



St. James' C.E. Primary School
Slater Lane, Leyland
Lancashire
PR26 7SH
Tel: (01772) 422572
Fax: (01772) 451557



Headteacher:

Mrs. LF Taylor-Bell, BEd, MSc, NPQH.

Determined
GOVERNORS' POLICY / PROCEDURE ON ADMISSIONS
2018/19

Making an application

Applications for admission to the school for September 2018 should be made on the online admissions system, which can be accessed via www.lancashire.gov.uk/schools between 1st September 2017 and Monday 15th January 2018. In order to have the fullest information for the Admissions Committee to consider your application, the supplementary form needs to be completed. (The Diocesan Supplementary Form appears when you click "Submit". It should be printed off and handed in to the appropriate school or schools).

The supplementary information form is available from the school as a paper application. The supplementary information form should be returned to your preferred primary school. It is not normally possible to change your preference for a school after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be posted 2nd class by the Local Authority on 16th April 2018. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Admission procedures

The number of places available for admission to the Reception class in the year 2018 will be a maximum of 30. This arrangement follows consultation between the governing body. 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 / Educational, Health and Care Plan naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. (a) Children in public care/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.

-
- (b) Children with special medical or social circumstances affecting the child where these needs can



Learning for Life



only be met at this school.

2. Children who have a sibling attending the school on the date of application and on the date of admission.
3. Children with a parent/guardian worshipping in a church in membership of Churches Together in England.
4. Other children.

Notes:

1. (a) 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.

(b) For children with exceptional special medical or social circumstances, professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion. 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. Siblings include step, half, foster, adopted brothers and sisters living at the same address.

3. The list of churches can be found on the *Churches Together in England* website at cte.org.uk, and is taken as that on 1st September 2017. Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted.

'Parental worshipping' is normally taken to mean a minimum of monthly attendance at church at public worship for over at least the six months leading up to 1st September 2017.

The governors will request confirmation of this from the relevant member of the clergy or church officer.

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).

Attendance of children at St. James' Pre-School does not give any special advantage to an application to the school.

Admissions information for Reception Class 2017:

- * children under criterion 1;
- * children under criterion 2;
- * children under criterion 3.
- * children under criterion 4.

(* not known as yet)

Late applications for admission



Learning for Life



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. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. 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. 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 admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine 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-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.

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 notify the clerk to the governors at the school by 28th April 2018.** 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.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

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.

Admission of children outside their 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^[1] 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. Admission authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group. Admission authorities **must** make decisions 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; 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. *They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.*

Where an admission authority 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 admission authority **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.*

^[1] 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.

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/Triplets 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 all triplets, even when this means breaching infant class size limits.



**Diocesan Supplementary Form
Admission to Primary school, 2018**

School: LEYLAND ST JAMES' CE PRIMARY SCHOOL

Name of child:

Surname **Christian names**

Date of birth Boy Girl

Name of parent/guardian

Address

.....

Post code

Telephone **Mobile**

If you are applying to this school on faith grounds, please complete the following sections:

Place of worship one of parents / guardians regularly attends:

Name of place of worship

Address

.....

Name of vicar / priest / minister / faith leader / church officer :

.....

Address

.....

.....

Post code Telephone

Your faith leader will be contacted in order to provide the information

Please return this form to Leyland St. James' Primary School, Slater Lane, Leyland, Preston, PR26 7SH by 15th January 2018.



Learning for Life



Clergy Reference Form

Admission to primary school, 2018

Leyland St. James' 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 one parent/carer to have attended their place of worship at least once a month for 6 months prior to 1st September 2016.

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

signed

Name Date:

Position

Church

Please return this form to Leyland St. James' Primary School, Slater Lane, Leyland, Preston,

PR26 7SH asap.



Learning for Life

