



# St Agnes C of E (V.A) Primary School

Knolls Lane, Lees, Oldham, OL4 5RU

Tel : 0161 770 5970

E-mail: info@stagnes.oldham.sch.uk

Headteacher : Miss S Butterworth

**ST AGNES CE (VA) PRIMARY SCHOOL KNOLLS LANE LEES OLDHAM OL4 5RU**

## **ADMISSION POLICY (for admission to Reception in September 2023)**

St Agnes Church of England Primary School is a Voluntary Aided school in the Diocese of Manchester. Admissions to a Voluntary Aided School are the responsibility of the Governing Body and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Oldham Council (the Local Authority) and the school liaises with the Diocesan Board of Education and the Local Authority on admissions issues.

Responsibility for admissions is delegated to the admissions committee.

### **Admission arrangements**

The Published Admission Number (PAN) agreed for admission to the Reception Year at the school is 15. If no more than 15 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or 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:

### **OVERSUBSCRIPTION CRITERIA**

1. **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 at the time of making an application to a 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. **Children whose parent\* is in regular attendance at public worship at St Agnes Church**

(Regular attendance means a minimum of fortnightly attendance at Church at public worship for at *least the year prior to 1<sup>st</sup> September* in the year before admission to the school. Evidence of regular attendance of the parent must be provided by a member of the clergy or other designated church officer on the Supplementary Information Form provided, which is available from the school.)

3. **Children whose parent\* is in regular attendance at public worship at the Church of St Thomas or St Hugh in the Parish of Leesfield.**

(Regular attendance means a minimum of fortnightly attendance at Church at public worship for at *least the year prior to 1<sup>st</sup> September* in the year before admission to the school. Evidence of regular attendance of the parent must be provided by a member of the clergy or other designated church officer on the Supplementary Information Form provided, which is available from the school.)





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## 4. Children whose parent\* is in regular attendance at public worship in a church which is a member of Churches Together Britain and Ireland.

*(Regular attendance means a minimum of fortnightly attendance at Church at public worship for at least the year prior to 1<sup>st</sup> September in the year before admission to the school. Evidence of regular attendance of the parent must be provided by a member of the clergy or other designated church officer on the Supplementary Information Form provided, which is available from the school. The website for the list of Churches Together Britain and Ireland is [www.ctbi.org.uk](http://www.ctbi.org.uk))*

## 5. Children whose exceptional medical or social circumstances mean that their needs can only be met at St Agnes School

*(Professional written evidence from a doctor, psychologist or social worker is essential for applications to be considered under this category and the supporting evidence must set out the particular reasons why this school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.)*

## 6. Children who will have an older brother or sister attending the School at the time of their admission.

*(“Brother’ or ‘sister’ includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.)*

## 7. All Other Children

### \*Parent

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to parents’ attendance at Church, it is sufficient for just one parent to attend.

**TIE-BREAKER:** Should it become necessary to differentiate between a number of pupils who are all within the same criterion group, priority will be given to those children living closest to the school.

The Local Authority, using the LA Geographical Information System, Post Office Post Code data and Ordnance Survey mapping data, will calculate the distance between home and school for all children who apply. All distance measurements will be in a straight line between the two geographical data points of the home and the school, with those living closer to the school receiving the higher priority. If the 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.

**APPLYING FOR PLACES:** Applications must be made on the Local Authority’s Common Application Form (CAF). Details of all the applications made will be forwarded to the school by the Local Authority.

**SUPPLEMENTARY INFORMATION FORM:** parents who wish their application to be considered under faith criteria (criteria 2, 3 or 4 above) or exceptional medical or social needs (criterion 5) should complete a supplementary information form which can be found at the end this policy.

This must be returned to school once completed. Failure to submit this form or evidence of exceptional medical or social needs will mean that the application cannot be considered under these criteria.





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**RIGHT OF APPEAL:** Where the governors are unable to offer a place because the school is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent Appeals Committee. Appeal forms may be obtained from the Local Authority and returned to Constitutional Services, Level 4, Civic Centre, West Street, Oldham.

## **WAITING LISTS:**

Where we have more applications than places, the oversubscription 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 oversubscription 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 31 December at the end of the Autumn term following admissions in September.

## **NORMAL DATE OF ADMISSION TO RECEPTION AND DEFERRED ADMISSION**

Children will normally be admitted into the Reception Year at the beginning of the Autumn term before 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 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 application was made. Where 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.

## **CHILDREN FROM MULTIPLE BIRTHS:**

Where there are children from 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.

## **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.





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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.

## **NON-ROUTINE/IN-YEAR 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. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The Local Authority will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the Local Authority, and information about how to appeal against the refusal will be provided.

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





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## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO ST AGNES PRIMARY SCHOOL 2023

Name of child..... Date of Birth.....

Address.....

Name of Parent/Guardian.....

Address (if different) .....

Telephone No..... Mobile No.....

1) Have you attended public worship at Church at least once a fortnight for at least the year prior to 1<sup>st</sup> September 2022? **YES/NO?** .....

If YES, please give details of the Church attended .....

Give details of the Vicar / Church Officer .....

Telephone number of where he/she can be contacted.....

**Please have this form signed below by the relevant person at your church.**

**For completion by Vicar/Church Officer:**

**I confirm that the parent/guardian named above has attended public worship at Church at least once a fortnight in the year prior to 1 September 2022**

Name of Vicar / Church Officer..... Signed.....

2) Please give the names of any brothers and/or sisters and their date of birth, who will be pupils at the school when your child is admitted into Reception.  
.....

3) If you are seeking a place under criterion 5 (exceptional medical or social circumstances) please attach written supporting professional evidence.

I understand that completion of this form does not guarantee a place at St Agnes School.

Signed..... (Parent / Guardian) Date .....

