

ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL



ADMISSIONS POLICY

*Admissions to St Mary's CE Primary School are administered by **Pupil and Student Services**. The policy for admission to St Mary's CE Primary School is as follows.*

If the school is over-subscribed the following criteria will be applied to all applications in priority order.

1. Children in Public Care (Looked After Children)
2. Other children who are considered as "vulnerable" whose application for the preferred school is supported by the Assistant Director for Social Care. This will include;
 - a. Children for whom there is a child protection plan or has been within a 12 month period.
 - b. Children who have had a period in care within 2 years of the admission application and are still receiving social care services
 - c. Children who are considered to be at significant risk of becoming looked after
 - d. Children who are living in temporary accommodation due to fleeing violence and the area for rehousing has been identified
3. Children who will have older siblings in years Reception to Year 6 of the preferred school at the time of application and date of admission. Sibling includes full, step, half, foster and adopted brothers and sisters living at the same address.
4. Children who have strong Church connections where the school is a Church school.

Parents must complete the supplementary form attached to the application form as evidence that the family and the child are active worshipping members at the church to which the school is affiliated. Active worshipping members of the church will be those persons who worship at least once a month sustained over a period of a year prior to the closing date for applications.

5. Children who suffer from some medical condition or disability, which makes it, better for them to attend that school rather than another. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school.

6. Proximity (Where you live).

Shortest walking distance to the preferred school minus shortest walking distance to the nearest/next nearest school.

The nearest/next nearest school will include all community, voluntary-controlled, foundation and academy schools whether in the Bolton Borough or not.

- In the event of a tie-break situation priority will be given to the child who has the longer journey to the nearest/next nearest school.

- The shortest walking route will be that determined by the Local Authority using public rights of way recognized within the measuring system only. This will be measured using Route finder, a computerized mapping system which uses the ordnance survey integrated network which measures from the point on the highway nearest to the centre of the home property and the designated main entrance to the school. In the event of a tie-break within a block of flats those living furthest from the communal entrance will be given priority.

- Where a single place remains at a school and the application being considered is for twins (etc.) the Council will allocate places to all those children. If places for both (all) siblings cannot be offered where the class size limit of 30 has been reached the Council will use random allocation to allocate the remaining place(s). This may apply also to siblings who are in the same year group.

Scheme for the Coordination of In-Year Admissions to all maintained Schools and Academies

1. Applicants should contact their home Local Authority, except:

- House moves – if exchange of contracts has happened then the applicant contacts their new Local Authority (eg where they are moving to).

- Applications from service personnel and crown servants contact the Local Authority where the school is situated.

- Those living in Wales, Northern Ireland, Scotland and abroad contact the Local Authority where the school is situated.

2. All in-year applicants use:
 - Common application form for admissions to schools
3. Forms available from:
 1. Pupil & Student Services – telephone applications only
 2. Bolton Council website
 3. Primary Schools (for admission into primary school only)
4. All completed application forms must be returned to Pupil & Student Services by either the parent/carer or the school.
5. Only the LA offers school places for all schools.
6. For Voluntary Aided and Foundation Schools applicants may need to complete a Supplementary Information Form (SIF) if appropriate. All SIFS should be returned direct to the schools concerned. If Local Authority receives SIFS then it will be sent to the appropriate admissions authority by return.
7. Parent/carer, Voluntary Aided and Foundation Schools must return completed application form to Pupil & student Services. If application form is returned by Voluntary Aided and Foundation Schools they must indicate on form (in office use only box) if a place can be offered.
8. If Community/Voluntary Controlled School is approached – parent completes application form and if school has a place they complete office use only box and return the form to Local Authority.
9. Completed application form must be returned to Local Authority (whether on-line or hard copy). Local Authority will process application/send to Voluntary Aided/Foundation schools or different Local Authority, parents complete SIF if appropriate and Voluntary Aided/Foundation schools inform Local Authority of whether/not they can offer a place.
10. All application forms must be returned to the Local Authority with the 'office use only' box completed where appropriate within five school days.
11. The Local Authority will either offer the applicants' first ranked preference or endeavor to offer an alternative school within five school days of receiving the completed application form.
12. Where schools are full in the appropriate year group, parents must be advised of their right of appeal and students' names added to waiting lists by Local Authority (for Community and Voluntary Controlled Schools) and by schools for Voluntary Aided/Foundation Schools. Waiting list positions prioritised according to current admissions criteria in both cases.