

Canon Burrows Church of England Primary School - Voluntary Aided Admission Policy and Admission Arrangements

Admission for September 2018– Reception Class

Canon Burrows 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 Admission Code. The admission process is co-ordinated by Tameside Council (the Local Authority) and the school liaises with the Local Authority on admission issues. The following arrangements for admissions, which include the criteria used to determine the allocation of places when the school is oversubscribed, have been agreed following consultation with the Manchester Diocesan Board of Education and Tameside Local Authority.

Admission arrangements

The Governing Body sets up an Admissions Committee to make all decisions about admission.

The School's published admission number (PAN) agreed for admission to Reception is 60. If no more than 60 applications are received for admission to reception, all applicants will be offered places.

The school will allocate places before the oversubscription criteria are applied for all children having a statement of special educational needs (or an Education, Health and Care Plan - EHCP) in whose statement (or EHCP) the school is named.

When the number of applications received is greater than the number of remaining places available, the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below (the criteria need to be read in accordance with the Guidance Notes and definitions below).

- 1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)**
- 2. Children with exceptional medical or social needs whose medical or social needs are such that they can only be met at this school;**
- 3. Children whose parent/legal guardian attends public worship regularly at Christ Church, Ashton-under-Lyne or any other Anglican Church;**
- 4. Children of staff at the school;**
- 5. Children who will have an older sibling (brother or sister) attending the school at the time of their admission;**
- 6. Children whose parent/legal guardian attends public worship regularly at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation;**
- 7. All other children**

Tie breaker 1: Distance tie-breaker-

Where there are more applicants for the available places within a category then priority will be given to those pupils living nearest the school, as defined by distance. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the Local Authority's school admissions data mapping software, which employs a Geographical Information System based on Ordnance Survey. The address from which distance will be

measured will be the Home address of pupil as defined in the Guidance Notes. In the event of distances being the same for two or more applications, where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

Tie breaker 2: Random allocation

Random allocation will be used to decide who has the highest priority for admission if two or more applicants for the final place cannot be separated by applying tie-breaker 1. The random allocation process will be independently verified.

Definitions

1. Looked after children/previously looked after children

A "looked after child" is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. Previously looked after children are 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.)

2. Exceptional Medical or Social Needs

Written evidence must be provided by a suitably qualified professional - e.g.a GP or consultant for medical needs, or a social worker for social needs - that the child has exceptional medical or social needs, which means that admission to Canon Burrows Church of England Primary School is the only school that can meet the defined needs of the child. All information provided will be treated in the strictest confidence. The Governing Body's Admissions Committee will decide whether to admit a child under this criterion using the evidence provided.

3. Regular Attendance at Public Worship at Christ Church or any other Anglican Church.

Children of a parent/legal guardian who attends public worships regularly at Christ Church Ashton – under – Lyne or any other Anglican Church.

Regularly means a minimum of 32 attendances of a parent/legal guardian at public worship on Sunday or a weekday in the twelve month period January 2017 to December 2017, verified by a supplementary information form signed by the Vicar or Minister.

Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.

4. Children of Staff at the school

Children of staff on the payroll of Canon Burrows School Governing Body, for two or more years, at the time at which the application for admission is made, and/or the children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Children with an older sibling attending the school

Sibling (brother or sister) refers to children attending the school at the time of application, who will still be attending at the time of admission, i.e in the September when a pupil is admitted to reception, and living at the same address as the child for whom, the application is being made. This includes natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, the child of the parent/carers partner, and in each case living at the same address. No sibling priority is given to cousins, regardless of their address or to siblings of children in year six who are leaving.

6. Regular attendance at Public Worship at a church in membership of Churches Together

Children of a parent/legal guardian who is a member of and attends public worship regularly at any other church which is a member of Churches Together in Britain and Ireland (www.churchestogether.org) or a local churches together organisation.

Regularly means a minimum of 32 attendances of a parent/legal guardian at public worships on Sunday or a weekday in the twelve month period January 2017 to December 2017, verified by a supplementary information form signed by the Minister / Pastor. Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.

7. All Other Children

Any other children applying for a place, with priority for admission given to those who live nearest to the school (please refer to the Distance Tie-breaker above).

Deferred Admission

Children are eligible for a Reception place from the beginning of the school year in which they become five years old. However they do not become of compulsory school age until the start of term after their fifth birthday. Parents may therefore 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. However they cannot 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.

Applying for places

Applications for places in Reception in the normal admissions round must be made on the local authority's application form. Details of all the applications made will be forwarded to the school by the local authority. Parents seeking a place under criteria 3 or 6 must obtain a supplementary information form from the school and arrange for it to be completed by the Church Leader and returned to the school by the closing date for applications. Applications made under criteria 2 must be supported by written evidence from a GP, medical consultant or social worker, which must be returned to the school by the closing date for applications.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, 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.

Appeals in writing must be made to;

Democratic Services

Tameside M.B.C

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Parents will be informed of the deadline for lodging any appeal, and will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case.

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The information below indicates the number of applications received and the places allocated under the oversubscription criteria 1 to 7 in 2015 – 2017, and is for information only;

Criteria No.	1	2	3	4	5	6	7	Applications
2015	2	16	nil	18	nil	1	23	174
2016	2	13	nil	26	1	2	16	173
2017								

Admission for September 2018 - Reception Guidance Notes:

1. Home Address of pupil - The address from which distance will be measured, will be the permanent residential address of the parent with whom the child is normally resident, at the closing date of applications. If the address changes subsequently, the parent/legal guardian must notify the school. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels on the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

Evidence of proof of address must be provided to complete the admission process.

Proof of Address:

Applicants must provide two items from the following lists.

*Issued within the last 12 months

Council Tax Statement*

Tenancy agreement*

Council Tax Benefit Statement*

Mortgage Statement*

or letter from landlord*

TV Licence*

Home contents insurance certificate*

Buildings insurance certificate*

**Issued within the last 3 months.

Recent Utility bill (gas, electricity, water)**

Land-line telephone bill (not a Mobile) **

Letter from a solicitor confirming exchange
of contracts on a house **

Governors reserve the right to make enquiries of any relevant third parties.

If a child is cared for on a daily basis at another address, e.g. Child minder or grandparent or another member of the family, this address cannot be considered for the purpose of the admission process. Where the proposed admission is to coincide with a change of address, Independent verification will be sought. Many families have complex childcare arrangements. Factors such as these are not considered to be exceptional. Any written evidence in support of the application will be treated in the strictest confidence. **If an address is subsequently proved to be false, then the governors reserve the right to withdraw the offer of a place.**

2. Siblings/Twins and multiple births.

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number if it is possible to do so (as permitted by section 2.15 of the School Admission Code), and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

3. In-year admissions

It sometimes happens that a child needs to change school other than at the normal time of admission. With effect from September 2013, a parent/legal guardian can apply directly to the school for a place for their child, by completing the schools in-year admission form. The Governors will consider the application and inform the parent of the outcome and their right to appeal against the refusal of a place. The school will notify the local authority of both the application, and its outcome.

4 Waiting List -

If the school is oversubscribed the waiting list will operate until the end of the Summer Term 2018, for those parents who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, submitted an appeal, or who have opted to go on the list. All pupils on the waiting list will be ranked according to the over-subscription criteria. Places will be offered, should any become available, to the highest ranked applications received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit, must be given precedence over any other children on the waiting list.

5 **Church Criteria 3 and 6**

Please check with your church how attendance is recorded as the Governors may need to verify the information supporting the application.

- **(3)**. A parent/legal guardian should have a minimum of 32 attendances at public worship on Sunday or a weekday in the twelve month period January 2017 to December 2017, verified by a supplementary information form signed by the Vicar / Minister / Pastor.
- **(6)** A parent/legal guardian should be a member of a church which is a member of Churches Together in Britain and Ireland or a local churches together organisation and have a minimum of 32 attendances at public worship on Sunday or a weekday in the twelve month period January 2017 to December 2017, verified by a supplementary information form signed by the Vicar / Minister / Pastor. A list of churches in membership of Churches Together in Britain and Ireland can be viewed at www.ctbi.org.uk
- **(3 and 6)** Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.
- If you attend more than one church you will need a supplementary information form completed for each church attended, signed by the Vicar / Minister / Pastor.
- The supplementary information form(s) must be obtained from the school, and returned to the school by the closing date for applications.

6 **Looked after Children and Previously Looked After Children** - In the case of previously looked after children, the governors may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child, confirming that he or she was looked after immediately prior to that order being made.

7 **SEN Statement/Education, Health and Care Plan**

The school will admit all children having a statement of special educational needs (or EHCP) where Canon Burrows Church of England Primary School is the named school in the statement (or EHCP). A copy of the statement (or EHCP) or details of the issuing authority should be submitted with the application. All information provided will be treated in the strictest confidence.

8 **Late Applications** - Applications received after the published closing date will be considered after all applications received on time have been processed.

END

Reception Class - ADMISSION YEAR 2018
Canon Burrows Church of England Primary School.
Supplementary Information Form - Reference from Church Leader

Name of Applicant.....Parent/Legal Guardian of
(Child's name).....

Number of recorded attendances
at weekly public worship.

I.....certify that the above named parent/legal guardian has attended
weekly public worship for the number of times shown above in the period January 2017- December 2017.

Name of Place of Worship.....

Address.....

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Position.....Print Name.....

Signed.....Date.....

To be returned to school no later than 31st January 2018)

SIF2018
GB 07/07/2016