

# St Anne's RC Primary and Nursery School, Audenshaw

## **Policy for Admission to Reception Class 2018-2019**

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 2018-2019, the school's Indicated Admission Number remains at 30, so the Governing Body's Planned Admission Number is 30. The school has been over-subscribed for several academic years.

The ethos of St Anne's 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 children who are in public care.
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.
8. Other children with certified exceptional social and medical needs.
9. Other children.

For categories 1 to 5 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 the same for two 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.

Children with Statements of Special Educational Needs where St Anne's School is specifically named in a Statement (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.

2. 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 Tameside 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.

3. Parents must complete a Common Application Form and express 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.

4. 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.

5. Parents should check carefully whether they are resident within the parish boundaries of The Catholic Parish of St Anne

A map illustrating these parish boundaries as formally defined by the Salford Diocesan Boundaries Board in March 2011 is available for viewing in the School Office.

6. 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.

7. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal, giving reasons for appealing, must be sent in writing to the Clerk to the Governing Body at the school within 20 days of receipt of the letter refusing to offer a place. 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 Appeals Panel decision is binding on the Governing Body.

8. 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.

## **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 step-brother, 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.

### **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, are split when allocations take place, parents will be offered a choice of breaking the sibling link and being offered places at two or more schools or all siblings being offered a place at the same school which may not be a preference school named on the common application form. The Governing Body may exceed Key Stage 1 and Reception Class Regulations for twins and multiple births where one of the children is the 30<sup>th</sup> child admitted and the other(s) are beyond that limit.

### **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 phone 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**

The closing date for applications in the normal admissions round is January 2017. Applications received after this date 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. In the case of primary schools this date is February 2019.

### **Waiting Lists**

St Anne's is frequently oversubscribed, so the Governing Body maintains a waiting list, until the end of the Autumn Term 2018. 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 (not just desirable). 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.

### **Looked After Children and Previously Looked After Children**

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.

### **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. The excepted children are as defined in the Admissions Code 2011 (Section 2.15)

### **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.

## **St Anne's RC Primary and Nursery School Audenshaw**

### **Nursery Admissions policy 2017-2018**

St Anne's Nursery is part of St Anne's Roman Catholic Primary School, provided by the Diocese and is maintained by Tameside Local Education Authority as a Voluntary Aided School. The school's Governing Body is the admissions Authority and is responsible for taking decisions on applications for admissions.

For September 2018 admission to the Nursery will be made by the Governing Body, subject to the following criteria, which will be used to form a priority order.

The criteria for admission to Nursery is outlined below:

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 children who are in public care.
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.
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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.

#### **Please note Carefully:**

*Admission to the Nursery does not guarantee a place at St Anne's School*

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

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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.

### **Additional Notes**

1. 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.
2. 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 and the application will be considered afresh.

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## **Children with Exceptional Medical Needs or Home Circumstances and/or Special Educational Needs**

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## **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 (see the definition in section 22(1) of the Children Act 1989).