

**Nelson St. Paul's Church of England Primary School**  
**Determined ADMISSION ARRANGEMENTS (22/11/2016) for**  
**September 2018**

**St Paul's Nelson is a 'Voluntary Aided' Church of England Primary School serving the Parish of Little Marsden within the Diocese of Blackburn. The school's governing body is the admissions authority and is responsible for taking decisions on applications for admission.**

The Christian Faith as taught through the traditions of the Church of England has an essential and central role in school life and influences all aspects of school life and the curriculum. We ask all those applying for a place here to respect the Christian ethos of the school and its importance within the school community. This does not affect the right of parents / children who are not of the Christian Faith in applying for a place here.

### **Making an application**

Applications for admission to the school for September 2018 should be made online via [www.lancashire.gov.uk](http://www.lancashire.gov.uk) between September 2017 and the closing date of 15<sup>th</sup> January 2018.

Parents **must** complete the Local Authority application form, stating three preferences. Parents who wish their application to St Paul's to be considered against the faith criteria must also complete the school's SIF - Supplementary Information Form. If the school is oversubscribed, a failure to complete the supplementary information form may result in your application for a place at St Paul's being considered against lower priority criteria as the Governing Body will have no information upon which to assess any faith criteria.

**The SIF** (Supplementary Information Form) should be completed and handed into the school admin office.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in early April 2018. Parents of children not admitted will be informed of the reason 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 the year 2018 will be a maximum of 60.**

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 naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. a) Looked After Children and previously Looked After Children.  
b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
2. Children with a parent / guardian worshipping at a Christian Church within the Parish of Little Marsden or a church in membership of Churches Together in England and the Free Churches Group.
3. Children who have been baptised in the Christian Faith.
4. Children who have a sibling attending the school on the date of application and on the date of admission.
5. Other children.

#### Notes:

1a) 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.

1b) Professional supporting evidence from, for example, a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

2. The List of Churches can be found on the Churches Together in England website at [cte.org.uk](http://cte.org.uk) and the Free Churches Group (including the Gospel Mission in Nelson) is taken as that on the 1<sup>st</sup> September 2018. Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted. "Parental involvement" is normally taken to mean a minimum of monthly attendance at church at public worship for at least six months prior to January 15<sup>th</sup> 2018. The Governors will request confirmation of this from the relevant member of the clergy.

3. Evidence of baptism must be provided i.e. a baptism certificate. If this can't be provided or where further evidence is required, details of the child i.e. name, date of birth and date of baptism as well as the parish in which the child was baptised must be provided. *Whilst It is the responsibility of the applicant and not the school to provide sufficient evidence of Baptism, this information may be used to contact those who may be able to provide the information from such things as parish records. Should the admissions committee not be satisfied with the evidence provided then the application will be considered under the criteria of the next categories – 4 & 5.*

4. Siblings include step, half, foster, adopted brothers and sisters living at the same address.

5. Other children - means any children who don't match the earlier categories.

#### **Tie break**

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).

#### **Admissions information:**

In 2017, there were 194 applications for 60 places.

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. 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 cannot be a criterion for the order of names on the waiting list, 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 for the full autumn term.

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. 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. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Non-routine or in-year admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school 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 against the refusal 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-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

## Admission of children outside their normal age range

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. The Governing Body will take decisions on any such requests on the circumstances of each case. This will include taking account of the parent's views, 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.

When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will clearly state 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. They **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.

*\* The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.*

## Appeals

Where the governors are unable to offer a place because the school is over subscribed, 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. Parents should lodge their appeal at the earliest opportunity. 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.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

**Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

**Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

**Twins, etc**

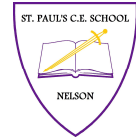
Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins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

This form is for use of the School; it will be sent to the appropriate faith leader, to be returned direct to the school.

# St. Paul's Church of England Primary School

Hibson Rd, Nelson, Lancashire, BB9 0PY

Tel: 01282 617035



## SUPPLEMENTARY INFORMATION FORM (SIF)

### FOR ADMISSION TO ST PAUL'S PRIMARY SCHOOL – SEPTEMBER 2018.

#### SCHOOL APPLIED FOR:

Name of school: .....

Address of school: .....

.....

#### APPLICANT INFORMATION:

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

.....

.....

Address: .....

.....

#### CHILD INFORMATION:

Name of child: .....

Address of child: (if different from above): .....

.....

**Are you applying for a place because of:** (You may tick more than one box)

Living in local area

Special social/medical needs

Sibling in school

Parental faith commitment

**If you are applying on faith grounds in relation to the Christian Faith, complete the following sections:**

**Place of worship one of parents / guardians regularly attends:**

Name of place of worship: .....

.....

Address of place of Worship: .....

.....

#### VICAR / PRIEST / MINISTER / CHURCH / FELLOWSHIP LEADER / CHURCH OFFICER

Name: .....

Address: .....

.....

Tel No: .....

E-mail: .....

Your faith leader will be contacted to provide information

## **Notes for information:**

### **1. Supplementary Information Form (SIF)**

If you are applying for a place at any voluntary aided Church of England or Methodist primary school in Lancashire and wish to have your admission request considered against that school's faith/denomination criteria then you should complete this SIF (or the school's own SIF). This is in addition to the common application form. You should complete a SIF for each voluntary aided Church of England or Methodist primary school and return it direct to that particular school.

**PLEASE RETURN THIS SUPPLEMENTARY FORM DIRECT TO ST PAUL'S CE (A) PRIMARY SCHOOL NELSON. THIS IS IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM.**

**Clergy Reference Form  
Admission to Primary School, 2018**

**St. Paul's Church of England Primary School**

**Name of child:**

**Surname** ..... **Christian names** .....

Date of birth .....

Boy

Girl

**Name of parent/guardian** .....

Address .....

.....

.....

Post code .....

**Contact Telephone** .....

This parent has given your name as a reference for his/her commitment to the church/place of worship.

Our criteria require the parent to have a minimum of monthly attendance at their place of worship for 6 months prior to 15<sup>th</sup> January in the admissions year.

Has this been the pattern for this parent? YES / NO

Signed (Vicar / Priest) .....

Name ..... Date: .....

Position .....

Church .....

Please return this form to the **Bursar, Mrs. Clegg, at St. Paul's Primary School,** Nelson by 15<sup>th</sup> January which is the closing date for admissions.