

# Dalton St Michael's C.E. Primary School

Higher Lane. Dalton. Wigan. WN8 7RP

☎ 01257 462082    ✉ [head@dalton-st-michaels.lancs.sch.uk](mailto:head@dalton-st-michaels.lancs.sch.uk)

## Dear Parent

Thank you for taking the time to consider Dalton St Michael's C.E. Primary School for your family. Outlined below are detailed criteria of our admissions policy. If you need any more information, please do contact me on the above number and I will be happy to help you.

## Making an application

Children are admitted in September at the beginning of the school year in which they attain their fifth birthday.

Applications for admission to the school for September 2018 should be made on the online admission system which can be accessed via [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools).

Parents should complete the Local Authority application form, stating three preferences. Parents who wish their application to this Church school to be considered against the faith criteria should also complete the supplementary form which appears when you click "Submit".

**The closing date for applications is January 15<sup>th</sup> 2018.**

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16th April 2018. Parents of children not admitted will be advised and offered an alternative place by the Authority.

## Admission procedures

Arrangements for admission have been agreed following consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

**The number of places available for admission to the Reception class in September 2018 will be a maximum of 12.**

The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds their admission number. By law, no infant class may contain more than thirty children. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need the governing body will allocate places using the criteria below, which are listed in order of priority.

## Admission Arrangements for September 2018

If there are more applications than places available the following criteria will be used to allocate places.

**1. Looked after Children 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.

**2. Children who will have a sibling attending school at the time of admission.**

This includes step, half, foster, adopted brothers and sisters living at the same address.

**3. Children whose family is involved in the life and worship of St. Michael's and All Angels Church.**

**4. Any other applicants.**

### Tie breaker

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

### Notes:

**1. Siblings:** Siblings are taken to include all children normally living as an accepted part of the same family i.e. brothers and sisters, half-brothers and sisters, step-brothers and sisters, fostered or adopted children.

**2. Residence:** Evidence of residence in the Parish of St. Michael and All Angels, Dalton, Ashurst and Whalleys. A map of the Parish and area covered is available in the school office.

**Shared Parenting:** Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings.

**3. Church Attendance:** Applicants will be required to complete the supplementary form and have it signed by the relevant Vicar, Priest or Minister.

**4. Social or Medical:** Professional supporting evidence will be required from a doctor, psychologist or social worker. This must be confirmed by the completion of the supplementary Social and Medical Need Reference form by the appropriate professionals e.g. doctor, psychologist, or social worker.

**Waiting lists** will be kept for one term and in allocating places the over-subscription criteria will be applied.

**Late Applications:** Applications received after the closing date, which are late for a good reason, will be considered, if received before offers of places are made. Examples of good reason are moving into the area after preferences have been made, family illness, out of County during preference time.

**Deferred Entry and Part-time Provision:** Parents may ask to defer accessing an offered places with a child's reception year until the first day of term after a fifth birthday. If your child's fifth birthday is between April and August then they can start school the following September. The expectation would be that parents have decided that the child will miss the full reception year and they would have to apply for Year 1 places (if any remained available). Requests for full year deferral with a retained reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice). Further information is on the Local Authority web site at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) (primary admission information for parents).

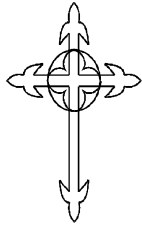
### **Non-routine admissions:**

It sometimes happens that a child needs to change school during the school year; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend Dalton St Michael's should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **Multiple Births (Twins etc.)**

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and triplets, even when this means breaching infant class size limits.



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## Application to the Governors for Admission

(Please complete in capitals and in black ink)

Child's full name \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Full name of parents or legal guardians \_\_\_\_\_

Names of siblings currently attending school (if any)

If you are applying on faith grounds, please complete the following information:

Church attended by family \_\_\_\_\_

Church Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_