

St. Peter's C.E. Primary School – Farnworth

Admission policy from September 2027-2028

Admission arrangements for admission to the Reception Year

Applications for admission to the Reception Year in September must be made on the local authority's common application form. Details of all the applications made will be forwarded to the school by the local authority. Applicants for admission on faith grounds also need to complete the Supplementary Information Form **available from the school**. The timetable for submitting applications, and notifying parents, of the outcome is published by the local authority.

Admissions Policy

St Peter's Church of England Primary School is a Voluntary Aided school. Admissions to an Aided school are the responsibility of the Governing Body, in agreement with the Diocesan Board of Education and the Local Authority. The school is required to act in accordance with the School Admissions Code. Responsibility for admissions is delegated to the Governing Body Admissions committee. No member of this committee may be otherwise involved in the admissions process e.g., by writing references on behalf of the church.

The Published Admission Number (PAN) agreed for admission to the Reception Year is 60. If no more than 60 applications are received for admission to the Reception Year, all applicants will be offered places.

The Governors will admit all children who have a statement of special educational needs or an Education, Health and Care Plan (EHCP) in which the school is named. In the event of over subscription for the remaining places they will be allocated by use of the following oversubscription criteria which will be applied in the order of priority set out below;

1. Children in public care and previously looked after children.

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.

2. Christian Faith Attendance at Worship.

Regular attendance (at least 12 times within a 12 month period) by the parent/guardian/other family member/Godparent and the child at any Christian church*.

At least 12 attendances at a church must occur in the 12 month period prior to application.

Evidence will be required from a member of the clergy or other designated Church Officer– see supplementary form.

*Christian church means any church, which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.

3. Sibling

Children who will have an older brother or sister attending the school at the time of admission. This includes full, step, half, fostered and adopted brothers or sisters living in the same home and full brothers or sisters living apart.

4. Other Faiths

Regular attendance (at least 12 times within a 12-month period) by the parent/ guardian/other family member/Godparent and the child at a place of worship in membership of the Inter faith network.

At least 12 attendances must occur in the 12-month period prior to application.

Evidence will be required from an official from the place of worship – see supplementary form.

Note 1; Additional notes regarding faith applications

Attendance must be confirmed by the signature of an official of the church or place of worship. The supplementary form will be signed by the clergy, or their representative, prior to the January application deadline.

5. Children with exceptional medical or social needs.

Where admission is sought for exceptional medical or social reasons, professional supporting evidence (e.g. a letter from a doctor, psychologist or social worker) is essential. This written evidence must explain why the child should attend St. Peter's C.E. School rather than any other school and the difficulties that would be caused if the child had to attend another school. Applicants must ensure that the written evidence is returned to the school by the closing date for applications as it is on this evidence that Governors will base their decision.

6. Proximity to School (Distance)

This will be the distance to the child's normal front door from the main gate of the school in a straight line, as defined by the local authority, the nearer address having priority over ones that are more distant. The "normal" home of the child will be taken to be the home in which the child sleeps for the majority of the school week.

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.

Waiting List

Where we have more applications than places, the oversubscription criteria will be used.

Children who are not offered a reception place for the September intake at their preferred school will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

Deferred admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Twins, triplets etc.

Where there are children of multiple births wishing to be admitted and the sibling is the 60th child, the Governors may admit over the published admission number if it is possible to do so, as such children are permitted exceptions to the infant class limit

Appeals

Where the Governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standard 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 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.

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. 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 admissions In year admissions Applications to join other year groups

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school. All applicants must use the standard Local Authority in year admission form and the Local Authority will co-ordinate the application for a place. The Governing Body Admissions committee will decide whether the applicant shall be offered a place.

If there is no place available in our school then the Governing Body Admissions committee will inform the LA and information about how to appeal against the refusal will be provided should it be requested.

Parents will need to request for their child to be placed on an in year waiting list. Should any places become available they will be allocated in accordance with the published admission criteria. After a waiting list ends on 31 August, if a parent wishes their child to continue to be considered for a school place in the next school year, they will need to reapply for a place.

Occasionally it may be necessary to refer the application to the local authority's in year fair access panel on the basis that the school feels unable to offer the child a place, due to the exceptional circumstances of the case. Each case of this type will be considered individually. The school has signed up to the in year fair access protocols and will abide by the outcomes of the panel's decision.

SUPPLEMENTARY FORM FOR PARENTS APPLYING FOR ADMISSION TO
ST.PETERS C.E. PRIMARY SCHOOL, FARNWORTH

This form must be submitted along with the local authority's common application form if you wish to apply under criteria 2 or 4 of the admissions policy as part of your application.

Name of child _____

Date of birth _____

Name of parent(s)/guardian(s) _____

Address _____

Name and address of church **the child** and at least one parent/guardian/other family member/Godparent attend.

Name of vicar/priest/minister/faith leader _____

Can you confirm that either parent/guardian/other family member/Godparent and your child attended public worship at the above church or place of worship on at least 12 separate occasions, over the 12 months prior to application.

Yes / No * delete as appropriate

I declare that the above information is correct and complete.

Parent/Guardian signature _____

Date

Please complete the reference on the 2nd page.

Reference from Church/Faith Leader

Name and address of church

I confirm that the above information provided by the parent/guardian is correct.

Name of Vicar/Priest/Minister/Faith Leader _____

Denomination _____

Address _____

Vicar/Priest/Minister/Faith Leader's signature _____

Date _____