

# Standish Lower Ground St Anne's Church of England Primary School

## ADMISSION ARRANGEMENTS 2024/25

### **Making an application.**

Applications for admission to the school for September 2024 should be made on the common application form and also on the School's own form between 5<sup>th</sup> November and 15<sup>th</sup> January .

### **Parents *must* complete the Local Authority application.**

It is not normally possible to change the order of your preferences for schools after the closing date. Parents should refer to the information in the LA information booklet if they wish to do this.

### **Parents who wish their application to this Church school to be considered against the faith criteria **MUST** also complete the supplementary form.**

If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criterion as the Governing Body will have no information upon which to assess the worship attendance.

### **Applications may also be made on-line by using both the common application form and the Supplementary Form [where it is on line]. A paper supplementary form must be submitted direct to the school**

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in April .

Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

### **Admission procedures**

Arrangements for admission have been agreed following consultation between the governing body, the Blackburn Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

### **The number of places available for admission to the Reception class in the year 2024 will be a maximum of 25.**

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 their admission 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 notifies parents of the result.

In the event that there are more applicants than places, after admitting all children with a statement of educational need or education health and care plan naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. Looked children and previously looked after children.

**NOTE:** *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence ie. A copy of the adoption order, residence order or special guardianship order.*

**Update:** Criterion 1: Looked after children and all previously looked after children. This includes 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.

Addition to note B: 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. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.

**NOTE:** *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.*

3. Children who have a sibling attending the school on the date of application and on the date of admission.  
*Siblings include step, half, foster, adopted brothers and sisters living at the same address, as part of the same family unit.*

4. Children whose parents live within the ecclesiastical parish of St. Anne's Church, Shevington.  
*A map showing the boundaries is available in school.*

5. Children with a parent / guardian worshipping in a church in membership of Churches Together in Britain and Ireland.  
*Churches Together in Britain and Ireland is taken on the 1<sup>st</sup> September in the year prior to admission to the school. A list may be obtained from its website.*  
*Parental worshipping is normally taken to mean a minimum of monthly attendance at church at public worship for at least six months. The relevant date is 1<sup>st</sup> September 2018.*  
*The Governors will request confirmation of this from the relevant clergy or church Officer. Where the family has changed churches, then information about all of them will be required.*

5. Other children:

**Tie-break:**

Where there are more applications for the available places within a category, then the distance between the GIS address point for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is a predetermined point generated from the local authority's GIS computer database, which is based on information from an Ordnance Survey to the Front Entrance of the school. Where the cut off point is for addresses within the same building, then the single measure between the address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

**Late applications for admission**

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

**Waiting 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 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 only.

### **Address of pupil**

The address used on the school's admission form must be the correct permanent homes address ie the family's main residence. This is where the child and parent or the person who has care of the child or parental responsibility normally lives. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. 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, Council Tax Office, Electoral Registration Officer, utilities provider. 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. Parents wishing their child to attend this school should arrange to visit the school before requesting a place. Parents must complete a Local Authority application form and school supplementary form. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application 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, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, 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 by 20<sup>th</sup> May.**

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.

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**

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

### **Part time attendance**

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

### **Nursery Classes**

The admission criteria for schools are different than those for nurseries. Attendance at the nursery or a co-located Children's Centre does not guarantee admission to the school. Parents must submit an application for a place in Reception class by the closing date.

### **Twins:**

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

### **Admission of children outside their normal year of entry.**

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

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

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

The process is as follows:

#### **Stage 1 – request**

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

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

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

#### **Stage 2 – decision**

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

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

- Parent's views

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

### **Stage 3 – outcome**

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

#### **Request agreed:**

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

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

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

#### **Request refused:**

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

Standish Lower Ground St. Anne's School Supplementary form  
Admission to Church of England/Methodist Schools 2024/25

**Name of child:**

**Surname** ..... **First names** .....

Date of birth .....

**Name of parent/guardian** .....

Address .....

.....

.....

Post code .....

**Telephone** ..... **Mobile** .....

**If you are applying on faith grounds, complete the following sections:**

**Place of worship** one of parents / guardians regularly attends:

Name of place of worship .....

Address .....

.....

**Name of vicar / priest / minister / faith leader / church officer :**

.....

Address .....

.....

.....

Post code ..... Telephone .....

**This named person will be contacted in order to provide the information.**