

Bollington St. John's Church of England
Primary School



Where talent grows

Head Teacher: Mrs M. Walker

Head of Teaching, Learning and Assessment: Mrs E. Watson

"Whatever you do, work at it with all your heart, as working for the Lord"

Colossians 3:23

ADMISSIONS POLICY 2023/2024 – Bollington St John's CE Primary School

All requests for admission are considered by the Governors. The planned admission number for Reception is fifteen. Where the number of applications exceeds the number of places available, then priority will be given in the order set out: -

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 child arrangement order or special guardianship order), 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. 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
2. Children having a sibling already attending, and continuing to attend, the school at the time of admission.
3. Children living in the parish of St Oswald's. A map showing the parish boundary is available from the school office and the school website.
4. Children whose parents are regular and faithful worshippers at St Oswald's Church, Bollington, Cheshire.
5. Children whose parents are regular and faithful worshippers at any other Christian Church, who are members of Churches Together in Britain and Ireland.
6. Distance. Pupils living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point.

Notes

- (a) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.

- (b) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (c) A regular and faithful worshipper is defined as having attended church, for an average of once per month, for a period of at least one calendar year prior to the closing date for the application. Evidence in the form of a letter from the incumbent would be required to qualify under this criterion. This should be forwarded with your supplementary form at the time of application. Supplementary forms are available from the school office and the school website.
- (d) Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the distance from the school to home measured using Ordnance Survey address point system those living nearest being given priority. Where there are two children with the same distance then a random allocation undertaken by an independent body will be used to decide on admission.
- (e) All children with birthdays between 1 September 2018 and 31 August 2019 are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year or until the child reaches statutory school age. The Headteacher should be consulted if this option is being considered.
- (f) 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.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure.

Children with EHCPs

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education Healthcare Plan that names their school regardless of the schools PAN.

Late applications for admission

Applications received after the closing date will be recorded as 'late' and considered after all on-time applications unless the Local Authority confirms that the reasons presented in support of the late submission justify the application being considered alongside on-time applications. Reasons can include exceptional medical reasons preventing an earlier application or late removal into the area. Reasons must be presented at the time of application and supporting documentation must be provided.

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 on written request. 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 31st December.

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-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 evidence of the claim that is being made for the address, e.g. utility bills 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. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

In Year admissions

Applications for school places 'in year' are for admission after the first day of the school year into any year group. You will need to complete the Local Authority in year application form from their website, which will be forwarded to the school to process. Hard copies of the application form can be found in the "In Year Admissions" booklet or by contacting 0300 123 5012.

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 within 20 school 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 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 board 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.

Summer born children

Children born in the summer term are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. Should a parent wish their child to be admitted to reception, rather than year one, at this point, they may request that they are admitted out of their normal age group. Paragraph 2.17A of the School Admission code requires that, in any circumstance where a parent requests their child is admitted out of their normal age group, the admission authority must make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

Multiple births

Where there are children of multiple births wishing to be admitted the governors may admit over the infant class requirement if it is possible to do so.

If these arrangements are determined where consultation has not followed due process, then the school/Governing Body may be open to challenge through the Office of the School Adjudicator.

Date: September 2021