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*Living and learning together in faith*

## Admissions Criteria / Policy

St Luke's Church of England Voluntary Aided Primary School caters for the age range 4-11 years.

### Making an application

The process for making an application for admission to the school can be found on the Oldham Council Website. Applicants who wish to make an application under criteria 5 or 7 should also complete the School's own supplementary form, or they may be disadvantaged. The supplementary form can be obtained from and should be returned to the school

It is not normally possible to change the order of your preferences for schools after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority

The number of places available for admission to the Reception Class in the year 2016 is 30. This arrangement follows consultation between the governing body of the school, the Diocesan Board of Education, Local Authorities and other Admissions Authorities in the area.

The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body must operate a system of equal preferences under which they consider all preferences equally and the Local Authority must allocate places according to its policy. In the event that there are more applicants than places, the governing body will allocate places:-

Children with statement of Special Educational Needs in whose statement the school is named must be offered a place.

In the event of over-subscription the following criteria will be used which are listed in order of priority:

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 or special guardianship order). (Children in public care).

2. Children whose medical or social circumstances mean that their needs can only be met at the school.
3. Children who will have an older brother or sister attending the school at the time of their admission.
4. 6 places will be allocated to children based on geographical proximity to the school.
5. Baptised children of parent(s)/guardian(s) who are regular members of St Matthew and St Luke's Parish Church congregation
6. Any child resident within the parish boundary of St Matthew and St Luke as defined on the Diocesan website – [www.manchester.anglican.org](http://www.manchester.anglican.org).
7. Baptised or dedicated children whose parent(s)/ guardian (s) are in regular attendance at a church within the parish boundary of St Matthew and St Luke , which is a member of the Churches Together in Britain and Ireland.
8. Any other child.

Notes:

- a) In the event of over-subscription in any of the categories listed at 1 to 8 above , places will be offered in order of the geographical proximity of the address where they live to the main entrance gate of the school.
- b) The term parents will include:-
  - 1) Parents (both)
  - 2) Parents (single)
  - 3) Guardian
- c) Where admission is sought under the medical or social circumstance criteria, professional supporting evidence e.g. from a doctor, psychologist or social worker is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- c) Brother or sister includes step, half, foster and adopted brothers and sisters living at the same address and full brother and sister living apart.
- d) Regular attendance at church is taken to mean a minimum of monthly attendance at church at public worship of at least the year prior to 1<sup>st</sup> September in the year before admission to the school. Evidence of regular attendance of parent(s) must be provided by a member of the clergy or other designated church officer on the form provided.
- e) Where there are more applicants for the available places within a category, then distance from the child's normal home front door to the main entrance gate of the school in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over more distant ones. The "normal" home of a child will be taken to be the home in which the child sleeps for the majority of the school week.



### **Late applications for admission.**

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for application, and it is before the governors have established their list for pupils to be admitted, then it will be considered alongside all the others.

### **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. 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 applications for the school will be slotted into the order according to the extent to which they meet the criteria. It is therefore possible for a child that 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 end of the autumn term only.

### **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. identity cards 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.

### **Non-routine admissions**

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 should arrange to visit the school where they will be given a copy of the application form and the school's supplementary form.

Once completed, these forms should be returned to the school who will offer a place if there is one available.

Parents will be informed of the outcome by letter and if there is no place available the parents have the right to appeal (see below).

### **Right of Appeal**

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 Local Authority 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.



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 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.

### **Deferred admission**

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday. Parents may request that their 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.

Any parent who is considering deferring or delaying entry to primary and infant school reception classes should refer to Oldham LA's policy available on the Oldham Council website ([www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions))

### **Twins**

Where twins, triplets etc. or other children born within the same school year might be split when allocations take place, and there are too few places available at the school to accommodate them all, the governors may admit over the infant class requirement if it is possible to do so.

Policy Reviewed January 2017

