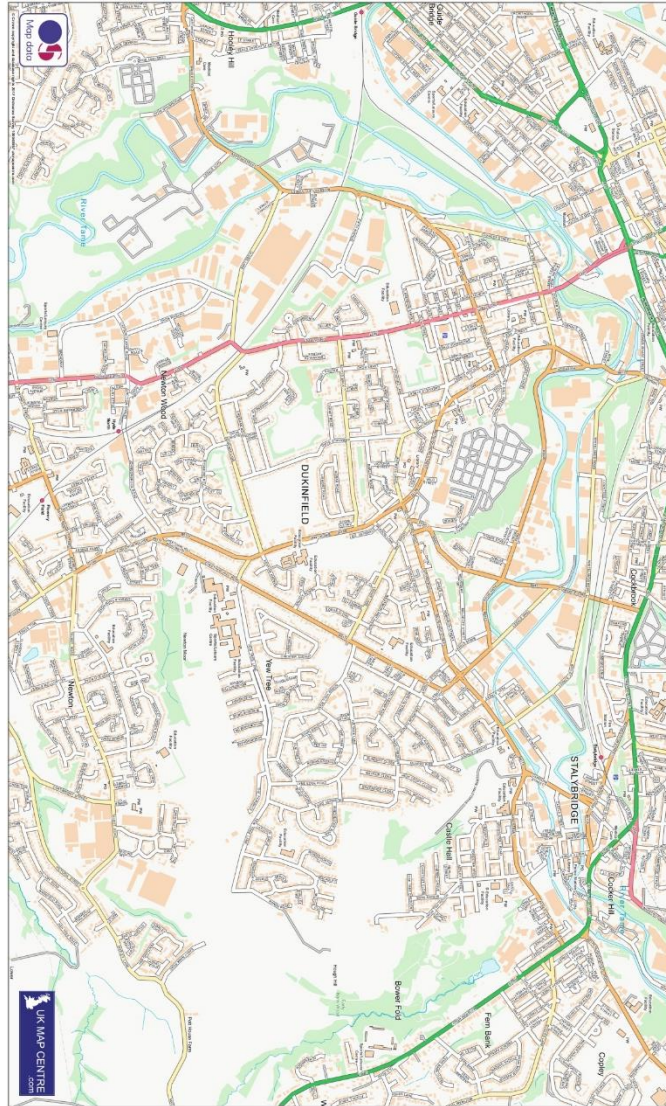
Cheetham Hill Road

Dukinfield

Cheshire

SK16 5L

Tel: 0161 368 482



**SAINT**

**PRIMARY SCHOOL**

**MARY'S  
CATHOLIC**



**DUKINFIELD**

**ADMISSION POLICY 2024-2025**

## Supplementary Information Form

- THIS FORM MUST BE RETURNED TO THE HEADTEACHER AT THE SCHOOL BY THE CLOSING DATE FOR APPLICATIONS
- PLEASE ATTACH COPIES OF BIRTH CERTIFICATE, BAPTISMAL CERTIFICATE AND PROOF OF ADDRESS

Child's Name:	
Date of Birth:	
Address (including postcode):	

<b>Names of any brothers or sisters who will still be at St Mary's at time of the above child's admission:</b>			
<b>Mother's name &amp; contact details</b>			
		<b>Landline :</b>	<b>Mobile:</b>
<b>Father's name &amp; contact details</b>			
		<b>Landline:</b>	<b>Mobile:</b>
<b>Baptism</b>		<b>Is your child a Baptised Roman Catholic?</b>	
		Yes ..... No ..... (please tick)	
		<b>Place of Baptism:</b>	
		<b>Parish Priest:</b>	
		<b>Any other relevant information:</b>	
<b>Signed:</b> .....			
<b>Date:</b> .....			
		✓	<b>Notes/Comments:</b>
<b>For office use only:</b>	<b>Date form received:</b>		

	<b>Birth certificate evidence:</b>		
	<b>Baptismal evidence:</b>		

HATTERSLEY

St James' RC Primary School



## **ST JAMES' CATHOLIC PRIMARY SCHOOL**

### **ADMISSION POLICY 2024/25**

St James' Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at **30** pupils to be admitted to the reception year in the school year which begins in **September 2024**

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

#### [Pupils with an Education, Health and Care Plan \(see note 1\)](#)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

#### [Oversubscription Criteria](#)

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

9. Catholic looked after and previously looked after children. (see notes 2&3)
10. Catholic children who are resident in the parish of St James' the Great. (see notes 3&11)
11. Other Catholic children. (see note 3)
12. Other looked after and previously looked after children. (see note 2)
13. Catechumens and members of an Eastern Christian Church. (see notes 4&5)

14. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
15. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
16. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (iii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).
- (iv) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made. (see note 6).

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by random allocation and supervised by a person independent of the schools. All names will be entered into a hat and the required number of names will be drawn out.

### **[Application Procedures and Timetable](#)**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 5.

The Supplementary Information Form (SIF) should be returned to **St James' Catholic Primary School** by 15<sup>th</sup> January 2024.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 5, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024**

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the **Governing Body at St James' Catholic Primary, Cheriton Close, Hattersley** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

If the parental request is agreed this does not mean a place will be offered for the next round of admissions but the application will be considered for the following round of admissions along with all other applications for that year and the normal admissions' criteria will be applied. All decisions are final and there is no appeal process.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the Headteacher at **St James' Catholic Primary, Cheriton Close, Hattersley** Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### ***Notes (these notes form part of the oversubscription criteria)***

12. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

13. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

14. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest

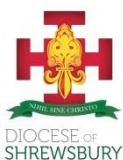
'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

15. 'brother or sister' includes:

- (iii) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (iv) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
16. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
17. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
18. For the purposes of this policy, parish boundaries are as the Diocesan Parish Boundary Map which can be viewed by applying to school and will be applied to the admission arrangements for 2024

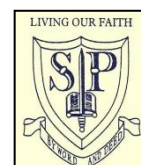
## HYDE

### St Paul's RC Primary School



DIOCESE of  
SHREWSBURY

## ST PAUL'S CATHOLIC PRIMARY SCHOOL SCHOOL ADMISSION POLICY 2024 - 2025



St Paul's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>3</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2024.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number (PAN).

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<sup>3</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year



## **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

## **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

17. Catholic looked after and previously looked after children. (see notes 2 & 3)
18. Catholic children who are resident in the parish of St Paul. (see notes 3 & 8)
19. Other Catholic children. (see note 3)
20. Other looked after and previously looked after children. (see note 2)
21. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (v) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).
- (vi) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

## **Tie Break**

Where oversubscription occurs in applying either criteria 1 – 5, priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. In the event of distances being the same for 2 or more applications where this distance would be the last place to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

## **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete an online application form available from the local authority in which you live. You are

also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 5. The Supplementary Information Form should be returned to the school business manager at St Paul's Catholic Primary School by 15<sup>th</sup> January 2024.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 5, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024.**

### **Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **Miss Flynn, Headteacher at St Paul's Catholic Primary School, Turner Lane, Hyde, SK14 4AG** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Tameside Admissions Team online <https://www.tameside.gov.uk/admissions> or by contacting School Admissions, Tameside Council, PO Box 317, Ashton-under-Lyne OL6 0GS (Telephone Number – 0161 342 3204)

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above). You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### ***Notes (these notes form part of the oversubscription criteria)***

19. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
20. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

21. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

22. 'brother or sister' includes:

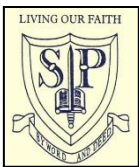
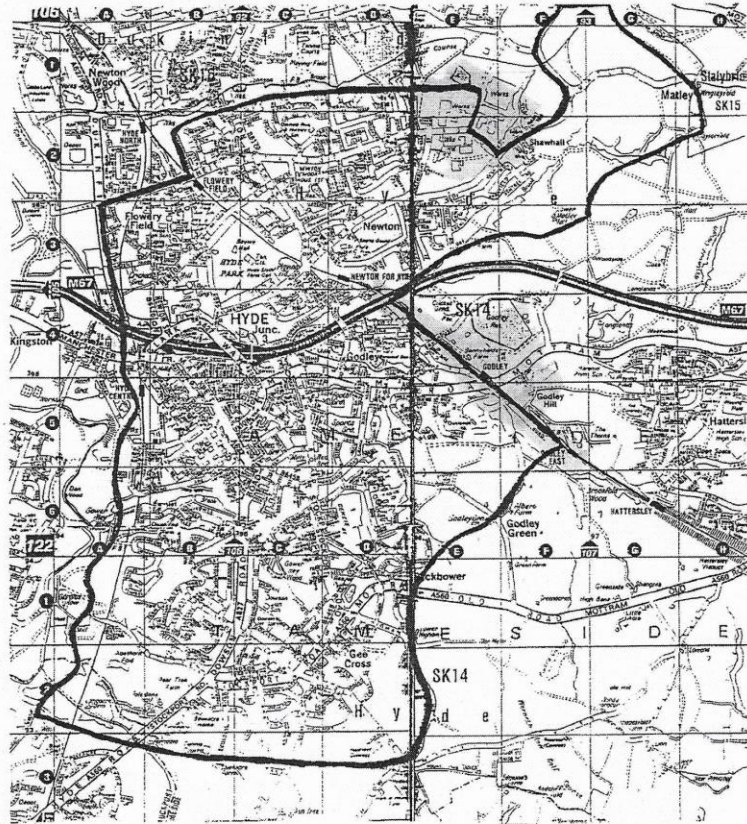
- (v) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (vi) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

23. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

24. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

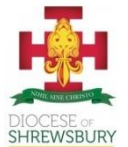
25. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2024-2025.

Parish Boundary - St Paul's, Hyde



Shrewsbury Diocese in Partnership with Tameside L.A.

**St Paul's Catholic Primary School**  
**School Admissions Form**



*Please enclose copies of Birth Certificate and Baptismal Certificate*  
**FORM MUST BE RETURNED by 15<sup>th</sup> JANUARY 2024 PRIOR TO YOUR CHILDS ADMISSION**  
*Proof of Address may be required at a later date prior to offer of a place*

Child's Name	
Date of Birth	
Address (including postcode)	
Siblings at St Paul's at time of child's entry	
Contact details	Name:

	Relationship to child: Landline: _____ Mobile: _____ Email: _____	
<b>Contact details</b>	Name: _____ Relationship to child: _____ Landline: _____ Mobile: _____ Email: _____	
<b>Baptism</b>	Is your child a baptised catholic? Yes ..... No ..... Place of Baptism: _____ Parish Priest: _____ Any other information ..... ..... .....	
Signed:..... Date:.....		
For office use only:	Date form received	
	Birth Certificate evidence	
	Baptismal evidence	

LONGDENDALE

Mottram CE Primary School



MOTTRAM C.E. PRIMARY SCHOOL

**ADMISSION ARRANGEMENTS 2024/2025**

Approved by: Governing Body

Date: 13<sup>th</sup> December 2022

Next review due by: Autumn 2023

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### 1. Admission Arrangements 2024/2025

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England. Having stated this, Mottram CofE Primary School welcomes children of all faiths and those of none.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16<sup>th</sup> April. 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 in the year 2024 will be a maximum of 20. This arrangement follows consultation between the governing body, 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.

### 2. Aims of the policy

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### 3. Legislation and statutory requirements

This policy is based on the following advice from the Department of Education

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)



The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

#### **4. Definitions**

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority. Applications for admission to the school are made on-line, by using the online application form, held at [Tameside.gov.uk](https://www.tameside.gov.uk). between 1 November 2023 and 15 January 2024. The school will send out a letter from the Local Authority which will explain how to apply and how to view the on-line Starting Out booklet. It is not normally possible to change the order of your preferences for schools after the closing date on 15 January 2024.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of the local authority
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

#### **5. How to apply**

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for 6 state-funded schools, in rank order.

Letter informing parents their child has been allocated a place will be sent out by the Tameside Local Authority on 16<sup>th</sup> April or the next working day. Notification of offers of a single school place will be sent out to parents on 16<sup>th</sup> April or the next working day. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful. Parents will not receive multiple offers



## **6. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 7.3. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

## **7. Allocation of places**

### **7.1 Admission number**

The school has an agreed admission number of 20 pupils for entry in reception.

### **7.2 Special Educational Needs**

Where a child has an education, health and care plan (EHCP) which names the school, then that child will be admitted to the school and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

### **7.3 Oversubscription criteria**

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.

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 at the time of making an application to a school, or (c) have been in state care outside England. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.

2. Priority will next be given to children on the basis of social or medical need. Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Priority will next be given to children with siblings at the school who will still be in school at the time of admission. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. Children who live nearest to the school. The address used on the school's admission form must be the current one at the time of application. If this address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current address of the child at the time of application 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. Applicants must provide the LA with TWO documents from the following list:
  - Mortgage statement\*
  - Tenancy agreement or letter from landlord\*
  - Council Tax statement\* • council Tax benefit statement\*<sup>3</sup>
  - TV licence\*
  - Home contents insurance certificate\*
  - Buildings insurance certificate\*
  - Recent utility bill (gas, electricity, water, land-line telephone bill but not a mobile phone bill)\*\*
  - Letter from solicitor confirming exchange of contracts on a house\*\*

\* issued within the last 12 months \*\* issued within the last 3 months.

Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the distance from the school to home; those living nearest being given priority. Distance will be measured as a straight line from the child's home address,

using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. In the event of a tie break a random paper draw will be undertaken by an independent body.

#### **7.4 Change of Preference**

Changes to preferences, ranking order or pupil details, will not be allowed after the closing date of 15 January 2024 except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement. No changes can be considered even where there are exceptional circumstances once information has been exchanged with the other admission bodies by the Council, because the allocations process has commenced. In the case of primary schools this date is 2 February 2024.

#### **7.5 Late Applications for Admission**

The closing date for applications in the normal admissions round is 15 January 2024. Applications received after this date will be considered after all applications received on time have been processed.

#### **7.5 Deferred Admission**

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year. However, they cannot defer entry beyond the beginning of 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

#### **7.6 Fair Access Protocol**

We participate in Tameside Local Authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

### **8. Waiting List**

If the school is oversubscribed the Local Authority will maintain a waiting list on our behalf, until the end of the 31<sup>st</sup> December. Parents, who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, will automatically be placed on the waiting list along with those who have submitted an appeal or opted to go on the list. All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest

ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria they will be admitted in the order of the oversubscription criteria and this may be above those who have been on the waiting list for some time.

### **9. In year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. Parents have the right to appeal the decision if their application for a place is unsuccessful in accordance with section 11 of this policy. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent Tameside Admissions Authority via [https://www.tameside.gov.uk/admissions#\\_How\\_to\\_Apply\\_3](https://www.tameside.gov.uk/admissions#_How_to_Apply_3)

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

### **10. 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.

### **11. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address within 20 school days of the receipt of the outcome letter and send it to the following email address [schoolappeals@tameside.gov.uk](mailto:schoolappeals@tameside.gov.uk)

You can find details of the school's appeals timetable on the following webpage: <https://www.tameside.gov.uk/Education/OrganisationandAdmissions/School-Admissions/Appealing-for-a-School-Place-Guidance-For-Parent>

### **12. Twins and other multiple births**

In cases where twins, triplets, other multiple birth siblings, or other siblings whose date of birth falls within the same academic year, where one of the siblings is the 20th child

admitted an exception will be made to allow the other sibling(s) into the class. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

### **13. Monitoring Arrangements**

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

## **MOSSLEY**

### **St George's CE Primary School**

## **ST. GEORGE'S C.E. PRIMARY SCHOOL, MOSSLEY**

### **GOVERNORS' ADMISSIONS' ARRANGEMENTS INCLUDING OVERSUBSCRIPTION CRITERIA**

Published Admission Number: The number of places available for the Reception Class for year 2024/25 is 30.

Normal date of admission: Children are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday.

Deferred admission: Once a place has been offered, the child's parents can defer the date the child is admitted to the school until later in the school year. However, they cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Where the parents wish, children can attend on a part time basis until the child reaches compulsory school age.

Admission of children outside their normal age group: A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Any such request should be made in writing to the Headteacher at St Georges Church of England Primary School, Stamford St, Mossley, OL5 0HT at the same time as the online admission application is made. A panel of governors will make its decision about the request based on the circumstances of each case and in the best interests of the child. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

The governors must admit all children who have an Education, Health and Care Plan (EHCP) in which the school is named. In the event of oversubscription for the remaining places, the follow criteria will apply in the order shown.

1. Looked after children or children who have previously been looked after but immediately after being looked after became the subject to an adoption, child arrangements or special guardianship order, including those 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.
2. Exceptional/special family or medical circumstances that may apply. In the event of a place being sought under this criterion, supporting evidence will be required, e.g. letter from doctor or hospital, Community Health Physician, Social Services or the Educational Psychologist, as appropriate. This evidence must state the reasons why the child should attend this school rather than any other school. A panel of governors will make a decision as to whether to admit a child under this criterion, using the evidence provided. All information provided will be treated in the strictest confidence.
3. Children living in the same home as siblings (brothers or sisters) already in school at the time of admission. This will include full, step, half, foster and adopted siblings and children of the parent/carer's partner
4. Children having a regular involvement with St. George's Church, i.e. where one or more parent attends public worship at church with the child on average once a month over the 6 months period immediately prior to application. This should be verified by a letter from the vicar or a completed certificate of attendance signed by the vicar and returned to the school by the closing date.. **In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship**
5. Children having a regular involvement with another Christian church in the area which is a member of Churches Together. For the purposes of these admission arrangements 'Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at [https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf) . i.e. where one or more parent attends public worship at church with the child on average once a month over the six months period immediately prior to application. This should be verified by a letter from the vicar, minister or other church officer of that church, or a completed certificate of attendance signed by the same and returned to the school by the closing date. **In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship**
6. Those whose homes are within the Benefice of Mossley. (map available on request) – this is the old parishes of St George, and All Saints
7. Any other children, with priority given to those living nearest the school.

If the school is not oversubscribed, all applicants will be offered places. If the school is oversubscribed, all applicants for admission will be considered against the above criteria.

NB all children seeking a place in Reception MUST apply, including children who attend the nursery at St George's. No additional priority is given to children attending the nursery. Applications must be made on the

Common Application Form available from the local authority, and should be returned to the local authority by the closing date. The local authority will forward the applications to the school.

#### Tie-breakers

In the event of oversubscription, where there are more applicants for the available places within a category, the following definitions will be used as tie breakers:

- a) Children living nearest the school. Distance will be measured as a straight line from the child's home address, using the address point assigned by The National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which employs a Geographical Information System based on Ordnance Survey.
- b) In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.
- c) If the walking 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.

#### NOTE

- The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents/carers with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit. Where there is a dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties eg the child's GP
- If false or misleading information is given in the application, then the offer of a place may be withdrawn.
- Having attended a place in Nursery does NOT guarantee a place in Reception.

#### Waiting List

If the school is oversubscribed the governors will maintain a waiting list. The waiting list will operate until 31 December at the end of the Autumn term 2024 for those parents/carers who have submitted an appeal or who have opted to go on the list. All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked applications received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. All in year applications will be dealt with by the LA. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit must be given precedence over any other children on the waiting list.

#### In-year applications

It sometimes happens that a child needs to change school other than at the 'normal' time and such admissions are known as in year admissions. Parents/carers wishing their child to attend this school may arrange to visit the school. All applicants must use the Common Application Form and submit an application to the LA. The

school will then co-ordinate the application for a place taking note of the published admission number, the legal infant class size and the over subscription criteria as the school operates a school class organisation of mixed ages. The exception to this is outlined below. If there is no place available in our school, the LA will inform the parents/carers 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.

#### Children from multiple births

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number.

#### Infant Class Sizes

The exceptional circumstances where an infant class size may contain more than 30 pupils are as follows:

- Children with education, health care plans admitted outside the normal admission round
- Looked after children and previously looked after children admitted outside the normal admission round
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority in the original application process
- Children admitted after an independent appeals panel upholds an appeal
- Children who move into the area outside the normal admission round for whom there is no available school within reasonable distance
- Children of UK service personnel admitted outside the normal application round
- Twins and children from multiple births when one of the siblings is the 30<sup>th</sup> child admitted

#### Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents/carers 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/carers should notify the clerk to the governors at the school within 20 days of receiving the letter refusing a place.** Parents/carers 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 school days' notice of the place and time of the hearing. The panel's decision is binding on the governors.

#### National Offer Date

A place to St George's will be arranged by Tameside MBC Admissions department. The national offer day when parents will be advised of their allocated school is 16th April or the next working day.

## St Joseph's RC Primary





**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**  
**ADMISSION POLICY FOR RECEPTION CLASS 2024**

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>4</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September 2024.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

*Pupils with an Education, Health and Care Plan (see note 1)*

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

*Oversubscription Criteria*

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

22. Catholic looked after and previously looked after children (those children adopted from state care outside England) (see notes 2 and 3).
23. Catholic children who are resident in the parish of St Joseph's Mossley. (see notes 3&11)
24. Catholic children who are resident in the parish of St Joseph's Mossley for whom St Joseph's is the nearest Catholic school]. (see notes 3&11)
25. Other Catholic children. (see note 3)
26. Other looked after and previously looked after children. (see note 2)
27. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
28. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

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<sup>4</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year

29. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

30. Any other children.

***Within each of the categories listed above, the following provisions will be applied in the following order.***

- (vii) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (viii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

### **Tie Break and Over Subscription**

In the event of the need for a tie-breaker, then geographical distance will be considered. Preference will be given to children living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey

B. In the event of geographical distances being the same for two or more applications where this distance would be the last place to be allocated, the place will be allocated to the child that's home is nearer, using walking distance as again measured using the Tameside Metropolitan Borough Council's school admissions data mapping software.

Children with an educational health care plan where St Joseph's School is specifically named in the EHCP (in accordance with the provisions of the SEN Code of Practice) will be allocated places before the school's oversubscription criteria are applied.

### ***Application Procedures and Timetable***

To apply for a place at this school in the normal admission round<sup>5</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to **the school office email [admin@st-josephs.tameside.sch.uk](mailto:admin@st-josephs.tameside.sch.uk)** by 15<sup>th</sup> January 2024.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the

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<sup>5</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024.**

### **Late Applications<sup>6</sup>**

Late applications will be administered in accordance with Tameside Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **Mrs I Williams, Head Teacher** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until **22<sup>nd</sup> July 2025**.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

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An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made through Tameside in year admissions by contacting <https://www.tameside.gov.uk/schools/primarytransfers>.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to Tameside local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.]

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### ***Notes (these notes form part of the oversubscription criteria)***

26. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

27. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

28. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how

the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

29. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
30. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
31. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

32. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

33. 'brother or sister' includes:
  - (vii) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (viii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
34. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
35. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
36. For the purposes of this policy, parish boundaries are as shown on Salford Diocese website.
37. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

STALYBRIDGE

St Peter's RC Primary School



**ST PETER'S CATHOLIC PRIMARY SCHOOL**  
**ADMISSION POLICY 2024 - 2025**

St Peter's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at **30** pupils to be admitted to the reception year in the school year which begins in September, 2024.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of **Ss Peter & Raphael**. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
  
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*



- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>1</sup>, you must complete a Common Application Form available (online) from the local authority in which you live. You are also requested to have regard to the Supplementary Information document attached to this policy if you wish to apply under oversubscription criteria 1 to 7. The Supplementary Information should be returned to **St Peter's Catholic Primary Hough Hill Rd, Stalybridge SK15 2HB by 15<sup>th</sup> January 2024.**

You will be advised of the outcome of your application on **16<sup>th</sup> April (or the next working day)** by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the supplementary information required and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 7, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024.**

### **Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.



### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Headteacher at St. Peter's Catholic Primary at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to Tameside Local Authority by clicking the following link: [School Admissions](#) or by typing the following into an Internet web browser: [http://www.tameside.gov.uk/schools/admissions#\\_How\\_to\\_Apply\\_3](http://www.tameside.gov.uk/schools/admissions#_How_to_Apply_3)

Please read the information on this web page thoroughly. In-Year transfers are co-ordinated by the Local Authority.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### ***Notes (these notes form part of the oversubscription criteria)***

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].



4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

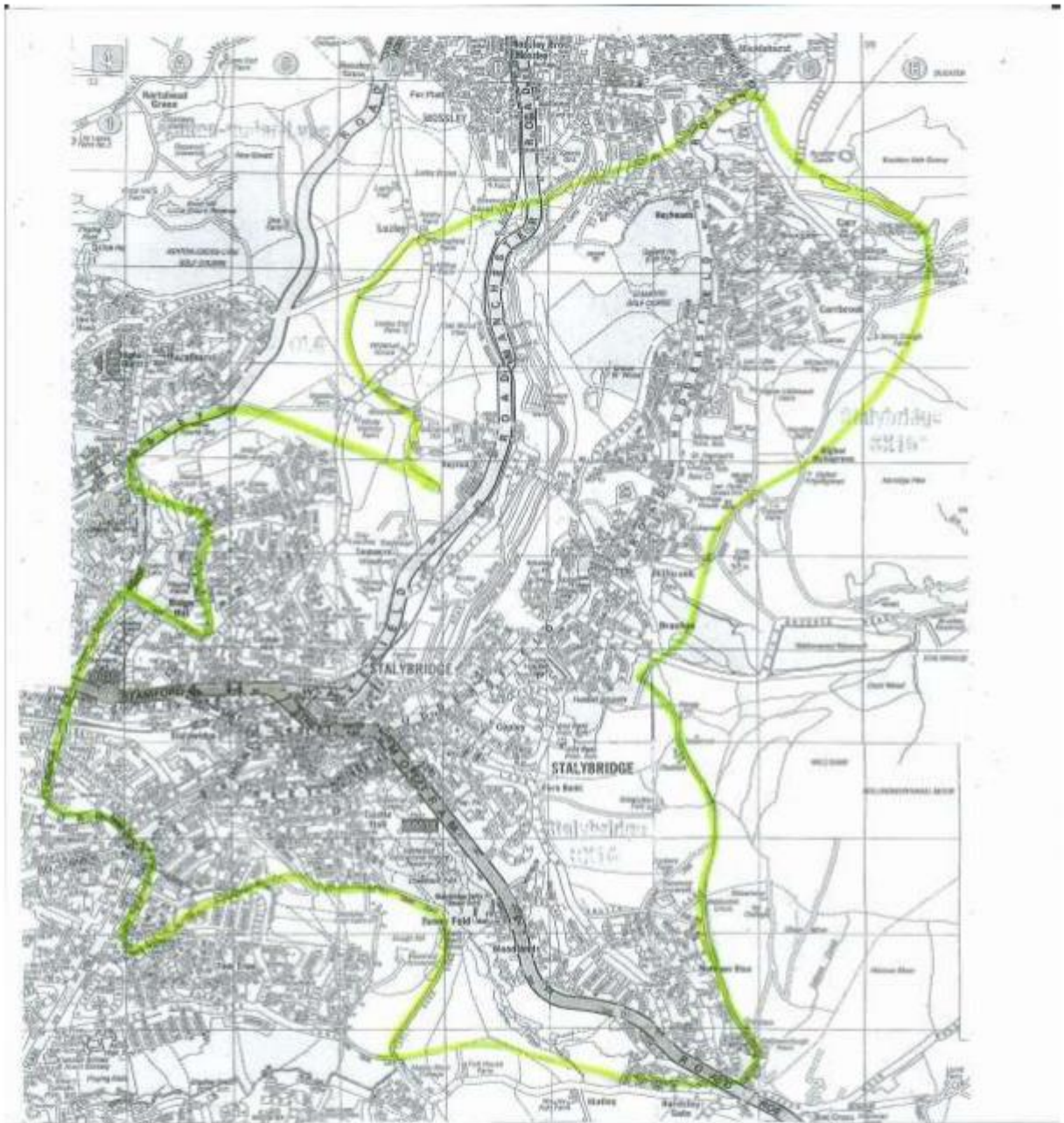
8. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for **2024 – 2025**.





**ST PETER'S CATHOLIC PRIMARY**

**SUPPLEMENTARY INFORMATION REQUIRED FOR ADMISSION TO SCHOOL**

**2024 – 2025**

- For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest
  
  - Baptismal certificates must be forwarded to the school by the closing date – **15<sup>th</sup> January 2024**
  
  - The address from which distance will be measured will be the permanent residential address, at the time of the closing date of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit
  
  - **Parents are asked to provide TWO documents from the list below as proof of address:**
    - **Mortgage statement\***
    - **Tenancy Agreement or letter from landlord\***
    - **Council Tax statement\***
    - **Benefit statements\***
    - **Recent utility bill (gas, electricity, land-line phone bill but not a mobile phone bill)\*\***
    - **Current TV Licence**
    - **Letter from a solicitor confirming exchange of contracts on a residence\*\***
- ( \* issued within last 12 months    \*\* issued within last 3 months )

**Please note school will contact the LA and other services for any applicant where school needs further proof.**

**St Raphael's RC Primary School**

**ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL  
ADMISSION POLICY 2024-25**

**St Raphael's** Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>7</sup>. The governing body has set its admission number at **30 pupils to be admitted to the reception year** in the school year which begins in September, **2024**.

The governing body may admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

#### *Pupils with an Education, Health and Care Plan EHCP (see note 1)*

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

#### *Oversubscription Criteria*

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

31. Catholic looked after children and all previously looked after children, including those 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. (see notes 2&3)
32. Catholic children who are resident in the parish of **Ss Peter & Raphael Stalybridge**. (see notes 3&11)
33. Other Catholic children. (see note 3)
34. Other looked after children and all previously looked after children, including those 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 (see note 2)
35. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
36. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
37. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

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<sup>7</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year

38. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (ix) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).
- (x) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

### **Tie Break<sup>8</sup>**

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line from the child's home address to the main gate to the school property using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child lives. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives any benefits related to the child.

### *Application Procedures and Timetable*

To apply for a place at this school in the normal admission round<sup>9</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to **St Raphael's Catholic Primary School, Huddersfield Road, Millbrook, Stalybridge, SK15 3JL** by **15th January 2024**.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024.**

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<sup>8</sup> This paragraph may need to be amended depending on whether there are any local arrangements with the local authority.

<sup>9</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

## **Late Applications<sup>10</sup>**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **Mrs Lynn Lakner, Headteacher at St Raphael's Catholic Primary School, Huddersfield Road, Millbrook, Stalybridge**, at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term (see school calendar).

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to:

Tameside Admissions Team online <https://www.tameside.gov.uk/admissions> or by contacting School Admissions, Tameside Council, PO Box 317, Ashton-under-Lyne OL6 0GS (Telephone Number – 0161 342 3204)

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<sup>10</sup> This section will need to be tailored to follow the procedure within the school's home local authority to ensure that it is in accordance with the local authority's scheme for co-ordination of admissions.



**More information can be found on the school website :**

<http://www.st-raphaels.tameside.sch.uk/>

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

You will be advised of the outcome of your application in writing as soon as possible. Applicants must be informed of the outcome of their application within 15 school days of receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of receipt.

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery<sup>11</sup>**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### ***Notes (these notes form part of the oversubscription criteria)***

38. An Education Health and Care Plan is a plan made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

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<sup>11</sup> This section should be deleted where the school does not have a nursery.

39. Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

Looked after children and all previously looked after children, including those 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.

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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

40. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

41. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
42. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
43. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

44. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
- A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

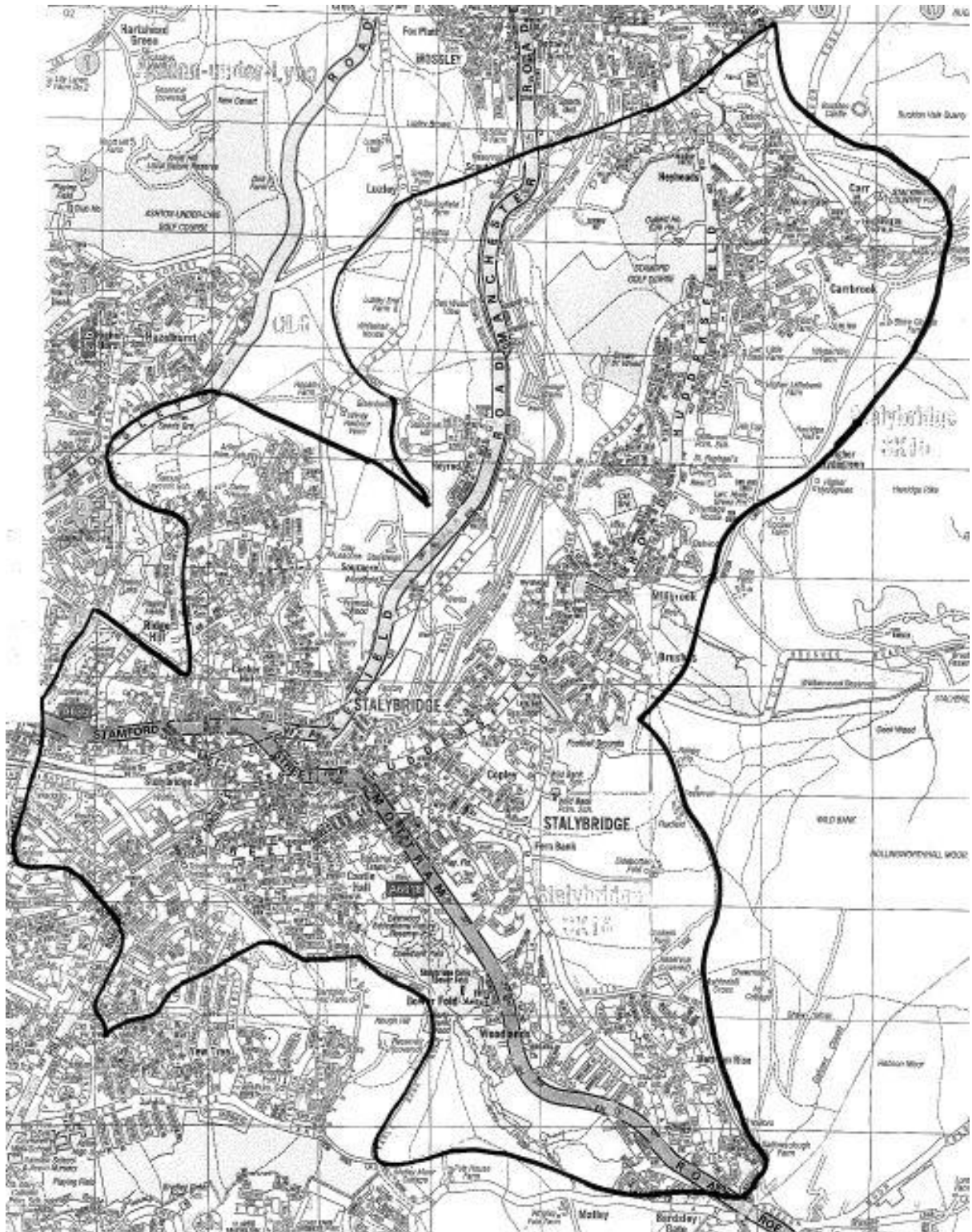
45. 'brother or sister' includes:

- (ix) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (x) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

46. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

47. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

48. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for **September 2024**.



ACADEMY SCHOOLS

ASHTON-UNDER-LYNE

Ashton West End Primary Academy



# ADMISSION ARRANGEMENTS FOR ASHTON WEST END PRIMARY ACADEMY

## ACADEMIC YEAR 2024-2025



### Introduction

Ashton West End Primary Academy is an inclusive school and welcomes children from the local community. We believe that strong parental or guardian involvement is essential for the success of every pupil and all parents, guardians and pupils will be invited to meet with staff at the Academy after a place has been offered.

These admission arrangements do not apply to those children being admitted for nursery provision (please see our Nursery Admission Arrangements document). Having a child in our nursery does not guarantee entry into our Reception Classes and a separate application for Reception Admission will have to be made to Tameside Local Authority.

### Criteria for Admission

Children become of compulsory school age in the term following their fifth birthday but can apply to start at Ashton West End Academy at the beginning of the school year in which they reach five years of age.

If you are offered a place and your child has their fifth birthday part way through the school year (September to July) you have the right to defer entry to the beginning of the term after which they have had their fifth birthday, or to attend school on a part-time basis until that point. However, you cannot defer a place until the following year.

### Admission outside normal age range

Parents are entitled to request a place for their child outside of their normal age group.

Parents considering requesting a place for their child outside of their normal year group should contact the school in the first instance.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria

listed. Applications will not be treated as a lower priority, if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### **Admissions Procedure**

If you are a Tameside resident, and wish to attend Ashton West End Academy, please register your interest at the school by the end of October 2023.

For all children who have been registered, the school will send out details of how to apply in November 2023. You should use your application to apply for Ashton West End Academy and any primary school, whether this is in Tameside or in another Local Authority area. Application details may also be obtained from the Admissions Section at Tameside MBC - <https://www.tameside.gov.uk/admissions>

If you are not a Tameside resident but wish to apply to Ashton West End Academy you must make your application to the Local Authority where you live. Applications must be returned in accordance with your own local authority's specific instructions and not to Tameside.

### **THE PROCESS**

The application will invite parents to indicate a preference for up to 6 schools, and then to rank the schools in order of preference, parents will also be able to give reasons for each preference.

Your application must be submitted by the closing date of 15<sup>th</sup> January 2024, with any supporting information / evidence if appropriate.

Ashton West End Academy will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.

Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of 15<sup>th</sup> January 2024 except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered until the move has taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools this cut-off date is 2<sup>nd</sup> February 2024.

Notification of offers of a single school place will be sent out to parents on 16<sup>th</sup> April 2024. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.

Parents will not receive multiple offers.

Ashton West End Primary Academy has an admission number of 60 pupils for entry into Reception. All applicants will be admitted if 60 or fewer apply.

Where applications for admission to Ashton West End Academy exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

## **CRITERIA FOR ALLOCATING PLACES TO OVERSUBSCRIBED SCHOOLS**

Children with Education Health Care Plans where Ashton West End Academy is named will be allocated places before the oversubscription criteria are applied. The criteria for oversubscription at Ashton West End Primary Academy is:

- 1. Looked after children and all previously looked after children, including those 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- 2. Children and families with exceptional medical or social needs**

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel of officers from Ashton West End Academy will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

- 3. Sibling**

This will apply where there are brothers or sisters attending Ashton West End Academy at the time of application, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

- 4. All other applications on distance**

Preference will be given to pupils living nearest to the school

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A

'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **WAITING LISTS**

If the school is oversubscribed a waiting list will be maintained. The waiting list will operate until the end of the relevant school year. Parents who have expressed the school as a preference and have not been offered a place at the school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children, who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (e.g. they move to a new house) they should inform the school immediately and provide appropriate supporting evidence).

## **APPEALS**

If an application for a place at Ashton West End Academy is not successful parents have the right of appeal to an Independent Appeals Panel. Parents should make their appeal in writing, setting out clearly the reasons they believe their child should attend the academy, and providing any substantiating evidence. Parents will receive information about appeals with the letter confirming which school they have been allocated. This information is also available on the School Admissions webpage <http://www.tameside.gov.uk/admissions>



## **CANON JOHNSON C. OF E. PRIMARY SCHOOL**

### **Arrangements for Admission to Reception 2024/25**

The number of places available in the Reception Year will be a maximum of 30 (admissions number).

This arrangement follows consultation between the FAO Trust, the Local Advisory Board, the LA, the Manchester Diocesan Board of Education and other admissions authorities in the area.

The governors will not place restrictions on admissions to Reception Year unless they are advised that applications have exceeded the published admissions number.

Governors have a duty to admit children for whom an Education Health Care Plan has been issued, which names the school.

In the event of over-subscription the governors will allocate places using the following criteria, which are listed in priority order. Please read these criteria **in conjunction** with the **additional notes**.

Where over-subscription occurs in applying the criterion 1-6, priority will be given to those pupils living nearest the school (see additional notes on how the distance is calculated).

1. **Children in Public Care (see section 2 note 1).** Looked after children and previously looked after 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).
2. **Church Foundation Places:** Places are given to children of parents who worship regularly at Christ Church, Ashton. This means active membership (at least once a month, for 12 months prior to this application). This must be verified by having the school's supplementary form signed by the Vicar Of Christ Church. This form must be obtained from and returned to the school.
3. **Other Anglican Church Places:** Children whose parents regularly attend (at least once a month, for 12 months prior to this application) another Anglican Church. This must be verified by having the school's supplementary form signed by the minister of the church you attend. This form must be obtained from and returned to the school.
4. **Regular attendance at any other church belonging to Churches Together in Britain and Ireland:** Children whose parents regularly attend (at least once a month, for 12 months prior to this application) another Christian Church or a local Churches Together group, which is a member of the Churches Together in Britain and Ireland. This must be verified by having the schools supplementary form signed by the minister of the church you attend. This form must be obtained from, and

returned to school.

5. **Special medical or social circumstances affecting the child:** All reasons should be included with the Application Form for consideration by the Admissions Panel and must be received on time. **(see section 2 note 2)**
6. **Sibling Connection:** Children with a brother or sister living at the same address and attending this school at the time of admission. This does not include Year 6 children who are leaving. **(See section 2 Note 3).**
7. **Distance from school. Other children, giving priority to those living closest to the school. (See section 2 Note 4).**

## **Section 2 (Guidance Notes)**

### **1. Children in Public Care**

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.

**2. Special medical or social circumstances affecting the child.** Where admission is sought under exceptional medical or social circumstances 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 your child and the difficulties that would be caused if your child had to attend another school.

**3. Sibling:** The sibling criterion includes: natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; the child of the parent/carer's partner, or the child of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

Where there are children of multiple births wishing to be admitted and the sibling is the 30<sup>th</sup> child, the governors may admit over the infant class size requirements if it is possible to do so.

**Infant Class Size** – 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 very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the infant class size limit. The excepted children are:

- a) Children with an Education Health Care Plan admitted outside the normal admission

round;

- b) looked after children and previously looked after children admitted outside the normal admission round;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) Children admitted after an independent appeals panel upholds an appeal;
- e) Children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
- f) Children of UK service personnel admitted outside the normal admissions round;
- g) Twins and children from multiple births when one of the siblings is the 30<sup>th</sup> child admitted;
- h) Children with SEN who are normally taught in a SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

#### **4. Distance**

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child lives. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

#### **Proof of Address**

Starting out and the application form asks for parents to provide two proofs of address from the following list:

- Mortgage statement\*

- Tenancy agreement or letter from landlord\*
- Council Tax statement\*
- Council Tax Benefit Statement\*
- TV Licence\*
- Home contents Insurance Certificate\*
- Buildings Insurance Certificate\*
- Recent utility bill (gas, electricity, water, land-line telephone bill not a mobile phone bill)\*\*
- Letter from solicitor confirming exchange of contracts on a house.\*\*

\*Issued in the last 12 months

\*\* Issued within the last 3 months

### **Late Applications**

The closing date for applications in the normal admissions round is 15<sup>th</sup> January.

Applications, which are received after this date will be considered after all applications received on time, have been processed.

### **Deferred Admissions**

Children will be admitted to 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. Parents may request that their school 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 beginning of 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.

### **Waiting Lists**

If the school is oversubscribed the governors will maintain a waiting list. Parents, who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, will automatically be placed on the waiting list **until the end of the autumn term**. Other parents who have submitted an appeal or who have opted to go on the list will also be placed on the list. All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit must be given precedence over any other children on the waiting list.

### **Admission Outside Normal Age Range**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents should complete the online application and include details of their request to defer entry for their child. They may also contact the Admissions Team for further information.

**\*\*\*A place in Nursery does not guarantee a place in Reception.**

**Parents of existing Nursery children at Canon Johnson C of E Primary School need to make a separate application for a place in the school.\*\*\***

## **Admissions Information**

### **Making an Application**

Applications for admission to Canon Johnson C of E Primary School should be made online, and also on the School's own form (this is not compulsory but it would be impossible to apply the faith criteria of the school if it is not completed). Both forms will be found on Tameside's website with the Local Authority's 'Starting Out' booklet (downloadable). All applications must be completed on line between the dates specified on the website. The school supplementary form is available at the end of this policy and on the school's website at [www.canonjohnson.co.uk](http://www.canonjohnson.co.uk)

### **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 one 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 proof of address. Where there is a dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties.

**If a child is cared for at another address e.g. child minder or grandparent or another member of the family, this address cannot be considered for the purpose of the admission process.**

### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, 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 20 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 10 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage One because of Government limits to infant class sizes, the ground 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 body 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 in 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 e.g. address 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 a place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **In-year Admissions**

Applications for places mid-year will be carried out through the Local Authority's co-ordinated admissions scheme.

## **CANON JOHNSON CE PRIMARY SCHOOL SUPPLEMENTARY FORM**

### **Request for Admission to Reception: September 2024**

**1. Full Name of Child:**

**2. Date of Birth:**

**3. Home Address**

**4. Contact Telephone Number**

**5. Is the parent a frequent worshipper (at least monthly) at a Christian Church? (for 12 months prior to this application) YES / NO**

If yes, please give details:

Name and address of church:

Signature of vicar/minister:

I confirm that the information on this application form is correct.

Signature of parent/carer:

Please print name:

This form which is important (but not compulsory) should be returned to the Headteacher at the school.

The closing date for applications is: February 2024

Oasis Academy Broadoak

**ADMISSION ARRANGEMENTS FOR OASIS ACADEMY  
BROADOAK2024/25 ACADEMIC YEAR**

**1 INTRODUCTION**

- 1.1 These arrangements apply to the admission of children to Oasis Academy Broadoak in the normal admissions round for the academic year 2024/25. Oasis Academy Broadoak will operate an equal

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

- 1.2 Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However, they cannot defer entry beyond the beginning of the term after the child's fifth birthday. Parents of summer born children can request that their child is placed outside their age range if they feel that their child will not be ready for school. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- 1.3 Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class; attendance at a nursery or co-located children's centre does not guarantee admission to the school.

## **2 APPLYING FOR A PLACE IN OASIS ACADEMY BROADOAK FOR SEPTEMBER 2024**

- 2.1 If you are a Tameside resident you must make your application online to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area. You should put your child's name down at Oasis Academy Broadoak by the beginning of **October 2023**.
  - 2.2 Oasis Academy Broadoak will forward details of all the children who have been registered with them to the Local Authority Admissions Team, who will send out details of how to apply online in November 2023. Details will include where to view Starting Out and a letter explaining how to make your application. You should use your application to apply for any primary school, whether this is in Tameside or in another Local Authority area. Application details may also be obtained from the School Admissions Section at Tameside MBC. Starting Out will be available on Tameside's website. NB: Each school application should be discussed with all parents and carers of the child, and only one application may be submitted for each child.
  - 2.3 The local authority may verify information you provide on your application, which could involve contacting other departments of the local authority. In instances where the information provided is different from that held by them, they may use the information on the application to investigate further. If false or misleading information is given, Oasis Academy Broadoak has the right to withdraw the offer of a school place.
- ## **3**
- 3.1 If you are not a Tameside resident you must make your application to the Local Authority where you live, even if you wish your child to attend a Tameside school. Applications must be returned in accordance with your own local authority's specific instructions and not to Tameside. **THE PROCESS**
  - 3.1 The application will invite parents to indicate a preference for up to 6



schools, and then to rank the schools in order of preference, parents will also be able to give reasons for each preference.

- 3.2 Your online application must be submitted by the closing date of **15<sup>th</sup> January 2024**, with any supporting information / evidence if appropriate.
- 3.3 The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.
- 3.4 Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of **15<sup>th</sup> January 2024**, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools this cut-off date is the **2<sup>nd</sup> February 2024**.
- 3.5 Notification of offers of a single school place will be sent out to parents on **16<sup>th</sup> April 2024**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
- 3.6 Parents will not receive multiple offers.

#### **4 PUBLISHED ADMISSION NUMBERS OASIS ACADEMY BROADOAK**

- 4.1 For 2024/25 and subsequent years the Oasis Academy Broadoak has an agreed admission number of 60 full time pupils for year R (reception).
- 4.2 Where applications for admission to any school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

#### **5 CRITERIA FOR ALLOCATING PLACES TO OVERSUBSCRIBED SCHOOLS**

- 5.1 Children with an Education Health and Care Plan where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for over-subscription for community and voluntary controlled primary schools are:
  - 1. Looked after Children and all previously looked after children, including those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or because subject to a 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were

in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

## **2. Children and families with exceptional medical or social needs**

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel of officers from Oasis Community Learning will make a decision as to whether to admit a child under this criterion, using the evidence provided.

Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

## **3. Sibling**

This will apply where there are brothers or sisters attending the school or the linked junior school at the time of application, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

## **4. All other applications on distance**

Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

- 5.2 Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).
- 5.3 The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the

address from which the child travels to school for the majority of school days per week.

- 5.4 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distance, which are exactly the same competing for a final place e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

- 5.5 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live, which was introduced in April 2014 by the Children and Families Act 2014 (which amended section 8 of the Children Act 1989). Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 5.6 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **6 ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY TO SCHOOL**

Where a place has been offered and accepted:

- a) Your child is entitled to a full-time place in the September following their fourth birthday;
- b) You can defer the date your 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 it was made;
- c) Parents can also request that their child may attend part-time until later in the school year until the child reaches compulsory school age.

## **7 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

- 7.1 In December 2014, the government issued non-statutory guidance to help admission authorities deal with parental requests for summer born children to be admitted out of their normal age group.
- 7.2 School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.
- 7.3 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the

decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

- 7.4 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.
- 7.5 A parent who chooses not to send their summer born child to school until they have reached compulsory school age may request that their child is admitted outside their normal age group  
- to reception rather than year 1.
- 7.6 Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

Each request and the evidence provided will be considered by a panel of officers from Oasis Academy Broadoak will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

## **8 ADMISSION OF CHILDREN OF UK SERVICE PERSONNEL**

- 8.1 The council acknowledges that service families are subject to movement within the UK and from abroad. Although the council is not able to reserve places for blocks of pupils we will consider requests, if accompanied by an official MOD letter declaring a relocation date and a Unit postal address or quartering area address. For in year admissions places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

## **9 IN YEAR TRANSFERS**

- 9.1 Parents wishing to apply for an in year transfer to a school in Tameside should apply using the School Transfer Request Form. The School Transfer Request Form can be obtained from the Headteacher of the school the child currently attends, if in Tameside or it can be downloaded from the Tameside Council website:  
[www.tameside.gov.uk/admissions](http://www.tameside.gov.uk/admissions).
- 9.2 Forms should be fully completed and submitted with any additional/supplementary documentation/evidence to the School Admissions Team to enable their application to be considered as quickly

as possible.

- 9.3 If you want to transfer your child to a school in Tameside, you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.
- 9.4 If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).
- 9.5 Parents will receive an offer of a school place through Tameside Council and this can take up to 20 school days.

## **10 IN YEAR FAIR ACCESS PROTOCOL**

- 10.1 All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

## **11 WAITING LISTS**

If any school is oversubscribed the Council will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (eg they move house) they should inform the Council immediately and provide appropriate supporting evidence.

- 11.1 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.
- 11.2 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

## **12 APPEALS**

- 12.1 Parents of children who are not allocated a place at their preferred school for admission to Reception class in September 2024 have the right to appeal under the Admissions Appeals Code.
- 12.2 The timetable for appeals for the September 2024 admissions round will be published in late February. For details of the appeals process, contact the Academy office at [office@oasisbroadoak.org](mailto:office@oasisbroadoak.org)
- 12.3 Appeals for children refused a place at a preferred school for admission to Reception in September 2024 will be heard in line with the Admissions Appeals Code.
- 12.4 'On-time' appeals will be heard within 40 school days of the deadline for lodging appeals. Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.
- 12.5 Parents/carers will be notified of their appeal date by Tameside Local Authority, at least 10 school days before the hearing. They will provide a copy of the Academy's statement of case which will be sent to each parent/carer at least 7 school days before the hearing.
- 12.6 Any additional evidence parents/carers wish to submit in support of their appeal must be sent to the panel members at least 7 working days before the hearing. Any evidence not submitted by this deadline may not be considered by the independent appeal panel.

## **Parochial CE Primary**

### **ADMISSION ARRANGEMENTS FOR PAROCHIAL CE PRIMARY SCHOOL 2024/25 ACADEMIC YEAR**

#### **1 INTRODUCTION**

- 1.1 These arrangements apply to the admission of children to Parochial CE Primary School in the normal admissions round for the academic year 2024/25. Tameside will operate an equal preference scheme. These arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;
- 1.2 Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However they cannot defer entry beyond the beginning of the term after the child's fifth birthday. Parents of summer born children can request that their child is placed outside their age range if they feel that their child will not be ready for school. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

1.3 Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class; attendance at a nursery or co-located children's centre does not guarantee admission to the school.

## **2 APPLYING FOR A PLACE IN AT PAROCHIAL CE PRIMARY SCHOOL SEPTEMBER 2024**

2.1 If you are a Tameside resident you must make your application online to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area. You should put your child's name down at any Tameside primary school by the beginning of **October 2023**.

2.2 Parochial CE Primary School will forward details of all the children who have been registered with them to the Local Authority Admissions Team, who will send out details of how to apply online in November 2023. Details will include where to view Starting Out and a letter explaining how to make your application. You should use your application to apply for any primary school, whether this is in Tameside or in another Local Authority area. Application details may also be obtained from the School Admissions Section at Tameside MBC. Starting Out will be available on Tameside's website. NB: Each school application should be discussed with all parents and carers of the child, and only one application may be submitted for each child.

2.3 The local authority may verify information you provide on your application, which could involve contacting other departments of the local authority. In instances where the information provided is different from that held by them, they may use the information on the application to investigate further. If false or misleading information is given, Tameside local authority has the right to withdraw the offer of a school place.

2.4 If you are not a Tameside resident you must make your application to the Local Authority where you live, even if you wish your child to attend Parochial CE Primary School. Applications must be returned in accordance with your own local authority's specific instructions and not to Tameside.

## **3 THE PROCESS**

3.1 The application will invite parents to indicate a preference for up to 6 schools, and then to rank the schools in order of preference, parents will also be able to give reasons for each preference.

3.2 Your online application must be submitted by the closing date of **15 January 2024**, with any supporting information / evidence if appropriate.

3.3 The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.

3.4 Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of **15 January 2024**, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a

solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools this cut-off date is the **2 February 2024**.

3.5 Notification of offers of a single school place will be sent out to parents on **16 April 2024**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.

3.6 Parents will not receive multiple offers.

#### **4 PUBLISHED ADMISSION NUMBERS FOR PAROCHIAL CE PRIMARY SCHOOL ARE 30.**

4.1 Where applications for admission to Parochial CE Primary School exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

#### **5 CRITERIA FOR ALLOCATING PLACES WHEN PAROCHIAL CE PRIMARY IS OVERSUBSCRIBED**

5.1 Children with an Education Health and Care Plan where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for oversubscription for Parochial CE Primary School:

**1. Looked after Children and all previously looked after children, including those 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

#### **2. Children and families with exceptional medical or social needs**

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how Parochial CE Primary School is the only school that can meet the defined needs of the child. A panel of governors and the Headteacher will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for



providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

### **3. Sibling**

This will apply where there are brothers or sisters attending the school as at the closing date for applications, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

### **4. All other applications on distance**

Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

5.2 Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

5.3 The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week.

5.4 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

5.5 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

5.6 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **6 SUMMER BORN CHILDREN**

6.1 In December 2014, the government issued non-statutory guidance to help admission authorities deal with parental requests for summer born children to be admitted out of their normal age group.

6.2 School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

6.3 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

6.4 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

6.5 A parent who chooses not to send their summer born child to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1.

6.6 Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

6.7 Each request and the evidence provided will be considered by a panel of governors and the Headteacher from Parochial CE Primary who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

## **7. ADMISSION OF CHILDREN OF UK SERVICE PERSONNEL**

7.1 Parochial CE Primary School acknowledges that service families are subject to movement within the UK and from abroad. Although the school is not able to reserve places for blocks of pupils we will consider requests, if accompanied by an official MOD letter declaring a relocation date and a Unit postal address or quartering area address. For in year admissions places will be allocated, subject to a place being available in the relevant year

group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

## **8 IN YEAR TRANSFERS**

8.1 Parents wishing to apply for an in year transfer to Parochial CE Primary School should apply using the School Transfer Request Form. The School Transfer Request Form can be obtained from the Headteacher of the school the child currently attends, if in Tameside or it can be downloaded from the Tameside Council website: [www.tameside.gov.uk/admissions](http://www.tameside.gov.uk/admissions).

8.2 Forms should be fully completed and submitted with any additional/supplementary documentation/evidence to the School Admissions Team to enable their application to be considered as quickly as possible.

8.3 If you want to transfer your child to Parochial CE Primary School, you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.

8.4 If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).

8.5 Parents will receive an offer of a school place through Tameside Council and this can take up to 20 school days.

## **9 IN YEAR FAIR ACCESS PROTOCOL**

9.1 All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website

<http://www.tameside.gov.uk/schools/primarytransfers>

## **10 WAITING LISTS**

10.1 If Parochial CE Primary School is oversubscribed the Council will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (eg they move house) they should inform the Council immediately and provide appropriate supporting evidence.

10.2 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the

responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.

10.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

## **11 APPEALS**

11.1 Any parent who is refused admission to Parochial CE Primary School has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health and Care Plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the plan).

11.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to Parochial CE Primary School, should do so in writing, setting out clearly why your child should go to Parochial CE Primary School. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions..>

11.3 The Appeals Panel will:

- be independent of the school and the LA;
- give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;

11.4 The Local Authority will:

- give the appellant at least ten school days notice of the time and place of the hearing;

11.5 The clerk will:

- send the appeal papers to the appellant at least seven working days before the hearing.

11.6 The appeal shall be decided by a simple majority of the votes cast, the chairman of the panel having a casting vote.

11.7 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

## **Rosehill Methodist Primary Academy**

### **ADMISSION ARRANGEMENTS FOR ROSEHILL METHODIST PRIMARY ACADEMY 2024/2025 ACADEMIC YEAR**

#### **1 INTRODUCTION**

- 1.1 These arrangements apply to the admission of children to Rosehill Methodist Primary Academy in the normal admissions round for the academic year 2024/25. Tameside will operate an equal preference scheme. These arrangements **do not** apply to children who are being admitted for nursery provision
- 1.2 Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become compulsory school age until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this, the place will be held for the child. However, they cannot defer entry beyond the beginning of the term after the child's fifth birthday. Parents of summer born children can request that their child is placed outside their age range if they feel that their child will not be ready for school. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- 1.3 Parents of children who attend Rosehill nursery must apply for a place at Rosehill Methodist Primary Academy, if they want their child to transfer to the reception class; attendance at Rosehill nursery does not guarantee admission to the Academy.

## **2 APPLYING FOR A PLACE AT ROSEHILL METHODIST PRIMARY ACADEMY SEPTEMBER 2024**

- 2.1 If you are a Tameside resident, you must make your application online to Tameside Local Authority. You should put your child's name down by **31<sup>st</sup> October 2023**.
- 2.2 The Local Authority Admissions Team, send out details of how to apply online in **November 2023**. Details will include where to view Starting Out and a letter explaining how to make your application online.
- 2.3 The local authority may verify information you provide on your application, which could involve contacting other departments of the local authority. In instances where the information provided is different from that held by them, they may use the information on the application to investigate further. If false or misleading information is given, the Epworth Trust has the right to withdraw the offer of a school place.
- 2.4 If you are not a Tameside resident, you must make your application to the Local Authority where you live, even if you wish your child to attend Rosehill Methodist Primary Academy. Applications must be returned in accordance with your own local authority's specific instructions and not to Tameside.

## **3 THE PROCESS**

- 3.1 The application will invite parents to indicate a preference for up to 6 schools, and then to rank the schools in order of preference, parents have the opportunity to give reasons for each preference.
- 3.2 Your online application must be submitted by the closing date of **15 January 2024**, with any supporting information / evidence if appropriate.
- 3.3 The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.

3.4 Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of **15 January 2024**, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools this cut-off date is the **2 February 2024**.

3.5 Notification of offers of a single school place will be sent out to parents on **16 April 2024**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.

3.6 Parents will not receive multiple offers.

#### **4 PUBLISHED ADMISSION NUMBERS FOR ROSEHILL METHODIST PRIMARY ACADEMY**

4.1 Rosehill Academy has an admission number of 60 pupils for entry into Reception. All applicants will be admitted if 60 or fewer apply.

4.2 Where applications for admission to any school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

#### **5 CRITERIA FOR ALLOCATING PLACES TO OVERSUBSCRIBED SCHOOLS**

5.1 Children with an Education Health and Care Plan where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for over-subscription for community and voluntary controlled primary schools are:

##### **1. Looked after children, previously looked after children and children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care because they were adopted.**

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject of a child arrangement 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, child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

##### **2. Sibling**

This will apply where there are brothers or sisters attending the school or the linked junior school as at the closing date for applications, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

### **3. All other applications on distance**

Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

- 5.2 Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).
- 5.3 The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week.
- 5.4 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

- 5.5 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 5.6 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **6 SUMMER BORN CHILDREN**

- 6.1 In December 2014, the government issued non-statutory guidance to help admission authorities deal with parental requests for summer born children to be admitted out of their normal age group.
- 6.2 School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

- 6.3 Where a parent requests their child is admitted out of their normal age group, the Epworth Trust is responsible for making the decision on which year group a child should be admitted to. The decision is made on the basis of the circumstances of the case and in the best interests of the child concerned.
- 6.4 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.
- 6.5 A parent who chooses not to send their summer born child to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1.
- 6.6 Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.
- 6.7 A decision will be made by the Epworth Trust on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, the Epworth Trust will not ask for additional information. All information provided will be treated in the strictest confidence.

## **7. ADMISSION OF CHILDREN OF UK SERVICE PERSONNEL**

- 7.1 The council acknowledges that service families are subject to movement within the UK and from abroad. Although the council is not able to reserve places for blocks of pupils we will consider requests, if accompanied by an official MOD letter declaring a relocation date and Unit postal address or quartering area address. For in year admissions, places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

## **8 IN YEAR TRANSFERS**

- 8.1 Parents wishing to transfer their child to Rosehill Methodist Primary Academy should apply online via Tameside Council website: [www.tameside.gov.uk/admissions](http://www.tameside.gov.uk/admissions). The online application should be fully completed and submitted with any additional/supplementary documentation/evidence to the School Admissions Team to enable their application to be considered as quickly as possible.
- 8.3 If you want to transfer your child to Rosehill Methodist Primary Academy, you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.
- 8.4 If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).
- 8.5 Parents will receive an offer of a school place through Tameside Council and this can take up to 20 school days.



## **9 IN YEAR FAIR ACCESS PROTOCOL**

- 9.1 All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may have trouble in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short-term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

## **10 WAITING LISTS**

- 10.1 If Rosehill is oversubscribed, the Council will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents who have chosen Rosehill Methodist Primary Academy as a preference and have not been offered a place will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available a child who has been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (e.g. they move house) they should inform the Council immediately and provide appropriate supporting evidence.
- 10.2 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.
- 10.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

## **11 APPEALS**

- 11.1 Any parent who is refused admission to a Rosehill Methodist Primary Academy has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health and Care Plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the plan).
- 11.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to Rosehill Methodist Primary Academy, should do so online, setting out clearly why their child should go to that particular Academy. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions>
- 11.3 The Appeals Panel will be independent of the school and the LA and will give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation.

- 11.4 The Local Authority will give the appellant at least ten school days' notice of the time and place of the hearing.
- 11.5 The clerk will send notification of your appeal, alongside relevant documentation at least 14 working days before the hearing.
- 11.6 The appeal shall be decided by a simple majority of the votes cast, the chairman of the panel having a casting vote.
- 11.7 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant no later than 5 days after the hearing. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

## St James's CE Primary



St James' Church of England Primary School

### Admission Arrangements 2024/25 Academic Year

*Together in Faith, We Are a Winning Team.*

These arrangements are based on the DfE School Admissions Code and the DfE School Admission Appeals Code and apply to the admission of children to St James' Church of England Primary School in the normal admissions round for the academic year 2024/25.

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with the Articles of Association. The school will take part in the Admissions Forum set up by Tameside MBC and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Tameside MBC and the local in-year fair access protocol. Tameside will operate an equal preference scheme. These arrangements do not apply to those being admitted for nursery provision.

Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However they cannot defer entry beyond the beginning of the term after the child's fifth birthday. Parents of summer born children can request that their child is placed outside their age range if they feel that their child will not be ready for school. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class; attendance at a nursery or co-located children's centre does not guarantee admission to the school.

## **APPLYING FOR A RECEPTION PLACE AT ST JAMES' CHURCH OF ENGLAND PRIMARY SCHOOL SEPTEMBER 2024**

If you are a Tameside resident you must make your application online to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area.

It is the parent's responsibility to apply for a school place. This is done online. Details of how to apply and where to view the 'Starting Out' Booklet are on Tameside's website [www.tameside.gov.uk/school/admissions](http://www.tameside.gov.uk/school/admissions). All applications must be made online. Only one application may be submitted for each child.

The local authority and/or school may verify information you provide on your application, which could involve contacting other departments of the local authority. In instances where the information provided is different from that held by them, they may use the information on the application to investigate further. If false or misleading information is given, Tameside local authority and/or school has the right to withdraw the offer of a school place.

If you are not a Tameside resident you must make your application to the Local Authority where you live, even if you wish your child to attend St James'. Applications must be returned in accordance with your own local authority's specific instructions and not to Tameside.

### **THE PROCESS**

The application will invite parents to indicate a preference for up to 6 schools, and then to rank the schools in order of preference, parents will also be able to give reasons for each preference.

Your online application must be submitted by the closing date of **15 January 2024**, with any supporting information / evidence if appropriate.

The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.

Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of **15 January 2024**, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools this cut-off date is the **2 February 2024**.

Notification of offers of a single school place will be sent out to parents on **16 April 2024**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.

Parents will not receive multiple offers.

**THE PUBLISHED ADMISSION NUMBER FOR ST JAMES' CHURCH OF ENGLAND PRIMARY SCHOOL IS 30.**

Where applications for admission to the school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

### **CRITERIA FOR ALLOCATING PLACES TO OVERSUBSCRIBED SCHOOLS**

Children with an Education Health and Care Plan (EHCP) where the school is named will be allocated places before the oversubscription criteria are applied.

The criteria for oversubscription for St James' are:

**1. Cared for children and all previously cared for children, including those 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. Previously cared for children are children who were cared for but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)**

A 'cared for 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**2. Children and families with exceptional medical or social needs**

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how St James' is the only school that can meet the defined needs of the child. A panel of governors and the headteacher will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

**3. Sibling**

This will apply where there are brothers or sisters attending the school as at the closing date for applications, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

**4. All other applications on distance**

Preference will be given to pupils living nearest to the school. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the parent receives the child benefit.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances which are exactly the same competing for a final place, e.g., blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

#### **ADMISSION OUTSIDE NORMAL AGE GROUP/SUMMER BORN CHILDREN**

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.

School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

A parent who chooses not to send their summer born child to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1.

Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. The online application provides space to do this and you

should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

Each request and the evidence provided will be considered by a panel of school governors and the headteacher who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

### **ADMISSION OF CHILDREN OF UK SERVICE PERSONNEL**

The school acknowledges that service families are subject to movement within the UK and from abroad. Although the school is not able to reserve places for blocks of pupils we will consider requests, if accompanied by an official MOD letter declaring a relocation date and a Unit postal address or quartering area address. For in year admissions places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

### **IN YEAR TRANSFERS**

Parents wishing to apply for an in-year transfer to St James' should apply using the online School Transfer Request Form. The online School Transfer Request Form can be accessed from the Tameside Council website at:

[www.tameside.gov.uk/admissions](http://www.tameside.gov.uk/admissions)

If you want to transfer your child to St James', you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.

If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).

Parents will receive an offer of a school place through Tameside Council and this can take up to 20 school days.

### **IN YEAR FAIR ACCESS PROTOCOL**

All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

### **WAITING LISTS**

If St James' is oversubscribed, the Council will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the

oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (e.g. they move house) they should inform the Council immediately and provide appropriate supporting evidence.

A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.

If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

#### **APPEALS**

Any parent who is refused admission to St James' has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health and Care Plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the plan).

Parents, who wish to appeal against the decision of the local authority to refuse admission to St James', should do so in writing, setting out clearly why your child should go to St James'. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions>

The Appeals Panel will:

- be independent of the school and the LA;
- give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;

The Local Authority will:

- give the appellant at least ten school days notice of the time and place of the hearing;

The clerk will:

- send the appeal papers to the appellant at least seven working days before the hearing.

The appeal shall be decided by a simple majority of the votes cast, the chairman of the panel having a casting vote.

The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

**Tameside Authority is coordinating the admissions and appeals on behalf of the school.**

## **APPLYING FOR A PLACE AT WATERLOO PRIMARY SCHOOL FOR SEPTEMBER 2024**

### **1 Introduction**

1.1 These arrangements apply to the admission of children to Waterloo Primary School in the normal admissions round for the academic year 2024/25. Tameside will operate an equal preference scheme. These arrangements do not apply to those children being admitted for nursery provision including nursery provision delivered in a co-located children's centre. If you are a Tameside resident you must make your application to Tameside Authority.

1.2 Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However, they cannot defer entry beyond the beginning of 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.

1.3 Parents of children who are admitted for nursery provision must still apply for a place at the school if they want their child to transfer to the reception class; attendance at Waterloo Nursery does not guarantee admission to the school.

### **2 Applying for a place at Waterloo Primary School September 2024**

2.1 If you are a Tameside resident you must make your application to Tameside Local Authority.

You should put your child's name down at Waterloo Primary School by the beginning of October 2023.

2.2 It is the parent's responsibility to apply for a school place. This is done on line. Details of how to apply and where to view the Starting Out Booklet are on Tameside's website. All applications must be made online.

The Starting Out Booklet will be available on Tameside's website.

Please note that only one application may be submitted for each child.

2.3 Tameside Authority may verify information you provide on your application, which could involve contacting other departments of the local authority. In instances where the information provided is different from that held by them, they might use the information on the application



to investigate further. If false or misleading information is given, Tameside Local Authority has the right to withdraw the offer of a school place.

2.4 If you are not a Tameside resident you **must** make your application to the Local Authority where you live, even if you wish your child to attend Waterloo Primary School.

Please note that Applications must be returned in accordance with your own local authority's specific instructions and not to Tameside.

### **3 The process**

3.1 The application will invite all parents to indicate a preference for up to 6 schools, and to rank the schools in order of preference, parents will also be able to give reasons for each preference. In allocating places Waterloo will operate an equal preference scheme.

3.2 Your application must be submitted by the closing date of 15 January 2024, with any supporting information / evidence if appropriate.

3.3 The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.

3.4 Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of 15 January 2024, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools this cut-off date is the 2<sup>nd</sup> February 2024.

3.5 Notification of offers of a single school place will be sent out to parents on 16th April 2024. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.

3.6 Parents will not receive multiple offers.

### **The published admission number at Waterloo School is 60.**

4.2 Where applications for admission to the school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

### **5 Criteria for allocating places when oversubscribed**

5.1 Children with Educational, Health Care Plans (EHCP) where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for oversubscription for primary schools are:

- 1. Children looked after or children who have previously been looked after**, including those 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

## **2. Children and families with exceptional medical or social needs**

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the **only** school that can meet the defined needs of the child. A panel of school governors, along with the head teacher, will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

## **3. Sibling**

This will apply where there are brothers or sisters attending the school at the time of application, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

## **4. All other applications on distance**

Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

4.1 Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

4.2 The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

4.3 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer

using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

4.4 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

4.5 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **5. SUMMER BORN CHILDREN**

5.1 In December 2014, the government issued non-statutory guidance to help admission authorities deal with parental requests for summer born children to be admitted out of their normal age group.

5.2 School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

5.3 Where a parent requests their child is admitted out of their normal age group, the Prestolee Multi Academy Trust is responsible for making the decision on which year group a child should be admitted to. The decision is made on the basis of the circumstances of the case and in the best interests of the child concerned.

5.4 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

5.5 A parent who chooses not to send their summer born child to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1.

5.6 Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

5.7 A decision will be made by the Prestolee Multi-Academy Trust on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, the Epworth Trust will not ask for additional information. All information provided will be treated in the strictest confidence.

## **6 Admission of children of UK service personnel**

6.1 The council acknowledges that service families are subject to movement within the UK and from abroad. Although the council is not able to reserve places for blocks of pupils we will consider requests, if accompanied by an official MOD letter declaring a relocation date and Unit postal address or quartering area address. For in year admissions, places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

## **7 Waiting lists**

7.1 If Waterloo School is oversubscribed the admission authority will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents, who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or

who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (e.g. they move house) they should inform the admission authority immediately and provide appropriate supporting evidence).

## **8 Appeals**

8.1 Any parent who is refused admission to Waterloo Primary School has the right of appeal to an Independent Appeals Panel. For pupils with an EHCP, an appeal can be made to the SEN and Disability Tribunal (details are included in the EHCP).

8.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to Waterloo School, should do so in writing, setting out clearly why your child should attend this particular school. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions>.

### **The Appeals Panel will:**

9.1 Any parent who is refused admission to a Waterloo Primary School has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health and Care Plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the plan).

9.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to Waterloo Primary School, should do so in writing, setting out clearly why your child should go to this particular school. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions.9>

9.3 The Appeals Panel will be independent of the school and the LA and will give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation.

9.4 The Local Authority will give the appellant at least ten school days notice of the time and place of the hearing.

9.5 The clerk will send the appeal papers to the appellant at least seven working days before the hearing.

9.6 The appeal shall be decided by a simple majority of the votes cast, the chairman of the panel having a casting vote.

9.7 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

DENTON

Dane Bank Primary School



Dane Bank Primary School



## ADMISSION ARRANGEMENTS 2024/25 ACADEMIC YEARS

### INTRODUCTION

These arrangements are based on the Department for Education (DfE) School Admissions Code and the DfE School Admissions Appeal Code and apply to the admission of children to Dane Bank Primary School in the normal admissions round for the academic year 2024/25.

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with the Articles of Association. The school will take part in the Admissions Forum set up by Tameside Metropolitan Borough Council (TMBC) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by TMBC and the local in-year Fair Access Protocol. TMBC will operate an equal preference scheme. These arrangements do not apply to those being admitted for Nursery provision.

Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do, this the place will be held for the child. However, they cannot defer entry beyond the beginning of the term after the child's fifth birthday. Parents of summer-born children can request that their child is placed outside their age range if they feel that their child will not be ready for school. Parents can also request that their child attends on a part-time basis until the child reaches compulsory school age.

Parents of children who are admitted for Nursery provision must apply for a place at the school if they want their child to transfer to the Reception class; attendance at a Nursery does not guarantee admission to the school.

### **APPLYING FOR A RECEPTION PLACE AT DANE BANK PRIMARY SCHOOL SEPTEMBER 2024**

If you are a Tameside resident you must make your application online to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area.

It is the parents' responsibility to apply for a school place. This is done online. Details of how to apply and where to view the 'Starting out' Booklet are on Tameside Local Authority's Admissions website [www.tameside.gov.uk/school/admissions](http://www.tameside.gov.uk/school/admissions)

All applications must be made online. Only one application may be submitted for each child. The online application system will be made available online from **1<sup>st</sup> November 2023**.

The Local Authority and/or school may verify information you provide on your application, which could involve contacting other departments of the Local Authority. In instances where the information provided is different from that held by them, they may use the information on the application to investigate further. If false or misleading information is given, Tameside Local Authority and/or the school has the right to withdraw the offer of a school place.

If you are not a Tameside resident you must make your application to the Local Authority where you live, even if you wish your child to attend Dane Bank Primary School. Applications must be returned in accordance with your own Local Authority's specific instructions and not to Tameside.

## **THE PROCESS**

The application will invite parents to indicate a preference for up to 6 schools, and then to rank the schools in order of preference, parents will also be able to give reasons for each preference.

Your online application must be submitted by the closing date of **15<sup>th</sup> January 2024**, with any supporting information / evidence if appropriate.

The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.

Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of **15<sup>th</sup> January 2024**, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the Local Authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools, this cut-off date is the **2<sup>nd</sup> February 2024**.

Notification of offers of a single school place will be sent out to parents on **16<sup>th</sup> April 2024, or the next working day after**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.

Parents will not receive multiple offers.

## **THE PUBLISHED ADMISSION NUMBER FOR DANE BANK PRIMARY SCHOOL IS 30.**

Where applications for admission to the school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

### **CRITERIA FOR ALLOCATING PLACES TO OVERSUBSCRIBED SCHOOLS**

Children with an Education Health and Care Plan (EHCP) where the school is named will be allocated places before the oversubscription criteria are applied.

The criteria for over-subscription for Dane Bank Primary School are:

- 1. Looked after Children or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**

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)

**2. Children and families with exceptional medical or social needs**

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how Dane Bank Primary School is the only school that can meet the defined needs of the child. A panel of governors and the Headteacher will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

**3. Sibling**

This will apply where there are brothers or sisters attending the school as at the closing date for applications, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; stepsisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

**4. All other applications on distance**

Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the Local Authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the Local Authority's school admissions data mapping software.

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the



Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

### **SUMMER BORN CHILDREN**

In September 2020, the Government updated the non-statutory guidance to help admission authorities deal with parental requests for summer born children to be admitted out of their normal age group.

School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

A parent who chooses not to send their summer born child to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to Reception rather than Year 1.

Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

Each request and the evidence provided will be considered by a panel of School Governors and Headteacher who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

### **ADMISSION OF CHILDREN OF UK SERVICE PERSONNEL**

The school acknowledges that service families are subject to movement within the UK and from abroad. Although the school is not able to reserve places for blocks of pupils, we will consider requests, if accompanied by an official MOD letter declaring a relocation date and a Unit postal address or quartering area address. For in year admissions places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

### **IN-YEAR TRANSFERS**

Parents wishing to apply for an in-year transfer to Dane Bank Primary School should apply using the Tameside Citizen Portal via the Council website.

If you want to transfer your child to Dane Bank Primary School but you are not a Tameside resident, you must still apply through Tameside Council – the Local Authority Admissions team can support you with this.

If your preferred school is not within Tameside, you should apply directly to the Local Authority the school is located.

If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).

Parents will receive an offer of a school place through Tameside Council and this can take up to 20 school days.

### **IN YEAR FAIR ACCESS PROTOCOL**

All Local Authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short-term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In-Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

### **WAITING LISTS**

If Dane Bank Primary School is oversubscribed, the Council will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the Local Authority's Fair Access protocol or who is the subject of a direction by the Local Authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (e.g., they move house) they should inform the Council immediately and provide appropriate supporting evidence.

A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.

If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

### **APPEALS**

Any parent who is refused admission to Dane Bank Primary School has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health and Care Plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the plan).

Parents, who wish to appeal against the decision of the Local Authority to refuse admission to Dane Bank Primary School, should do so in writing, setting out clearly why your child should go to Dane Bank Primary School. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions>

The Appeals Panel will:

- be independent of the school and the Local Authority;
- give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;

The Local Authority will:

- give the appellant at least ten school days notice of the time and place of the hearing;

The clerk will:

- send the appeal papers to the appellant at least seven working days before the hearing.

The appeal shall be decided by a simple majority of the votes cast, the chairman of the panel having a casting vote.

The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the Local Authority.

## Denton West End Primary



### ADMISSION ARRANGEMENTS FOR DENTON WEST END PRIMARY SCHOOL 2024-2025 ACADEMIC YEAR

**Tameside Authority is coordinating the admissions and appeals on behalf of the school.**

## APPLYING FOR A PLACE AT DENTON WEST END PRIMARY SCHOOL FOR SEPTEMBER 2024

### 1 Introduction

1.1 These arrangements apply to the admission of children to Denton West End Primary School in the normal admissions round for the academic year 2024/25. Tameside will operate an equal preference scheme. These arrangements do not apply to those children being admitted for nursery provision including nursery provision delivered in a co-located children's centre. If you are a Tameside resident you must make your application to Tameside Authority.

1.2 Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their

school place be deferred until later in the school year and if they do this the place will be held for the child. However, they cannot defer entry beyond the beginning of 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.

1.3 Parents of children who are admitted for nursery provision must still apply for a place at the school if they want their child to transfer to the reception class; attendance at Denton West End Nursery does not guarantee admission to the school.

## **2 Applying for a place at Denton West End Primary School September 2024**

2.1 If you are a Tameside resident you must make your application to Tameside Local Authority.

You should put your child's name down at Denton West End Primary School by the beginning of October 2023.

2.2 It is the parent's responsibility to apply for a school place. This is done on line. Details of how to apply and where to view the Starting Out Booklet are on Tameside's website. All applications must be made online.

The Starting Out Booklet will be available on Tameside's website.

Please note that only one application may be submitted for each child.

2.3 Tameside Authority may verify information you provide on your application, which could involve contacting other departments of the local authority. In instances where the information provided is different from that held by them, they might use the information on the application to investigate further. If false or misleading information is given, Tameside Local Authority has the right to withdraw the offer of a school place.

2.4 If you are not a Tameside resident you **must** make your application to the Local Authority where you live, even if you wish your child to attend Denton West End Primary School.

Please note that Applications must be returned in accordance with your own local authority's specific instructions and not to Tameside.

## **3 The process**

3.1 The application will invite all parents to indicate a preference for up to 6 schools, and to rank the schools in order of preference, parents will also be able to give reasons for each preference. In allocating places Denton West End will operate an equal preference scheme.

3.2 Your application must be submitted by the closing date of 15 January 2024, with any supporting information / evidence if appropriate.

3.3 The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.

3.4 Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of 15 January 2024, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange

of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools this cut-off date is the 2<sup>nd</sup> February 2024.

3.5 Notification of offers of a single school place will be sent out to parents on 16th April 2024. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.

3.6 Parents will not receive multiple offers.

**The published admission number at Denton West End School is 60.**

4.2 Where applications for admission to the school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

## **5 Criteria for allocating places when oversubscribed**

5.1 Children with Educational, Health Care Plans (EHCP) where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for oversubscription for primary schools are:

**1. Children looked after or children who have previously been looked after**, including those 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

## **2. Children and families with exceptional medical or social needs**

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the **only** school that can meet the defined needs of the child. A panel of school governors, along with the head teacher, will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

## **3. Sibling**

This will apply where there are brothers or sisters attending the school at the time of application, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

#### **4. Children of Staff**

This will apply where: An existing member of staff, who has been employed by the Governors of the school on a permanent contract for 3 consecutive years or more at the time at which the application for admission to the school is made.

#### **5. All other applications on distance**

Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

5.1 Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

5.2 The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

5.3 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

5.4 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

5.5 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **6 Waiting lists**

6.1 If Denton West End School is oversubscribed the admission authority will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents, who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (e.g. they move house) they should inform the admission authority immediately and provide appropriate supporting evidence).

## **7 Appeals**

7.1 Any parent who is refused admission to Denton West End Primary School has the right of appeal to an Independent Appeals Panel. For pupils with an EHCP, an appeal can be made to the SEN and Disability Tribunal (details are included in the EHCP).

7.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to Denton West End School, should do so in writing, setting out clearly why your child should attend this particular school. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions>.

### **8.1 The Appeals Panel will:**

- be independent of the school and the LA;
- give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;

### **8.2 The Local Authority will:**

- give the appellant at least ten school days notice of the time and place of the hearing;

### **8.3 The clerk will:**

- Send the appeal papers to the appellant at least seven working days before the hearing.

8.4 The appeal shall be decided by a simple majority of the votes cast, the chairman of the panel having a casting vote.

8.5 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority



# Manor Green Primary Academy Admissions Policy 2024-2025



## Introductory Statement

Manor Green Primary Academy is a popular and well respected academy. We are a vibrant and inclusive community and work hard to ensure that every child is placed at the centre of every learning experience. We put great emphasis on achieving the highest standards possible.

Our dedicated staff work hard to provide a caring, stable and stimulating environment, in which everyone is valued and encouraged to develop the skills needed to investigate and appreciate our world and ourselves.

Focus Academy Trust is the overall admissions authority for the Academy with decision making delegated to the Academy's Local Governing Body.

The Academy is part of the co-ordinated admissions arrangements operated by Tameside Council (the Local Authority) and the Local Fair Access Protocol. The Local Authority co-ordinates admissions, allocates places to the Academy and informs families.

The Academy will comply with the School Admissions Code (DfE Dec 2014) and the School Admission Appeal Code. This policy is based on the current codes but will be reviewed in the light of any future changes in the law.

An Independent Appeals Panel hears any appeals from parents whose child has not been allocated place at Manor Green Primary Academy, and who lodges an appeal in accordance with the procedure specified by the Local Authority.

## **MANOR GREEN PRIMARY ACADEMY ADMISSION ARRANGEMENTS 2024/25 ACADEMIC YEAR**

### **1 INTRODUCTION**

1.1 These arrangements apply to the admission of children to Manor Green Primary Academy in the normal admissions round for the academic year 2024/25. The school will operate an equal preference scheme. These arrangements do not apply to those being admitted for nursery provision.

1.2 Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the academic year and if they do this the place will be held for the child. However, they cannot defer entry beyond the beginning of the term after the child's fifth birthday. Parents of summer born children can request that their child is placed outside their age range if they feel that their child will not be ready for school. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.



1.3 Parents of children who are admitted for nursery provision must apply for a place at the academy if they want their child to transfer to the reception class; attendance at the nursery does not guarantee admission to the academy.

## **2 APPLYING FOR A PLACE IN MANOR GREEN PRIMARY ACADEMY FOR SEPTEMBER 2024**

2.1 If you are a Tameside resident you must make your application online to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area. You should put your child's name down at Manor Green Primary Academy by the beginning of **October 2023**.

2.2 It is the parents' responsibility to apply for a school place. This is done online. Details of how to apply and where to view the 'Starting out' Booklet are on Tameside's website [www.tameside.gov.uk/school/admissions](http://www.tameside.gov.uk/school/admissions). All applications must be made online. Only one application may be submitted for each child. The online application system will be made available online from **1st November 2023**.

2.3 The Local Authority and/or school may verify information you provide on your application, which could involve contacting other departments of the Local Authority. In instances where the information provided is different from that held by them, they may use the information on the application to investigate further. If false or misleading information is given, Tameside Local Authority and/or the school has the right to withdraw the offer of a school place.

2.4 If you are not a Tameside resident you must make your application to the Local Authority where you live, even if you wish your child to attend Manor Green Primary Academy. Applications must be returned in accordance with your own Local Authority's specific instructions and not to Tameside.

## **3 THE PROCESS**

3.1 The application will invite parents to indicate a preference for up to 6 schools, and then to rank the schools in order of preference, parents will also be able to give reasons for each preference.

3.2 Your online application must be submitted by the **closing date of 15 January 2024**, with any supporting information / evidence if appropriate.

3.3 The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.

3.4 Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of **15 January 2024**, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the Local Authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of

disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools this cut-off date is the **2 February 2024**.

3.5 Notification of offers of a single school place will be sent out to parents on **16th April or the next working day**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful. Parents will not receive multiple offers

#### **4 PUBLISHED ADMISSION NUMBERS FOR MANOR GREEN PRIMARY ACADEMY is 60.**

4.1 A list of all Tameside primary schools, with their respective Published Admission Numbers, can be found here: <http://www.tameside.gov.uk/schools/admissions/>

4.2 Where applications for admission to any school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

#### **5 CRITERIA FOR ALLOCATING PLACES WHEN OVERSUBSCRIBED**

5.1 Children with an Education Health and Care Plan where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for oversubscription for community and voluntary controlled primary schools are:

1. **Looked after children and all previously looked after children**, including those 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Children and families with exceptional medical or social needs. Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel of SLT and Governors from Manor Green Primary Academy will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

2. Sibling This will apply where there are brothers or sisters attending the school at the time of application, who will still be attending at the time of admission, i.e. in the

September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school. The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

#### 4. All other applications on distance

Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

5.2 Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

5.3 The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week.

5.4 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

5.5 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

5.6 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **6 SUMMER BORN CHILDREN**

6.1 In September 2020, the government issued non-statutory guidance to help admission authorities deal with parental requests for summer born children to be admitted out of their normal age group.

6.2 School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

6.3 Where a parent requests their child is admitted out of their normal age group, Manor Green is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

6.4 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

6.5 A parent who chooses not to send their summer born child to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1.

6.6 Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

6.7 Each request and the evidence provided will be considered by a panel of SLT and Governors from Manor Green Primary Academy who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, the panel will not ask for additional information. All information provided will be treated in the strictest confidence.

## **7 IN YEAR TRANSFERS**

7.1 Parents wishing to apply for an in year transfer to a school in Tameside should apply using the

Common Transfer Application Form. The Common Transfer Application Form can be obtained from the Headteacher of the school the child currently attends, if in Tameside or it can be downloaded from the Tameside Council website: [www.tameside.gov.uk/admissions](http://www.tameside.gov.uk/admissions).

7.2 Forms should be fully completed and submitted with any additional/supplementary documentation/evidence to the School Admissions Team to enable their application to be considered as quickly as possible.

7.3 If you want to transfer your child to a school in Tameside, you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.

7.4 If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).

7.5 Parents will receive an offer of a school place through Tameside Council and this can take up to 20 school days.

## **8 IN YEAR FAIR ACCESS PROTOCOL**

8.1 All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

## **9 WAITING LISTS**

9.1 If Manor Green is oversubscribed the admission authority will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (eg they move house) they should inform the admission authority immediately and provide appropriate supporting evidence).

## **10 APPEALS**

10.1 Any parent who is refused admission to a preferred school has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health Care Plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the Statement).

10.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to a preferred school, should do so in writing, setting out clearly why your child should go to that particular school. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions>.

10.3 The Appeals Panel will:

- be independent of the school and the LA;
- give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;

10.4 The Local Authority will:

- give the appellant at least ten school days notice of the time and place of the hearing;

10.5 The clerk will:

- send the appeal papers to the appellant at least seven working days before the hearing.

10.6 The appeal shall be decided by a simple majority of the votes cast, the chairman of the panel having a casting vote.

10.7 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

## HYDE

### Greenfield Primary Academy

## Academy Admission Policy – Tameside hub

### September 2024-25

### Greenfield Primary Academy, Hyde

The Harmony Trust is the Admissions Authority for Greenfield Primary Academy

## 1 INTRODUCTION

- 1.1 These arrangements apply to the admission of children to Greenfield Primary Academy in the normal admissions round for the academic year 2024/25. Tameside Council / The Harmony Trust will operate an equal preference scheme. These arrangements do not apply to those being admitted for nursery provision
- 1.2 Children are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However they cannot defer entry beyond the beginning of the term after the child's fifth birthday. Parents of summer born children can request that their child is placed outside their age range if they feel that their child will not be ready for school. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- 1.3 Parents of children who are admitted for nursery provision **must apply for a place at the school** if they want their child to transfer to the reception class; **attendance at a nursery does not guarantee admission to the school.**

## 2 APPLYING FOR A PLACE

- 2.1 If you are a Tameside resident you must make your application online to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area.
- 2.2 You should use your application to apply for any primary school, whether this is in Tameside or in another Local Authority area. Application details may also be obtained from the School Admissions Section at Tameside MBC. Starting Out will be available on Tameside's website. NB: Only one application may be submitted for each child.

- 2.3 The local authority / trust may verify information you provide on your application, which could involve contacting other departments of the local authority. In instances where the information provided is different from that held by them, they may use the information on the application to investigate further. If false or misleading information is given, Tameside local authority / Harmony Trust has the right to withdraw the offer of a school place.
- 2.4 If you are not a Tameside resident you must make your application to the Local Authority where you live, even if you wish your child to attend a Greenfield Primary Academy. Applications must be returned in accordance with your own local authority's specific instructions and not to Tameside Council.

### **3 THE PROCESS**

- 3.1 The application will invite parents to indicate a preference for up to 6 schools, and then to rank the schools in order of preference, parents will also be able to give reasons for each preference.
- 3.2 Your online application must be submitted by the closing date specified by Tameside Council **15 January 2024**, with any supporting information / evidence if appropriate.
- 3.3 The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.
- 3.4 Changes to preferences, ranking order, or pupil details, will not be allowed after the **closing date of 15 January 2024**, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools this cut-off date is the 2 February 2024.
- 3.5 Notification of offers of a single school place will be sent out to parents on **16 April 2024**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
- 3.6 Parents will not receive multiple offers.

### **4 PUBLISHED ADMISSION NUMBERS**

- 4.1 Greenfield Primary Academy has a published admission number (PAN) of 30.
- 4.2 Where applications for admission to any school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

### **5 CRITERIA FOR ALLOCATING PLACES TO OVERSUBSCRIBED SCHOOLS**

- 5.1 Children with an Education Health and Care Plan where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for oversubscription for community and voluntary controlled primary schools are:

**1. Looked after children and all previously looked after children, including those 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**2. Children and families with exceptional medical or social needs**

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the **specified school is the only school that can meet the defined needs of the child**. A panel, if needed, will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, The Harmony Trust will not ask for additional information. All information provided will be treated in the strictest confidence.

**3. Sibling**

This will apply where there are brothers or sisters attending the school or the linked junior school as at the closing date for applications, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

A sibling will be classed as a child who is on school roll at the point the applying child starts in Reception. Siblings currently in nursery provision will not be classed as on roll.

**4. All other applications on distance**

Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

5.2 Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

5.3 The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is



normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week.

5.4 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

5.5 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

5.6 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **6 ADMISSION OUTSIDE NORMAL AGE GROUP**

6.1 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.

6.2 School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

6.3 Summer Born (1st Entry to School), A parent who chooses not to send their summer born child (those born between 1st April and 31st August) to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1.

6.4 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

6.5 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

6.6 Admission authorities must make decisions on the basis of the circumstances of each case and on the basis of evidence provided from appropriate professionals where relevant, for example educational psychologist. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

6.7 Application process for Summer Born/Admission Outside Normal Age Group

Parents requesting their child to be admitted outside of the normal age range should submit reasons for the request together with their application. The online application provides

space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

- 6.8 Each request and the evidence provided will be considered by an appropriate panel who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers will not ask for additional information. All information provided will be treated in the strictest confidence.
- 6.9 Please note that one admission authority cannot be required to honour a decision made by another which means where multiple applications are being made to different schools, you may receive differing outcomes.

## **7. ADMISSION OF CHILDREN OF UK SERVICE PERSONNEL**

- 7.1 The Trust acknowledges that service families are subject to movement within the UK and from abroad. Although the Trust & Council is not able to reserve places for blocks of pupils we will consider requests, if accompanied by an official MOD letter declaring a relocation date and a Unit postal address or quartering area address. For in year admissions places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

## **8 IN YEAR TRANSFERS**

- 8.1 Parents wishing to apply for an in year transfer to a school in Tameside should apply using the School Transfer Request Form. The School Transfer Request Form can be completed online from the Tameside Council website: [www.tameside.gov.uk/admissions](http://www.tameside.gov.uk/admissions).
- 8.2 Forms should be fully completed and submitted with any additional/supplementary documentation/evidence to the Tameside Council's School Admissions Team to enable their application to be considered as quickly as possible.
- 8.3 If you want to transfer your child to a school in Tameside, you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.
- 8.4 If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).
- 8.5 Parents will receive an offer of a school place through Tameside Council and this can take up to 15 school days.

## **9 IN YEAR FAIR ACCESS PROTOCOL**

- 9.1 The Local Authority have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

## 10 WAITING LISTS

- 10.1 If Greenfield Primary Academy is oversubscribed a waiting list will be maintained. The waiting list will operate until the end of the relevant school year. Parents who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (eg they move house) they should inform the Council immediately and provide appropriate supporting evidence.
- 10.2 A place from the waiting list will only be held for **two school days**. Tameside Council will use the information provided on the original application to contact parents, **it is the responsibility of parents to change their details with the School Admissions Team** if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.
- 10.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, **they will be removed from that waiting list**.

## 11 APPEALS

- 11.1 Any parent who is refused admission to a preferred school has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health and Care Plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the plan).
- 11.2 Parents, who wish to appeal against the decision of the Trust / Local Authority to refuse admission to a preferred school, should do so in writing, setting out clearly why your child should go to that particular school. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions..>
- 11.3 The Appeals Panel will:
- be independent of the school and the LA;
  - give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;
- 11.4 The Local Authority will:
- give the appellant at least ten school day's notice of the time and place of the hearing;
- 11.5 The clerk will:
- send the appeal papers to the appellant at least seven working days before the hearing.

11.6 The appeal shall be decided by a simple majority of the votes cast, the chairman of the panel having a casting vote.

11.7 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

## St George's CE Primary



**'Let all that you do be done in Love' 1**  
**Corinthians 16:14**



*The example of Jesus Christ and the Good news  
that He brings inspire St George's to be a place of hope and a caring  
and inclusive community in which we all*

**Love to learn and Learn to Love.**

**TAMESIDE MBC - DIOCESE OF CHESTER  
ST GEORGE'S CE PRIMARY SCHOOL  
ADMISSIONS POLICY 2024/2025**

St George's is a Church of England School – this means that the members of the Parish Church and the Diocese of Chester have contributed towards the building of the school and continue to support the school in its Christian distinctiveness. As a Church School, RE, Collective Worship and the whole ethos of the school are based on the teachings of the Church of England. Our Christian values are outworked in the daily life of the school. Parents who feel they could not support this, may wish to consider a more appropriate setting for their child's education. We are also part of the Chester Diocese Academy Trust, a group of schools working together across the Chester Diocese.

The Governors publish a 'School Information Booklet', available on the school website, to help parents to decide on their choice of schools, and to give other important information about our school. Please look at this carefully before applying for admission.

Applications for admission to the school should be made on the common application form from the local authority and also on the school's supplementary form for those applying under criteria 3 and 4.

We will forward details of all the children who have been registered with us to the Local Authority Admission Team, who will send out details of how to apply in November 2023. Details will include where to view Starting Out and a letter explaining how to make your application. You should use

your application to apply for any primary school, whether this is in Tameside or in another Local Authority area. Application details may also be obtained from the Admissions Section at Tameside MBC. Starting Out will be available on Tameside's website. NB: Each school application should be discussed with all parents and carers of the child, and only one application may be submitted for each child.

It is not normally possible to change preferences, ranking order or pupil details after the closing date of 15 January 2024 except in exceptional circumstances for example, if the family has recently moved address. Evidence must be provided to support the request. No changes can be considered after 2 February 2024 when the allocations process has started.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 15 April 2024. 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 in the year 2024 will be a maximum of 30. This arrangement follows consultation between the governing body, 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 operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy.

In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children or Previously Looked after Children including those children who appear (to the admission authority) to have been in state care outside of England (IAPLAC internationally adopted previously looked after children)
2. Children with special, medical or social circumstances where their needs can only be met at this school.
3. Children whose parents are faithful and regular worshippers at St George's CE Church, Hyde.
4. Children whose parents are faithful and regular worshippers at another church recognised by Churches Together in Britain and Ireland.
5. Children who have a sibling in school who will still be attending school the following year.
6. Other children.

#### Notes

1. Looked after children or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. "A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in the section 22 (1) of the children Act 1989) including children who appear in (to the admissions authority) to have been in state care outside of England in line with the Admissions Code 2021.
2. Professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and

such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school. A panel of governors will make a decision as to whether to admit a child under this criterion, using the evidence provided. All information provided will be treated in the strictest confidence.

3. By “faithful and regular” we mean attendance at a minimum of one service per month during the six month period prior to the closing date for applications. A form (provided by school) completed by your church minister will be required as proof of attendance.
4. A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to ‘parent’s attendance at church’ it is sufficient for just one parent to attend.
5. Siblings include full, step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
6. Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the distance from the school to home, those living nearest being given priority. Distance will be measured as a straight line from the child’s home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property using the LA’s school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.
7. In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, a random lottery will be implemented between the applications where the distance is the same. The random lottery will be carried out in a public place and supervised by someone independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Last year there were 37 applications for 30 places. The Admissions Committee applied the criteria and offered places to:

0 children under criterion 1 (Children in Care)

0 children under criterion 2 (special medical or social circumstances affecting the child where these needs can only be met at this school)

0 children under criterion 3 (Children whose parents are faithful and regular worshippers in the Parish Church of St George’s.)

0 children under criterion 4 (Children whose families are faithful and regular worshippers of another Church as recognised by Churches Together in Britain and Ireland)

4 children under criterion 5 (Children who have a sibling in school who will still be attending school the following year)

26 children under criterion 6 (Other children by distance)

### **Children with an Educational Health Care Plan**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHCP that names their school.

### **Late Applications for Admission**

The closing date for applications in the normal admissions round is 15 January 2024. Applications received after this date will be considered after all applications received on time have been processed.

### **Waiting List**

If the school is oversubscribed the governors will maintain a waiting list. The waiting list will operate until the end of Autumn term 2024 for those parents who have submitted an appeal or who have opted to go on the list. All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked applications received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit must be given preference over any other children on the waiting list.

### **Address of Pupil**

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit. 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. The local Authority co-ordinates all in- year admissions and parents should refer to its co-ordinated scheme.

### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, 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 will be allowed at least 20 school days from the date of notification that their application was unsuccessful to submit their appeal. 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 at least 10 school days' notice of the place and time of the hearing.

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**

Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. Therefore, where a place has been offered and accepted: 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 offer is made.

Parents can also request that their child may attend part time until later in the school year until the child reaches compulsory school age.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Any such request should be made in writing to the Headteacher at St George's CE Primary School, Church Street, Hyde. SK14 1JL at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Twins/Multiple Birth**

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit."

### **Nursery**



Please note that the criteria for admission to the Nursery are different from those for Reception and parents must make a separate application for Reception. Attendance at the Nursery does not give priority for admission to Reception.

This information is published by the Governors of St George's CE Primary School in accordance with the relevant sections of the School Standards and Framework Act 1998 as amended by the Education Act 2002. Admissions criteria may change from one year to the next. Governors will consult before any changes are made.

## STALYBRIDGE

### Silver Springs Primary Academy



## ADMISSIONS POLICY SILVER SPRINGS PRIMARY ACADEMY 2024-2025



### 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). This policy complies with our funding agreement and articles of association.

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any

other provider of care whose sole or main purpose is to benefit society.

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## Published Admission Number (PAN)

This is the number of pupils in each year group that the admission authority (Great Academies Education Trust) has agreed will be admitted. The PAN for Silver Springs Primary Academy for 2023-24 is as follows:

Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
60	60	60	60	60	60	60	420

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

**Please note:** pupils already attending our nursery will not transfer automatically into the mainschool. A separate application **must** be made for a place in Reception.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Parents considering requesting a place for their child outside of their normal year group should contact the school in the first instance.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority, if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### **5.1 Admission of children below compulsory school age**

Children are entitled to a full-time place in the September following their fourth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However, they cannot defer entry beyond the beginning of the term after the child's fifth birthday or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer is made.

Parents can also request that their child attend on a part time basis until the child reaches compulsory school age.

All such requests should be made as part of the normal admissions process.

## **Allocation of places**

### **6.1 Admission number**

The school has an agreed admission number of 60 pupils for entry in Reception.

### **6.2 Oversubscription criteria**

All children whose Education, Health and Care (EHC) Plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

- 1 Highest priority will be given to looked after children and all previously looked after children, including those 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 who apply for a place at the school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- 2 Priority will next be given to children on the basis of social or medical need. Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel from the Academy Trust will make a decision as to whether to admit a child under this criterion, using the evidence provided.

Parents/carers are responsible for providing all information in support of an application by the closing date. All information provided will be treated in the strictest confidence.

3 Priority will next be given to children with siblings at the academy at the time of admission

For admission purposes, a sibling is a child who resides at the same address as the child for whom a place is being requested, and is one of the following:-

- brother/sister
- half-brother/sister (i.e. share one common parent)
- stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where families have a sibling attending the school at the time of the application as well as at the time of admission.

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number (PAN) and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

2. Priority will next be given on the basis of distance of residence from the school.

Preference will be given to pupils living nearest to the school taking into account ease of access to and distance from alternative schools.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. Parents may be requested to supply documentary evidence to support the address used for the application.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. Documentary evidence relating to house moves taking place between National Offer Day and the start of the academic year in September, will be considered. The address must be the child's only or main residence and is either:

- owned by the child's parent(s), carer(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

## 1.2 Tie break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

## 6.6 Children of UK Services Personnel

The Trust acknowledges that service families are subject to movement within the UK and from abroad. Although the council is not able to reserve places for blocks of pupils, we will consider requests, if accompanied by an official MOD letter declaring a relocation date and a Unit postal address or quartering area address. In-year admissions places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

## 6.7 Waiting list

For admissions in the normal admissions round, if there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. The school operates its waiting list for the statutory period of up to the 31<sup>st</sup> December.

## 6. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

For applications for in-year admissions you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

## 7. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing using the appeals process for the Local Authority in which the school is situated.

You can find details of the school's appeals timetable on the following webpage:

<http://www.greatacademieseducationtrust.org.uk/appeal-timetable/>

## 8. Monitoring arrangements

This policy will be reviewed and approved by Great Academies Education Trust every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust will publicly consult on these changes.

## Admission arrangements for 2024-25

### St Paul's C of E Primary School (academy)

Chester Diocesan Academies Trust is the admissions authority for St Paul's C of E Primary School and will allocate places according to the criteria indicated below. This policy will be reviewed by the Local Governing Body and trust on an annual basis.

#### **Making an application**

Although Chester Diocesan Academies Trust is the admissions authority, admissions to reception for all schools and academies are coordinated by the Local Authority and so parents will need to fill in an online application form provided by the Local Authority. Applications for admission to Paul's C of E Primary should be made on the form online at:

[http://admission.tameside.gov.uk/CitizenPortal\\_LIVE/Account/Login](http://admission.tameside.gov.uk/CitizenPortal_LIVE/Account/Login)

by the closing date set out in the LA's coordinated scheme. 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 on the 16th April or the next working day. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

#### **Admission procedures**

The planned admission number (PAN) is 30. This arrangement follows consultation with other admission authorities in the area. There will be no restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

The academy trust operates a system of equal preferences under which all preferences are treated equally and the Local Authority allocates places according to its policy. Children who have an Education Health Care Plan (EHCP) will have

stated within the plan, the school that they are to be admitted to. In the event that there are more applicants than places remaining, the academy will allocate these places using the following criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children, including those 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children and families with exceptional medical or social circumstances affecting the child where these needs can only be met at this academy.
3. Children who have a sibling currently attending the academy who will still be attending the following year
4. Children who live closest to the academy. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. In the event of a tie break a lottery overseen by an independent body will be undertaken.

### **Definitions and notes**

- a) A looked after child is a child who is a) in the care of the Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence child arrangements or special guardianship order.
- b) Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for exceptional medical or social circumstances, and such evidence must set out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- c) Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

### **Late applications for admission**

Where the Local Authority Trust accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the list of pupils to be admitted has been established, 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 criteria.

### **Waiting list**

Where there are more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term.

### **Address of pupil**

The address used on the admission form must be the current one at the time of application. 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. utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the academy trust reserves 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 or in-year admissions.



The LA co-ordinates in-year admissions and their process should be followed.

Applications are made online through the following link

[http://admission.tameside.gov.uk/CitizenPortal\\_LIVE/Account/Login](http://admission.tameside.gov.uk/CitizenPortal_LIVE/Account/Login) **Appeals**

Where it is not possible to offer a place because St Paul's is oversubscribed, parents have the right to appeal to an independent admission appeals panel. The Local Authority manages the appeals procedure on the behalf of the academy. Parents, who wish to appeal against the decision of the academy trust to refuse admission to a preferred school, should do so in writing, setting out clearly why your child should go to that particular school. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage

<https://www.tameside.gov.uk/schools/admissions>

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 receive 10 school days' notice of the place and time of the hearing.

Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

### **Fraudulent applications**

Where it is discovered 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) which effectively denies a place to a child with a stronger claim, then the academy trust 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**

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the place be deferred until later in the year and if they do this the place will be held for the child. They cannot however 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. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

### **Admission Outside Normal Age Range**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents should complete the online application and include details of their request to defer entry for their child. They may also contact the Admissions Team for further information. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **ENQUIRE LEARNING TRUST SCHOOLS**

### **HYDE, DENTON AND DROYLSDEN**

Bradley Green Primary School, Hyde

Dowson Primary, Hyde

Endeavour Academy, Hyde

Flowery Field Primary, Hyde

Godley Primary, Hyde

Linden Road Primary, Denton

Manchester Road Primary, Droylsden

Moorside Primary, Droylsden

Oakfield Primary, Hyde



**Admissions Policy**

**2024 – 2025**

**The  
Trust**

**Enquire Learning**

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## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreements and Articles of Association.

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

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, or special guardianship order including those who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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) .

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### Rules for siblings

Included in this factor are step siblings, foster siblings and adopted siblings living at the same address at the expected time of admission.

### **Rules for Early Years Pupil Premium**

Children who are in a nursery class which is part of the academy. Early years pupil premium is additional funding paid to support disadvantaged children receiving government – funded early education, as per Section 7 of the Children Act 2006.

### **Rules for Residence**

By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

### **Children of staff at the Academy**

Either:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or;
- b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Distance**

For all Tameside Academies distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

For all Lincolnshire academies distance will be measured as a straight line calculated electronically to three figures after the decimal point by Lincolnshire County Council school admissions team from the Post Office address of the home to the Post Office address point of the school.

For all North East Lincolnshire, North Yorkshire, Middlesbrough and Stockton On Tees academies distance will be measured by a straight line from the front door of the child's home address (including flats) to the main entrance of the academy, using the local authorities computerised measuring system, with those living closer to the academy receiving the higher priority.

For all Hull County Council academies distance will be measured by the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

#### **4. How to apply**

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). This maybe an electronic form. You can use this form to express your preference for a minimum of 3 state-funded schools (6 choices in Tameside Local Authority), in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

#### **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on his or her schooling.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Children of UK service personnel and crown servants

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Trustees will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
- The Trustees will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

For late coordinated applications and mid year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Trustees will consider whether:

- An application from that address would normally succeed in an oversubscribed year.
- There is any child on the waiting list with higher priority under the oversubscription criteria.
- The prejudice from admitting an extra child would be excessive.

The Trustees have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

## 7. Allocation of places

### 7.1 Admission number

<b>North Yorkshire</b>	
	30
Roseberry Primary Academy	*PAN is 30 for EYFS plus an additional 21 from mY3
Stokesley Primary Academy	45
East Whitby Primary Academy	45
Stakesby Primary Academy	30
<b>Stockton on Tees</b>	
Hardwick Green Primary Academy	<b>30</b>
Yarm Primary	<b>60</b>
Harrow Gate Primary Academy	<b>60</b>
<b>Oakdene Primary Academy</b>	<b>45</b>
<b>Middlesbrough</b>	
Rose Wood Primary Academy	<b>50</b>



Easterside Primary Academy	45
<b>Hull Council</b>	
Buckingham Primary Academy	30
Southcoates Primary Academy	45
<b>North East Lincolnshire</b>	
Eastfield Primary Academy	30
Middlethorpe Primary Academy	30
Laceby Acres Primary Academy	30
Humberston Cloverfields Primary Academy	45
Elliston Primary Academy	45
Welholme Primary Academy	90
Enfield Primary Academy	30
Springfield Primary Academy	45
<b>Lincolnshire</b>	
Keelby Primary Academy	30
<b>Tameside</b>	
Manchester Road Primary	60
Linden Road Primary Academy	30
Moorside Primary Academy	60
Godley Primary Academy	30
Flowery Field Primary School	90
Oakfield Primary Academy	30
Dowson Primary Academy	60
Bradley Green Primary Academy	30
Endeavour Primary Academy	45

## 7.2 Oversubscription criteria

All children whose Education, Health and Care (EHC) Plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. 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, or special guardianship order including those who appear (to the admissions authority) to have been in state care outside of England and ceased to

*be in state care as a result of being adopted. 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) .*

*2. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings and adopted siblings living at the same address. Priority will not be given to children with siblings who are former pupils of the school.*

*3. Pupils who are eligible for Early Years Pupil Premium and are in a nursery class which is part of the academy.*

*4. Priority will next be given to children of staff at the academy, in either of the following circumstances:*

*a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage*

*5. Pupils whose main residence is within the catchment area. Parents can view each academy catchment area through their local authority website. NB; criterion 3 is not applicable in full to Lincolnshire or Tameside academies because they do not have catchment areas.*

*6. Distance*

*For all Tameside Academies distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.*

*For all Lincolnshire academies distance will be measured as a straight line calculated electronically to three figures after the decimal point by Lincolnshire County Council school admissions team from the Post Office address of the home to the Post Office address point of the school.*

*For all North East Lincolnshire, North Yorkshire, Middlesbrough and Stockton On Tees academies distance will be measure by a straight line from the from door of the child's home address (including flats) to the main entrance of the academy, using the local authorities computerized measuring system, with those living closer to the academy receiving the higher priority.*

*For all Hull County Council academies distance will be measured by the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.*

## **The Enquire Learning Trust and its academies work within all Local Authority Fair Access Protocols.**

### **7.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured as outlined above in criterion 5. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### **8. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to your local authority as listed in section 4 of this policy.

### **9. Deferred entry or admission below compulsory school age.**

Where a place has been offered and accepted:

- a) Your child is entitled to a full-time place in the September following their fourth birthday;
- b) You can defer the date your 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 it was made;
- c) Parents can also request that their child may attend part-time until later in the school year until the child reaches compulsory school age.

## 10. Waiting List

A waiting list will be kept at each academy until the 31<sup>st</sup> December of each school year of admission. Each child will be added to the list and ranked in line with the oversubscription criteria. Priority will not be given to children based on the date of their application or when their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, **must** take precedence over those on a waiting list.

## 11. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[admissions@eltacademy.org](mailto:admissions@eltacademy.org)

or

18 Appleton Court

Wakefield

WF2 7AR

You can find details of school appeals timetables on Local Authority websites.

## VICTORIOUS ACADEMIES TRUST SCHOOLS

### HYDE, DROYLSDEN, ASHTON, AUDENSHAW, DUKINFIELD AND STALYBRIDGE

Discovery Academy, Hyde  
Greenside Primary, Droylsden  
Inspire Academy, Ashton  
Poplar Street Primary, Audenshaw  
Wild Bank Primary, Stalybridge  
Yew Tree Primary, Dukinfield

## Admissions Policy for Victorious Academies Trust Academies 2024 – 2025 Academic Year (2301)

### Aims

1. This policy:
  - Explains how to apply for a place at academies within the Trust;
  - Set out the school's arrangements for allocating places to the pupils who apply; and
  - Explains how to appeal against a decision not to offer your child a place.

2. This policy may be amended in writing at any time by agreement between the Secretary of State and the Academies Trust. Where there is a proposed change in admission arrangements the Trust will consult on these proposals.

#### Legislation and statutory requirements

3. This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code; and
- School Admission Appeals Code.

4. As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

5. This policy complies with the Trust funding agreements and Articles of Association.

6. Within Tameside the Trust will take part in the Admissions Forum set up by Tameside MBC and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Tameside MBC and the local in-year fair access protocol.

7. Within Derbyshire the Trust will take part in the Admissions Forum set up by Derbyshire County Council and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Derbyshire County Council and the local in-year fair access protocol.

#### Definitions

8. The normal admissions round is the period during which parents can apply for state-funded school place at the school's normal point of entry, using the common application form provided by their home local authority.

9. Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority,
- Being provided with accommodation by a local authority in exercise of its social services functions; or
- Children who were in state care outside England but who were then adopted.

10. Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

11. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

12. Rules for siblings - Included in this factor are step siblings and half siblings living at the same address and who will be attending the relevant academy at the expected time of admission.

13. Rules for Residence - Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

14. If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

15. The address from which distance will be measured will be the permanent residential address, as at the closing date for applications of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week.

16. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

17. In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

18. In the first instance admissions and appeals for any Tameside Academies will be managed by Tameside MBC on the Trust's behalf and any admissions and appeals for any Derbyshire Academies will be managed by Derbyshire County Council.

19. Distance - For all Tameside Academies distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

20. Distance – For all Derbyshire Academies the Children's Services Department has a Geographic Information System (GIS) to measure the straight-line distance. It is measured by a standard straightline distance calculated to within two metres. The location of the home address is the Delivery Point Address (normally the house front door) which is sourced from the PAF (Postal Address File) component of Address Base. For schools the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools, or the nearest gate or entrance for secondary schools.

21. Where oversubscription occurs in applying either criteria i. ii or iii at 44 below, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

## Annual Procedures for determining Admission Arrangements - Consultation

22. The Trust shall consult the following parties on an academies proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the 'Determination Year': i) Tameside MBC or Derbyshire County Council; ii) the admission forum for Tameside MBC; or for Derbyshire County Council; iii) any other admission authorities for primary and secondary schools located within the relevant area for consultation; iv) any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation; v) affected admission authorities in neighbouring local authority areas; and vi) parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to an academy.

23. Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section. Victorious Academies Trust may ask the appropriate local authority to carry out the consultation on their behalf.

24. Consultation in line with paragraph 21 is not required in any year where the following conditions are met:

i) the admission arrangements were consulted upon in the previous seven years; and ii) there have been no changes, or proposed changes, since the last consultation.

25. As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 21 must be followed for the next determination year.

26. The Trust will consider comments made by those consulted in accordance with paragraph 21, including any requests to amend the proposed admission number, before determining the admission arrangements for an academy within the Trust.

27. The Trust will determine each academy's admission arrangements annually by 28th February of the Determination Year and notify consultees listed in paragraph 21 what has been determined within 14 days of that decision being made. The Trust will determine admission arrangements for entry in September by 28 February in the determination year.

## How to apply

28. For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). This maybe an electronic form. You can use this form to express your preference for a minimum of three schools (6 choices in Tameside Local Authority), in rank order.

29. You will receive an offer for a school place directly from your local authority. Please note, pupils already attending a nursery based within any of our academies will not transfer automatically into the main school. A separate application must be made for a place in Reception.

## Requests for admission outside the normal age group

(Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.)

30. Parents can request a place for the admission of their child in the September following their fourth birthday. Where a place has been offered a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) 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 it was made; and
- c) where the 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.

31. Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. 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.

32. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

33. Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in this document. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

34. Parents should submit reasons for requesting admission for their child outside of the normal age range together with their application. The online application provides space for parents to do this and parents should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

35. Decisions will be taken 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; information 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. They will also take into account the views of the head teacher of the school concerned.

36. Each request and the evidence provided will be considered and a decision made based on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, local authority officers will not ask for additional information. All information provided will be treated in the strictest confidence.



37. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### Allocation of places

Admission number for each school within the Trust

38. The Trust has agreed admissions numbers for each academy subject to any changes approved or required by the Secretary of State.

39. In any specific year, the Trust may set a higher admission number than the agreed admission number for an applicable year group at an academy. Before setting an admission number higher than its agreed admission number, the Trust will consult those listed at paragraph 21. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Academy Name:	Address:	PAN:
Buckton Vale Primary School	Swallow Lane, Carrbrook, Stalybridge, SK15 3NU	30
Discovery Academy	Porlock Avenue, Hattersley, SK14 3LE	30
Gamesley Primary School	Grindleford Grove, Gamesley, Glossop, SK13 6HW	45
Greenside Primary School	Greenside Lane, Droylsden, M43 7RA	60
Inspire Academy	Mossley Road, Ashton under Lyne, OL6 9RU	60
Poplar Street Primary School	Ravenswood Drive, Audenshaw, M34 5EF	60
Wild Bank Community School	Demesne Drive, Stalybridge, SK15 2PG	30
Yew Tree Primary School	Yew Tree Lane, Dukinfield, SK16 5BJ	60

### Process of Application for Reception

40. Arrangements for applications for places at academies within Tameside will be made in accordance with the Tameside MBC's co-ordinated admission arrangements and will be made on the through the online Common Application process provided and administered by Tameside MBC. The process can be accessed here <http://tameside.gov.uk/admissions>.

41. Arrangements for applications for places at academies within Derbyshire will be made in accordance with Derbyshire's co-ordinated admissions scheme and will be made on the through the on-line Primary Application process provided and administered by Derbyshire County Council. The process can be accessed here <http://www.derbyshire.gov.uk/admissions>.

42. The Trust will use the local authorities timetable for applications for the academies, each year (exact dates within the months may vary from year to year). This will fit in with the indicative timetable below for the co-ordination of admission arrangements:

a) By September - The Trust will publish on the Trust website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2023 for admission in September 2024). This will include how to find out the details of open evenings and other opportunities for prospective pupils and their parents to visit the academies. The Trust will also provide information in relation to the academies to relevant local authorities' for inclusion in the composite prospectus, as required;

- b) September/October - The Trust will provide opportunities for parents to visit the academies;
  - c) October – the on-line application processes to be followed. In Tameside the process can be accessed here <http://tameside.gov.uk/admissions>. In Derbyshire the process can be accessed here <http://www.derbyshire.gov.uk/admissions>
43. The national closing date for applications are as follows:
- a) 31 October for secondary applications; and
  - b) 15 January for primary applications.
44. Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date in January, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced.
45. Notification of offers of a single school place will be sent out to parents on 16th April or the next working day. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
46. Parents will not receive multiple offers.
47. Victorious Academies Trust and our academies will ensure its application processes enable parents to apply before these deadlines.
48. Where fewer applicants than the published admission number for the relevant year groups are received at an academy, the Trust will offer places to all those who have applied.

Procedures for admission where an academy is oversubscribed in Tameside:

49. Children with an Education Health and Care Plan where the school is named will be allocated places before the oversubscription criteria are applied. Where, in any year an academy receives more successful applications for places than there are places available the following criteria will apply:

(i) Looked after Children or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, 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).

(ii) Children and families with exceptional medical or social needs and / or SEN. Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel of Governors made up from the academies Local Governing Board will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents and carers are responsible for providing all information in

support of an application by the closing date, an academy will not ask for additional information. All information provided will be treated in the strictest confidence.

(iii) Siblings

This will apply where there are brothers or sisters attending an academy at the time of application, and who will be still be attending at the time of admission – the September when a pupil goes into Reception. Preference will be given to children living nearest to the academy. The sibling criterion includes natural brothers/sisters, half-brothers/sisters, step-brothers/sisters, adopted brothers/sisters, brothers/sisters of fostered children, children of the parent/carer's partner. In each case they must be living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

(iv) All other applications on distance

Preference will be given to pupils living nearest to an academy, taking into account ease of access to, and distance from, alternative schools.

50. Ease of access will be considered when parents provide details of particular reasons which mean their child could reach the nearest school but would face a disproportionately long journey to another school if denied admission to their nearest school. Details must be provided on the on-line form.

Procedures for admission where an academy is oversubscribed in Derbyshire:

51. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

52. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.

53. Children living in the normal area served by the school at the time of application and admission.

54. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission.

55. Other children whose parents have requested a place.

56. Where, in the case of 51, 52, 53, 54 or 55 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line) will be given preference (paragraph 20).

Operation of waiting lists

57. Academies will operate a waiting list until the end of the first term after the start of the school year. This will be maintained and it will be open to any parent to ask for their child's name to be placed on the waiting list. Any child that is unsuccessful at their first assessment can request a second chance in the assessment process, within an agreed time limit.

58. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left an academy

59. Local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect an academies' right to determine which applicants have priority for admission.

60. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, our academies will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs applies. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down shall be entitled to appeal. Parents shall only be entitled to appeal once in any academic year.

#### In-year admissions

61. Parents wishing to apply for an in year transfer to a school in Tameside or Derbyshire should apply using the relevant local authority form. The School Transfer Request Form can be obtained from the Headteacher of the school the child currently attends, if in Tameside or it can be downloaded from the Tameside Council website: [www.tameside.gov.uk/admissions](http://www.tameside.gov.uk/admissions) and if in Derbyshire it can be downloaded from the Derbyshire County Council website here <https://apps.derbyshire.gov.uk/dotnetapplications/admissions/default.aspx?admissiontype=InYearPrimary>

62. Forms should be fully completed and submitted with any additional/supplementary documentation/evidence to the appropriate school admissions team to enable their application to be considered as quickly as possible.

63. If you want to transfer your child to a school in Tameside or Derbyshire, you must apply through Tameside or Derbyshire Councils even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.

64. If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).

65. Parents will receive an offer of a school place through Tameside or Derbyshire County Councils and this can take up to 20 school days.

66. All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time.

#### Appeals

67. If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the appropriate local authority with a copy to [info@victoriousacademies.org](mailto:info@victoriousacademies.org) or FAO Admissions, Victorious Academies Trust, c/o Inspire Academy, Mossley Road, Ashton under Lyne, OL6 9RU.

68. To appeal for a place at a Tameside school you should complete the online appeal application form, which can be found at [www.tameside.gov.uk/schools/admissions](http://www.tameside.gov.uk/schools/admissions) by mid May of the year your child starts school. Additional details linked to the timescales for appeals can be found in Tameside's document Starting Out which is updated annually and is available on <https://www.tameside.gov.uk/admissions>

69. To appeal for a place at a Derbyshire school you should make your appeal within 20 school days of receiving notification that your application was unsuccessful. Information is available on Derbyshire's website as follows <https://www.derbyshire.gov.uk/education/schools/school-places/appeals/primaryand-junior-schools-appeals-guidance/primary-infant-and-junior-school-appeals-guidance.aspx>

#### Monitoring and review

70. The effectiveness of this policy will be monitored by the Chief Executive Officer and the Trust Board.

71. The Trust Board will review this policy annually.