St. George's C of E Primary School

Admissions Policy 2025-26

This policy was approved by the Governing Board on 4th October 2024.

Introduction

This document sets out the admission arrangements of St George's C of E Primary School. For the purposes of this policy, the Governing Board is the admission authority.

Ethos Statement

Jesus colours our love, our life, our learning.

Process

a) Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.

b) The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.

c) St George's C of E Primary School has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

A "Looked After Child" (LAC) s 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. An "Internationally Adopted Previously Looked After Child"

(IAPLAC) is a child who appears (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. Social and Medical need

Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.

Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

3. Pupil Premium

Children eligible for the pupil premium, including the service premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following category:

Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

4. Faith based

4a. Children whose parents/guardians are in regular attendance at public worship at St George's Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

4b. Children whose parents/guardians are in regular attendance at public worship in any Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

4c. Children whose parents/guardians are in regular attendance at public worship in any other Christian church.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a

Partner Church of Affinity. The list of nationally designated churches can be found at list_of_designated_churches_3_oct_18.pdf (churchofengland.org)

A parent or parents wishing to apply against this criterion must complete a Supplementary Application Form. Attendance at public worship (or its specified equivalent for faith bodies which are not a Christian church where that is provided for in the admissions arrangements) will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5. Siblings

Siblings of pupils attending the school at the time of application. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

6. Distance from school

Proximity to the school with those living closest to the school having priority calculated by a geographical proximity based on the straight-line distance between home and school, using the Local Authority's measurement system, will be used as the final determining factor, nearer addresses having priority over more distant ones.

The child's home address will be determined by 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.

Tie-breaker

Proximity to the school. We will measure the distance by a straight line. All straight line distances are calculated electronically using a geographical information system.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late applications

Applications received after the closing date and before the [Admissions Authority] admission meeting will be placed last in the criteria in which they fall unless the [Admissions Authority] is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting

evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

Information 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 school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Head teacher at St George's C of E Primary School at The Hoskers, Westhoughton, Bolton, Lancashire, BL5 2FB within 27 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at https://www.st-georges.bolton.sch.uk/.

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part- time, until the start of the term beginning immediately after their child has reached compulsory school age of 5. However, places cannot be deferred until the next academic year.

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

Should be to the Headteacher at The Hoskers, Westhoughton, Bolton, Lancashire, BL5 2FB. Tel: 01942 813069