

LEIGH ST JOHN'S C.E. PRIMARY SCHOOL



ADMISSION CRITERIA 2026/2027

ADMISSION NUMBER

The admission number for Reception Class is 30. Parents/Carers can register their interest for a place at Leigh St John's CE Primary School by contacting the school and requesting a 'register of interest form' to complete and return. This is not an application form but means that we can contact the parent when the relevant year for admission process begins, share information and invite them to school should we hold an Open Day.

METHOD OF ALLOCATION

Parent/Carers must complete the Local authority application form and return it to the local authority by the closing date. In addition, if admission is sought under criteria 3-6, the Governors' Supplementary Information Form should be completed and returned to the school by the closing date. This will enable the Governing Body to assess the application under the faith-based criteria (criteria 3-6). If the Supplementary Information Form is not received by the closing date, the application can only be considered without any reference to criteria 3-6.

The school will admit all pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) where the school is named in the Statement or EHCP. If, after the admission of pupils with a Statement of Special Educational Needs or EHCP, there are more applicants than places remaining, places will be allocated using the following oversubscription criteria, which will be applied in the order of priority shown:

1. Looked after children and previously looked after children.
(Defined at (l) below)
2. Children with siblings who will be attending St John's C.E. Primary School at the time of admission.
(Defined at (e) below)
3. Children, who with their families, are regular worshippers at St Mary's the Virgin Church (Leigh Parish)
(Defined at (a) (d) below) Refer to (b) for how the evidence is presented.
4. Children, who with their families, are regular worshippers at another Christian Church.
(Defined at (a)(c)(d) below) Refer to (b) for how the evidence is presented.
5. Children who have been baptised at St Mary's the Virgin Church (Leigh Parish).
(Defined at (f) below)
6. Children who have been baptised at another Christian Church.
(Defined at (f)(c) below)
7. Children living closest to the school (main front entrance) measured by a straight line distance, from the home address to the main entrance, using the Local Authority measuring system.

Notes:

- a) A regular worshipper of a church is deemed by the Governing Body to be one who has attended a service in that church, for at least once a month (different months) for a minimum of six months up to the time of application. In the event that during the period specified for

attendance at worship the church has been closed for unrestricted 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.

- b) Evidence of regular worship at a Christian Church must be presented by completing the addendum attached to the school's supplementary form and submitting this directly to the school before the application deadline. This must be signed by the appropriate clergy.
- c) The Governing Body defines "Christian Church" as any church in membership of, or sharing the statement of belief of, Churches Together in Britain and Ireland (www.ctbi.org.uk).
- d) For the purpose of interpreting the criteria, family is classed as the person/people the child is living with, i.e. mum, dad, step-parent and natural parent, foster parents as well as maternal/paternal grandparents of the child applying for a place. A 'parent' is classed as the parent to whom the child allowance is paid.
- e) Siblings include full brothers and full sisters, half-brothers and half-sisters, stepbrothers and stepsisters, foster brothers and foster sisters who live at the same address as part of the family unit.
- f) Baptised at time of application and before the closing date. A certificate of Baptism from the relevant church is required to be considered under this criterion.
- g) Tie-breakers - If at any stage there is a tie for a place, the decision will be based on distance from the main school entrance, measured in a straight line by the LA, to the child's home address. Occasionally this distance may be the same for more than one last child with the final place allocation. In this case, governors will use random allocation using the LA as the independent authority under their policy guidelines.
- h) If we offer the last place available at a school to one of twins (or triplets and so on), our policy is to admit the other twin or triplets too.
- i) You must give the correct permanent home address. This is where the child and parents, or the person who has care of the child or parental responsibility, normally live. If you are separated and your child spends time at each parent's address, the address you use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit for this. Where the governing body discovers that a child has been awarded a place as a result of a fraudulent or intentionally misleading application (for example, a false address or false claim to involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then under the School Admissions Code, the governing body is able to withdraw the offer of the place. The application will be considered a fresh and the right of appeal offered if a place is refused.
- j) 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.
- k) Parents can request that their child attends part-time until the child reaches compulsory school age.
- l) This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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.
This criteria also includes looked after children and all previously looked after 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. Applications for previously looked after children must be supported with appropriate evidence i.e. copy of the adoption order, child arrangements order, or special guardianship order.
- m) Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15th February will be included with on time applications.
- n) The school follows the local authority's policy on "admission of children outside of their normal age group." This is available on request from the school.

NB: Waiting List

Leigh St John's CE Primary School will operate a 'waiting list'. Places may become available at a school after the offer date. We will:

- Put all children who we refuse a place to on the waiting list
- Keep the list in priority order, decided by oversubscription/admission criteria
- Offer any places that become available to the next child on the waiting list; and
- Maintain the waiting list until 31st December 2026