



## Determined Admissions Arrangements September 2021

Thank you for choosing St Anne's Church of England Primary School, where we strive to ensure that children are happy learners who make good progress across a broad and balanced, creative curriculum. Ofsted judged the school as 'Good' in all areas in May 2018.

As a church school, we believe in the importance of giving our pupils an education underpinned by Christian values such as respect and thankfulness. You can't help to notice the 'family' feel at St Anne's, where children learn in a safe, secure and happy environment. SIAMS awarded the school as a 'Good' Church of England school in July 2016.

We are committed to delivering a curriculum that meets the needs of every child, from the most-able, to children with special educational needs. Choosing the right school for your child is a big decision, and we appreciate that the decision is an act of trust. Our aim is to ensure that your child is extremely well-cared for, and that the time they spend at St Anne's is happy and successful.

### Background information

St Anne's Church of England Primary School is a Voluntary Aided school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Lancashire County Council (the Local Authority) and the school liaises with the Local Authority and Manchester Diocesan Board of Education on admissions issues. The following arrangements for admissions include the criteria used to determine the allocation of places when the school is oversubscribed.

### Admission arrangements

The school's published admission number (PAN) agreed for admission to the Reception Class is 30. ***If no more than 30 applications are received for admission to the Reception Class, all applicants will be offered places.***

(The school also has a Nursery class. Please see the separate Nursery admissions policy for full details. Attendance at the school's Nursery class does not guarantee a place in Reception. A separate application must be made for any transfer from the Nursery class to the Reception Class in the Primary School.)

Responsibility for allocating places when the school is oversubscribed is delegated to the Governing Body Admissions Committee.

The school will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement/EHCP the school is named.



**Oversubscription criteria**

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with a statement of special educational needs or an EHCP naming the school), the decision on which children will be allocated places will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

<b>Criteria</b>
1. Looked after children and previously looked after children.
2. Children whose exceptional medical or social circumstances mean that their needs can only be met at this school.
3. Children whose parent(s) / guardian(s) is regularly involved in the devotional life of St Anne’s CE Church.
4. Sibling of a pupil already attending the school at the time the application is made and who will still be in school at the date of admission.
5. Children who attend the school nursery and who are eligible for Early Years Pupil Premium, the Pupil Premium or the Service Premium.
6. Children whose parent(s)/guardian(s) is regularly involved in the life and worship of a Christian Church (other than the Parish Church of St Anne’s) which is a member of Churches Together in Britain and Ireland).
7. Other children.

**Notes**

- a) A “looked after child” is a child who is (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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- b) Where admission is sought under exceptional medical or social circumstances criteria, professional supporting evidence, e.g. a letter 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) Regular involvement in the devotional life of St Anne’s CE Church means a minimum of fortnightly attendance at St Anne’s CE Church by at least one of the child’s parent(s)/guardian(s) at public worship for at least the year immediately prior to the date of application for admission to the school. Attendance at public worship may be on Sundays or other days of the week, including mid-week bible study. Evidence of regular attendance must be provided by the parish priest or designated church officer.
- d) Sibling (‘brother’ or ‘sister’) includes full, step, half, foster and adopted brothers or sisters living at the same address.
- e) The pupil premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. The service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel. The early years pupil



- f) premium is additional funding paid to support disadvantaged children receiving government-funded early education.
- g) Regular involvement in the life and worship of another Christian Church (which is a member of Churches Together in Britain and Ireland) means a minimum of fortnightly attendance at church at public worship by at least one of the child's parent(s)/guardian(s) for at least the year immediately prior to the date of application for admission to the school. Attendance at public worship may be on Sundays or other days of the week, including mid-week bible study. Evidence of regular attendance must be provided by the parish priest, vicar, minister or designated church officer. A list of Churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)

### **Tie-breaker**

Where there are more applicants for the available places within a category, the distance between the Ordnance Survey address points for the school and the child's home, measured in a straight line, will be used as the final determining factor, nearer addresses having priority over more distant ones.

### **Home Address/Pupils of Shared Parental Responsibility**

The "normal" home address of the child is taken to mean the address where the child sleeps overnight for the majority of the week between Sunday evening to Friday morning. Where a child lives with parents with shared responsibility, the home address used on the admissions application form must be the current one at the time of application. If the address then changes, parents should notify the school. Where parents live at different addresses, the home address "current at the time of application" i.e. the "normal" home address of the child, defined above, should be used. Parents may be asked to show evidence of the claim being made for the address being used. If an address is in dispute, the governors reserve the right to make enquiries of any relevant third party, such as family GP. For children of UK service personnel and other Crown servants returning to the area, proof of the confirmed posting to the area is all that is required (i.e. an official letter that declares a relocation date and a Unit postal address or quartering address).

### **Final Tie-breaker**

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.

### **Children from multiple births**

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number if it is possible to do so.

### **Infant class size**

Under the School Standards and Framework Act 1998 and the School Admissions Code, infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plan specifying a school
- b) Looked after children and previously looked after children admitted outside the normal admissions round
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process



- d) Children admitted after an independent appeals panel upholds an appeal
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance
- f) Children of UK service personnel admitted outside the normal admissions round
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

### **Applying for places**

Applications for places in Reception in the normal admissions round each year must be made on the local authority's common application form. Applications should be made online. The online admissions system can be accessed at [www.lancashire.gov.uk](http://www.lancashire.gov.uk) then search on the A-Z for "school admissions". Applications must be submitted by the statutory closing date. Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, please complete and return the school's Supplementary Information Form (SIF) to the school by the closing date if you wish your child to be considered for entry under the faith-based criteria (criteria 3 and 6 above).

### **Late applications for admission**

Where the Governing Body accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the Governing Body have established their list of pupils to be allocated places, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the oversubscription criteria.

### **Fraudulent applications**

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 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 under the School Admissions Code the governing body is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Waiting list**

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places. 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 is not one of the admissions criteria, it cannot be a criterion for the order of names on the waiting list, and late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who 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 31 December at the end of the autumn term following admissions in September.



## **Appeals**

Where the governors are unable to offer a place because the school is over-subscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent admission appeal panel. Parents wishing to appeal should set out their grounds for appeal in writing and must send the appeal to the clerk to the governors at the school. Parents will have the opportunity to attend in order to present their case to the panel, and will normally receive 14 days' notice of the place and time of the hearing.

Please note that this right of appeal against the governors' decision does not prevent a parent from making an appeal in respect of any other school.

## **Deferred Admissions**

Children are entitled to a full-time place in school in the September following their fourth birthday. Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where 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.

## **Admission outside the 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.

As noted above, 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/in-year 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 may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The local authority will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the local authority, and information about how to appeal against the refusal will be provided.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.



**Admissions - Supplementary Information Form (A) - (Parent(s)/Guardian(s))**

Name of child:

Surname \_\_\_\_\_ Christian or first names \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Name of parent(s)/guardian(s) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post code \_\_\_\_\_

Telephone number (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

1. Has at least one of the child's parent(s)/guardian(s) attended public worship at a church at least fortnightly for at least the year immediately prior to the date of this application?.....(Yes/No)

If Yes, please give the name of the parent/guardian and details (name and address of church) of the church they have attended:

\_\_\_\_\_

Name of parish priest/vicar/minister \_\_\_\_\_

2. Do you already have a child/children attending St Anne's CE Primary School who will still be attending the school at the date of admission of the younger child? \_\_\_\_\_ (Yes/No)

If Yes, please give their name(s) and age(s) \_\_\_\_\_

Your Church or Faith leader will be contacted in order to confirm this information.

SIGNED \_\_\_\_\_ Parent/Guardian

DATE \_\_\_\_\_



**Supplementary Information Form (B) –  
Verification from Parish Priest/Vicar/Minister/Designated Church Officer**

Name of child:

Surname \_\_\_\_\_ Christian or first names \_\_\_\_\_

Name of parent(s)/guardian(s) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post code \_\_\_\_\_

Telephone number (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Church where at least one of the child's parent(s)/guardian(s) regularly attends public worship:

Name of Church \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Name of parish priest / vicar / minister / church officer \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post code \_\_\_\_\_ Telephone \_\_\_\_\_

I confirm that the **parent/guardian** named above has attended public worship at church at least fortnightly for the past year.

SIGNED \_\_\_\_\_ Parish priest/ vicar/ minister/ church officer

DATE \_\_\_\_\_