



CANON JOHNSON C. OF E. PRIMARY SCHOOL **Arrangements for Admission to Reception 2018/19**

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

This arrangement follows consultation between the Governing Body, 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 a statement of Special Educational Needs 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 Churches Together in Britain and Ireland. 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.

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

In the case of previously looked after children, the governors may request a copy of the adoption order, residence order or special guardianship order confirming that he or she was looked after immediately prior to that order being made.

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 30th 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 statements of special educational needs 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 30th 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 applicants where this distance would be the last place/s to be allocated, the shortest walking distance will be used.

Proof of Address

Starting out and the application form asks 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 solicitor confirming exchange of contracts on a house**

- issued within the last 12 months
- ** issued within the last 3 months

Late Applications

The closing date for applications in the normal admissions round is (*to be determined*).

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. 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.

*****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 online 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

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 C. OF E. PRIMARY SCHOOL
School's Supplementary Form
Request for Admission to Reception: September 2017

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 in 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 _____.

Canon Johnson C. of E. Primary School
NURSERY ADMISSIONS POLICY 2018/19



Entitlement to Nursery Education Places

All children are entitled to a free part-time nursery education place. That entitlement is from the term **after** their third birthday. However, provision is made by a range of providers and the local authority aims to provide places in the year before they enter Reception. Some places may be available for three year olds in the term after their 3rd birthday if places are available.

From September 2012 each child is entitled to a maximum of 15 hours free early years education per week from the term following their third birthday. This entitlement can be delivered flexibly by the school (where it is able to do so and in response to parental demand). If the free entitlement is taken flexibly, it must be no less than two and a half hours per session and no more than 10 hours per day. The full 15 hours entitlement should be over no fewer than 2 days.

At Canon Johnson C. of E. Primary School, all places offered under this policy will be on a part time basis only (am) for sessions of three hours per day as requested through consultation. There are a maximum of 26 places for the morning session.

Roles and Responsibilities

The Local Authority will

- Distribute Tameside's policy for nursery admissions to all appropriate Governing Bodies
- Provide schools with a standard nursery admissions application form
- Review the Nursery Admissions Policy annually in conjunction with the nursery admissions consultation group
- Disseminate information about nursery education providers via the Family Information Service
- Provide guidance and support for Governing Bodies offering Nursery provision
- Publish timescales for Nursery Admissions annually
- Measure distances by request

The Governing Body/school will:

- Keep a record of all parents expressing an interest in a nursery place for their child
- Send out application forms to parents of children, who have expressed an interest according to LA timescales.
- Make it clear on all correspondence to parents that a place in nursery does not guarantee a place in Reception
- Inform parents in writing of an offer or a refusal according to LA timescales
- Provide copies of the following leaflets to parents who have been refused a place:
 - Free entitlement funding - Directory
 - Admissions to Nursery Classes 2018/19
 - How to claim your free early education place

Parents / Carers are expected to:

- Register their interest in a particular school by contacting that school
- Complete and return an application form according to given timescales
- Confirm acceptance of a place

The governing body of Canon Johnson C. of E. Primary School will formulate an admissions policy which includes faith criteria and ensure that the policy complies with all relevant legislation, including The Code of Practice on the delivery of Free Early Years Provision for three and four year olds.

Allocation of Nursery Places

Places will be allocated to children who will be 4 years old between 1st September 2018 and 31 August 2019 in the first instance (and therefore born between 1st September 2014 and 31st August 2015).

Where a school receives less applications from parents whose children will be 4 years old between 1 September 2018 and 31 August 2019 than there are places available, all must be offered places.

Where a school receives more applications from parents whose children will be 4 years old between 1 September 2018 and 31 August 2019 than there are places available the following over subscription criteria must be applied in order.

Where over-subscription occurs in applying the criterion 1-6, priority will be given to those pupils living nearest the school.

1. **Children in Public Care.** 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 Churches Together in Britain and Ireland. 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.
5. **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 a particular school nursery is essential. A panel of governors will make a decision as to whether to admit a child under these criteria using the evidence provided. All information provided will be treated in the strictest confidence. It is anticipated that the total number of children allocated places according to these criteria would form only a small proportion of the total number of children attending the Nursery.

6. **Siblings:** this will apply where the applicant is 4 years old by 31st August 2019 and has brothers or sisters attending the school at the time of application, who will still be attending at the time of admission. Within the sibling tiebreaker, 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, 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.

7. Age

Priority will be given to children in the following order:

7.1 Children who will be 4 years old by 31st December 2018.

7.2 Children who will be 4 years old by 31st March 2019

7.3 Children who will be 4 years old by 31st August 2019.

Tiebreaker - Distance

Where over subscription occurs in applying criteria 7.1, 7.2 or 7.3, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who live 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.

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 applicants where this distance would be the last place/s to be allocated, the shortest walking distance will be used.

Allocating places to children applying after the main allocation procedure has been completed

Where Canon Johnson C. of E. Primary School still has nursery places available after the main allocation process has been completed, the Governing Body will offer places to subsequent applicants on a 'first come first served basis', as long as that child is of the correct age i.e. will become 4 years old between 1st September 2018 and 31st August 2019 (and therefore born between 1st September 2014 and 31st August 2015). Should a parent request a place after the allocation process and the school has places available, a place should normally be offered.

Waiting Lists

Where the school has allocated all its nursery places, it will operate a waiting list. If a place becomes available, it should be allocated to a child on the waiting list according to the over subscription criteria.

If Canon Johnson C. of E. Primary School still has nursery places available after the start of term in September 2018, the governing body may offer places to children who will become 3 years old between 1st September 2018 and 31st December 2018.

Pupils will not be able to start in the nursery until the beginning of the term **after** they

become 3 i.e. January 2019 at the earliest. Pupils accepted into the nursery in this category will not be required to apply for a place in September 2019 as they will automatically continue in the nursery.

Offering places to children who will become 3 years old between 1st January 2019 and 31st March 2019.

The governing body may decide that it will offer empty places to pupils who will become 3 years old between 1st January 2019 and 31st March 2019 if there are still places available after the start of term in January 2019. Pupils will not be able to start in the nursery until the beginning of the term **after** they become 3 i.e. after Easter 2019 at the earliest. Pupils accepted into the nursery in this category will not be required to apply for a place in September 2019 as they will automatically continue in the nursery. Where Canon Johnson C. of E. Primary School receives more applications in this category than there are places available the over subscription criteria must be applied in the order as described earlier in this policy with age being children who will be 3 years old by 31st March 2019 to start after Easter 2019.

*****A place in nursery DOES NOT guarantee a place in Reception. ****

CANON JOHNSON C. OF E. PRIMARY SCHOOL
Request for Admission to Nursery: September 2017

1. Full Name of Child:

	GENDER: male/female
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2. Date of Birth:

3. Home Address:

4. Telephone:

Home:

Mobile:

5. Is there a special medical or social reason for your child to attend Canon Johnson C of E Primary School?

YES/NO

If YES, please give full details on a separate sheet and include written evidence from a medical specialist or professional.

6. Are you, as 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: _____

Attendance Details: _____

Signature of Vicar/Minister _____

7. Names of brothers or sisters attending Canon Johnson C of E Primary School

8. We have two sessions, each for 13 children. Please indicate which session you would prefer if possible:

- Morning Session 8.50am to 11.50am:
- Afternoon Session 12.10pm to 3.10pm:
- Either:

Is there a special reason for your preference?

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

Signature(s) of Parent/Carer:

PLEASE PRINT NAME:

This form should be returned to the Headteacher at the school as soon as possible. The

closing date for application is **Monday 20th February 2017.**

Applying for a Nursery Place at our School

1. Contact the school and register your interest in having a place for your child – give details to main office (child's name, date of birth, address and contact phone number. This can be done at any time after birth!
2. The school will keep a record of all parents expressing an interest in a nursery place for their child.
3. When your child is of the correct age as described in the policy, the school will send you an application form which **MUST** be filled in and returned to school by the deadline given on the form.
4. Application forms will be sent out by the school in January each year.
5. The school will use the oversubscription criterion described in the policy if more children apply than there are places available.
6. In March the school will write to offer or refuse your child a place in our nursery.
7. If you are offered a place you will need to complete and return the acceptance slip to the school as soon as possible after receiving the offer of a place. There will be a deadline for the acceptance of the place.
8. Parents who have been refused a place will be sent the following leaflets:
 - Free entitlement funding - Directory Admissions
 - to Nursery Classes 2017/18
 - How to claim your free early education place
9. You and your child will be visited at home in September before your child starts.
10. You and your child will also visit school in September before your child's start date.



****Please contact us at any time if you have any questions****