



## ADMISSIONS POLICY 2022

St Philip'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 Manchester City Council (the Local Authority) and the school liaises with the Local Authority and Manchester Diocesan Board of Education on admissions issues. Responsibility for admissions is delegated to the Governing Body Admissions Committee.

### Admission arrangements

The published admission number for admission to the Reception Class in September 2022 is 30. If no more than 30 applications for admission to the Reception Class are received, all applicants will be offered places.

The school will admit 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.

### Oversubscription criteria

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

1.	Looked after children and previously looked after children. (See note [a] below).
2.	Children whose medical or social circumstances mean that their needs can only be met at this school. (See note [b] below)
3.	Children who will have an older brother or sister attending the school at the time of their admission. (See note [c] below)
4.	Children who are in regular attendance at public worship at the Church of the Ascension, and whose parent/guardian is in regular attendance at public worship at the Church of the Ascension (See note [d] below)
5.	Children who are in regular attendance at public worship at a church which is a member of Churches Together in Britain and Ireland, and whose parent/guardian is in regular attendance at public worship at a church which is a member of Churches Together in Britain and Ireland. (See notes [d], [e] and [f] below)
6.	Children who live in Hulme. (See note [g] below)
7.	Any other children, with priority given to those living nearest to the school (See note [h] below).

### Notes:

- a) Children in public care and previously looked after children.
  - This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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.
  - This criteria also includes looked after children and all previously looked after children who appear (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.
- 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) 'Brother' or 'sister' includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- d) Regular attendance means a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of regular attendance of the parent/guardian, and the child must be provided by a member of the clergy or other designated church officer on the Supplementary Information Form provided.
- e) ***“ In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship”.***
- f) 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)
- g) A map of the Hulme area can be seen at [www.manchester.gov.uk/hulme](http://www.manchester.gov.uk/hulme)
- h) Where there are more applicants for the available places within category 7 (or any other category), then distance to the child's normal home front door from the main gate of the school in a straight line measured on a map using the Local Authority's computerized measuring system will be used as the determining factor. Nearer addresses having priority over more distant ones. 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.

### **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 (twins, triplets etc)**

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.

### **Waiting list**

Where we have more applications than places, the admissions 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 that 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 only.

### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an Independent Admission Appeal Panel.

**Parents should request an appeals booklet and a form from the Local Authority Admissions Team.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

## **Applying for places in Reception**

Applications must be made on the local authority's Common Application Form (CAF), which should be returned to the local authority by the 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 application to be considered under criteria 4 or 5.

## **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 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 the child reaches 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.

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**

The school participates in the local authority's arrangements for co-ordinating in-year admissions. Please contact the local authority for further information.

**St Philip's CE Primary School - Supplementary Information Form for Admissions to  
Reception in September 2022**

**Part (A) – for completion by parent(s)/guardian(s)**

**Name of child:**

Surname .....

Christian or first names .....

Date of birth .....

Name of parent(s)/guardian(s) .....

Address .....

.....

Post code ..... Daytime contact telephone number(s) .....

**Place of worship the child and the child's parent/guardian regularly attends:**

Name of place of worship .....

Address .....

..... Post Code .....

Name of vicar / priest / minister / faith leader .....

Address .....

.....

Post code ..... Telephone number .....

**Worship attendance:**

Does the above named child and their parent/guardian attend public worship at least once a fortnight? YES/NO

Has this pattern of attendance been the child and their parent/guardian's practice for at least the year prior to 1 September 2020? YES/NO

**You must ask your vicar/priest/minister/church officer or Faith Leader to complete Part B to confirm this information, and you must ensure that this form is returned to the school by the closing date.**

SIGNED.....Parent/Guardian    DATE .....

“ In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship”.

**St Philip's CE Primary School - Supplementary Information Form for Admissions to Reception in September 2022**

**Part (B) – Verification for completion by vicar/priest/minister/church officer or Faith Leader**

**Name of child:**

Surname .....

Christian or first names .....

Date of birth .....

Name of parent(s)/guardian(s) .....

Address .....

Post code .....

**Place of worship the child and their parent/guardian regularly attends:**

Name of place of worship .....

Address .....

Name of vicar / priest / minister / church officer/Faith Leader .....

Address .....

Post code ..... Telephone .....

I confirm that the child named above and their parent/guardian have attended public worship at church (or other place of worship) at least fortnightly for at least the year prior to 1 September 2021.

SIGNED..... Vicar/priest/minister/ church officer/Faith Leader

DATE.....

“ In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship”.