

Admissions Policy

Leigh St John's CE Primary School



Approved by: Full Governing Body **Date:** Autumn 2024

Last reviewed on: Autumn 2024

Next review due by: Autumn 2025

Contents

1. Aims	2
2. Legislation and statutory requirements	2
3. Definitions	2
4. How to apply	3
5. Requests for admission outside the normal age group.....	3
6. Allocation of places	4
7. In-year admissions.....	6
8. Appeals.....	7
9. Monitoring arrangements.....	7

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

We at Leigh St John's CE Primary School also require applicants to complete the relevant 'supplementary information form' which can be found: hard copy sent to those who have registered an interest; on the school website; on Wigan Council's admission to primary portal. Alternatively, parents can request one to be sent out in the post or by e-mail, by contacting the school directly on telephone number 01942 672825 or by e-mail, enquiries@admin.leighstjohnsprimary.wigan.sch.uk

You will receive an offer for a school place directly from your local authority.

We recommend that parents contact school in advance of application stage to 'register and interest' by telephone or e-mail as stated above. This is NOT part of the application process and is not mandatory. However, it means that we can send you information about the application process at the time of the relevant admissions round. However, it is still parental responsibility to make sure you apply for admission to reception class at the correct time and this registration of interest form does not guarantee you notification.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 30 pupils for entry in Reception.

6.2 Selection and banding (n/a)

6.3 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

At the time of review of this policy (November 2024), the determined over-subscription criteria used by Leigh St John's CE Primary School are as follows:

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 criterion 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

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Kirkhall Lane, opposite Cavendish St. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, but they are not twins or triplets so on, random allocation will be used to decide between them. This process will be independently verified.

6.5 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the 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.

6.6 Challenging behaviour

We will not refuse to admit a child on grounds of behavior in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behavior which may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.7 Fair Access Protocol

We participate in Wigan Council's' Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

We participate in Wigan Council's mid-year application scheme (In-Year Co-Ordinated Admission Scheme) and they manage any in-year applications on our behalf. If there are spaces available in the year group you are applying for, your child will be offered a place. If there are more applicants than places, the over-subscription criteria will be applied as described at 6.3 of this policy. If there are no spaces available at the time of your application, you will be informed of the outcome and the application will be closed. A new application should be submitted to Wigan Council if you wish to be considered at a later stage. There is no waiting list system in place for in-year applications.

Details on how to apply for an in-year admission can be found by following this link :
www.wigan.gov.uk/schooladmissions

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: Leigh St John's CE Primary School, Kirkhall Lane, Leigh WN7 1RY. Or you can e-mail it to:
enquiries@admin.leighstjohnsprimary.wigan.sch.uk

Otherwise, if you have completed Wigan Council's webpage appeal form, follow the relevant guidance as indicated on the portal.

We participate in Wigan Council's services for appeal hearings and further to submitting an appeal, you will be informed of the hearing date, by them, as soon as they have been arranged. The school does not arrange these hearing dates.

9. Monitoring arrangements

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.