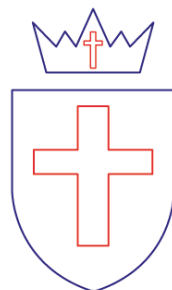


# **ALL SAINTS C OF E PRIMARY SCHOOL NEWTON HEATH MANCHESTER**



## **Admissions Arrangements Policy**

**2018 / 2019**



# ALL SAINTS C OF E PRIMARY SCHOOL, NEWTON HEATH

## ADMISSIONS ARRANGEMENTS POLICY

2018/2019

### Mission Statement

**Through Christian teaching, we aim to develop an inclusive learning community, where through strong relationships the achievements of all are celebrated.**

### PROCEDURES FOR ADMISSION

1. In accordance with the School Admission Code of Practice 2014, the Governing Body has agreed with the Local Authority and Diocese of Manchester the following procedure for the admission of children to All Saints C of E Voluntary Aided Primary School.

2. Responsibility for admissions is delegated to the Headteacher, in consultation with the Governing Body, Curriculum, Standards and Policy Committee.

### 3. DATE OF ADMISSION

Children are currently admitted to the Reception Class at the beginning of the academic year in which they reach the age of five.

4. Admissions to All Saints' C of E Voluntary Aided Primary School must be organised under the following procedure in case of over-subscription.

(a) the names of all children who are due to enter the Reception Class must be arranged on a list during the preceding Spring term. All pupils' names should be arranged in the order listed in Categories 1-6 below. Children attending the Nursery Class **do not** have an automatic right of admission to the school and should also be included in this procedure.

**Category 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 residence order of special guardianship order).

**Category 2** Statemented Children in whose statement the school is named.

**Category 3** Children who have at least one parent/guardian in regular attendance at All Saints Church. Regular attendance shall be defined as attending Church on 12 Sunday's per year being verified by the Minister of the Church.

**Category 4** Children who have at least one parent/guardian in regular attendance at a church listed in Churches Together in England. Regular attendance shall be defined as attending Church on 12 Sunday's per year being verified by the Minister of the Church.

**Category 5** Children with one or more siblings attending the school at time of admission. Brother or sister includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.

**Category 6** Any other children

**Notes:**

In the event of the need for a final tie breaker distance from home to school will be considered. Within each category distance will be measured in a straight line from the centre point of the child's address to the centre point of the school as defined by the Local Land and Property Gazetteer, the national mapping agency, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. Starting with those children at the top, places are then given out until the set number for the school is reached.

Please note the following:-

- (a) The date on which a parent or guardian enters the child's name for admission has no bearing on the child's position on the list.
- (b) When all the children seeking a place have been arranged in accordance with the order given above, the Headteacher should record the names of all the children who will be admitted throughout the year against the appropriate date for their admission.
- (c) If it is necessary to refuse any parent a place for their child, the Local Authority should:
  - (i) offer parents assistance in finding a place in a suitable alternative school;

(ii) 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 14 days of receiving the 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.

(d) If parents approach the school for a place after the dates laid down above and there is no vacancy, they should be placed on the waiting list according to the above priorities. If a place becomes available, it should be offered according to the oversubscription criteria.

(e) Where there are children of multiple births wishing to be admitted, and the sibling is the 30<sup>th</sup> child, the Governors may admit over the infant class size requirement if it is possible to do so.

## **ADMISSIONS OF CHILDREN OTHER THAN AT THE RECOGNISED ADMISSION DATES (Including Transfers Between Primary Schools)**

5. Where, at the date of application, there is a vacancy in the year group to which admission is sought, Headteachers may not refuse admission. The number of pupils to be admitted to each year group is shown in the booklet 'Admissions to Primary Schools - A Guide for Parents'.

The current number of pupils admitted to Years 1 - 2 is a set limit of 30 and Years 3 - 6 is a set limit of 32. This number may, in exceptional circumstances, be exceeded following consultation between the Local Authority, Diocese and Governing Body

6. Where, at the date of application, there are no vacancies, a waiting list will be drawn up using the priority criteria. When places become available, they should be given to pupils according to the criteria.

7. Children may, if their parents wish and provided the other Local Authority agrees, attend a maintained primary school outside Manchester. Admissions to primary schools outside Manchester will be in accordance with arrangements made by the providing Authority.

8. 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 14 days of receiving the 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 day's notice of the place and time of the hearing.

## **NURSERY ADMISSIONS**

Children are currently admitted to the Nursery Class at the beginning of the academic year in which they reach the age of four.

Admission procedures for the Nursery Class are the same as those for admission to the primary school.

There are 30 full-time Nursery places. Each Nursery session is 4 hours 35 minutes (9.00am - 11.45pm / 1.05pm - 3.05pm).

Children are introduced to the Nursery on a full-time basis after a short period of settling in.

### **Note:**

There is a limit of 30 places in the Reception Class.

A place in the Nursery Class **does not** guarantee a place in the Reception Class.

SIGNED: \_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (Chair of Governors)

Date: \_\_\_\_\_

**This Policy has been ratified by the Governing Body at its meeting on Thursday, 16<sup>th</sup> March 2017 and will be reviewed in March 2018.**

**It was updated in March 2017.**