

ADMISSIONS POLICY

Hard copies of this policy are available from the school office on request.



**Updated
November
2018
Review
Date:
November
2019**

St. Philip's is a Church of England Primary School provided by the Diocese of Manchester and is maintained by the Salford Local Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. Responsibility for admissions is delegated to the full Governing Board. For the school year commencing September 2018 the Governing Body has set its planned admissions number at 30.

This Admissions Policy has been agreed in consultation with the Diocese Board of Education and the Local Authority.

Published Admission Number

For the school year commencing September 2018 the Governing Body has set its published admission number to the Reception Class at 30. If no more than 30 applications are received for admission to the Reception Class all applicants will be offered a place.

The school will admit all children who have Education Health and Care Plans and who have this school named in their EHCP.

Oversubscription Criteria

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

1. Looked after children and previously looked after children (A looked after child is a child who is (a) in 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.)
2. Children who, on their admission, will have a brother or sister in attendance at the school. (Brother or sister includes a sibling, step sibling, adoptive sibling or foster sibling who is ordinarily resident at the same address as a pupil who occupies a place in St. Philip's school.) Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the published admission number if it is possible to do so
3. Children whose medical or social circumstances mean that their needs can only be met at this school.

NB: Where admission is sought under this criteria, professional supporting written evidence, e.g. from a doctor, social worker or psychologist 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 has to attend another school.

4. Anglican children who are baptised, and are resident in the parish of St. Philip's and St. Stephen. Evidence of a baptism certificate is required.
5. Other baptised or dedicated Christian children of denominations which are members of Churches Together in Britain and Ireland. (Evidence of a baptism certificate is required). A list of Churches Together can be viewed at w.ctib.org.uk.
6. Children of parents practising the faith of one or other of the world's great religious traditions, and who can provide evidence of this, who are resident in the parish of St. Philip and St. Stephen. (Parents should complete the supplementary form to evidence practise of a faith. This is available on the school website or from the council website www.salford.gov.uk/vaforms)
7. Any other children resident in the Parish.
8. Any other children.

NOTES

- a. All applicants will be considered at the same time and after the closing date for admissions which is January 2017.
- b. Late applicants; - any application received after the closing date, but before the offer of places, will be deemed late and will be considered after those received on time. The offer of a place will be decided in accordance with the published admission criteria. Any application received after the allocation of places will be considered as they are received.
- c. Applicants seeking admission under criteria 4, 5 & 6 should complete a supplementary form giving evidence of their faith commitment. This information will be used in allocating places when the school is oversubscribed. There is a link on our school website to obtain this form – www.stphilipssalford.co.uk. The form should be submitted at the same time as the application.
- d. Parents should be aware that a Nursery place at the school does not mean automatic entitlement to a Reception place at the school. A separate application must be made for a place in Reception.
- e. Parents should check carefully whether they are resident in the parish boundary of St. Philip and St. Stephen. – there is a map available in school and on the school website - www.stphilipssalford.co.uk
- f. It is the duty of the Governors to comply with class size limits at Key Stage 1. Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the Governors may admit over the published admission number if it is possible to do so.

- g. Tie breakers - If, in any category, there are more applications than places available, priority will be given on the basis of proximity to the school. Proximity to the school is defined in terms of straight line distance from home to school, as measured by the Salford City Council's computer system and protocol. Where 2 or more applicants are equidistant from the school and only one place remaining, random allocation will be used as a final tie-breaker to determine which of these two children will be offered the place. The random allocation will be supervised by someone independent of the school.
- h. Right of Appeal - If an application for admission is refused by the Governing Body parents can appeal to an Independent appeals panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of notification of refusal. Parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the Governors.
- i. Waiting List - Where there are 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 applicants for the school will be slotted into the order according to what extent they meet the criteria. This waiting list will operate until at least 31st December 2018.
- j. Shared parenting - where a child lives with parents with shared responsibility, each for part of the week, the home address will be decided by using the address on the Child Benefit Payment Card.
- k. Deferred admissions – children will be admitted to the Reception class at the beginning of the autumn term before their fifth birthday, and to the Nursery class at the beginning of the autumn term before their fourth birthday. Parents may request 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 (please see the separate note below about requests for admission outside a child's normal age group.)
- l. School has a separate 'In Year Admissions Policy' which is available from the school office. All admissions should follow the LA's admission policy which is available at Salford.gov.uk.
- m. 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 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 parents 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 outside their normal sage 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 clearly set out 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. Reception – the age group which pupils are normally admitted to 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 the 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.

- N. Parents have the 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 a school but it is not in their preferred age group.

Agreed by Governors at the Full Governing Body meeting – Autumn term 2018

To be reviewed annually in consultation with the LA Admissions Team

Signed: (Chair of Governors)