

**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)

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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.*

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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.

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### Admission Policy for Reception 2024 – 2025 contd.

#### **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

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

### **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.