

# HALSALL ST CUTHBERT'S C. E. AIDED PRIMARY SCHOOL

## ADMISSIONS POLICY

The school provides for a total of not more than 140 children and the number of places for the year 2018-2019 after consultation with the Local Authority, will be a maximum of 20. The Governors will not place any restriction on the admissions for Reception unless they are advised that the number of children for whom admission is sought is likely to exceed that number. In that event the Governors will admit by use of the following criteria, which are listed in priority order:

1. Looked after and previously looked after children.
2. Relationship as brother or sister to a pupil attending the school at the time of admission. Step siblings, half siblings, and adopted/foster children living as part of the same family, will be included in this category.
3. Parental commitment to the worship of The United Benefice of Ss. Cuthbert and Thomas, Halsall, Lydiate and Downholland.

*Parental commitment to the worship of the Church is considered for this purpose through information given on the Clergy Reference Form that relates to the Church attendance of the parents (or the more committed parent). "Worship" is defined as worship or involvement in the main church service. Church commitment is measured on two levels:*

- a. At least twice monthly church attendance over a period of at least the last twelve months prior to 1<sup>st</sup> March 2018.*
- b. Regular (monthly equivalent) church attendance over a period of at least the last twelve months prior to 1<sup>st</sup> March 2018*

*Parental claims are always tested by asking a member of the clergy to confirm or otherwise what parents said on their Clergy Reference Form. "Parent" is defined as the person with "parental responsibility".*

4. Parental involvement in the worship of another Christian Church, which is a member/affiliated to Churches Together in England. Any question of definition should be referred to the Diocese since there are periodic changes.

*Parental involvement in the worship of the Church is considered for this purpose through information given on the Clergy Reference Form that relates to the Church attendance of the parents (or the more committed parent). "Worship" is defined as worship or involvement in the main church service. Church commitment is measured on two levels:*

- a. At least twice monthly church attendance over a period of at least the last twelve months prior to 1<sup>st</sup> March 1<sup>st</sup> March 2018.*
- b. Regular (monthly equivalent) church attendance over a period of at least the last twelve months prior to 1<sup>st</sup> March 2018.*

*Parental claims are always tested by asking a member of the clergy to confirm or otherwise what parents said on their Clergy Reference Form. "Parent" is defined as the person with "parental responsibility".*

5. Special medical, social or other particular circumstances affecting the child. Professional supporting evidence from, for example, a doctor, psychologist, social worker or clergyman will be essential if admission on this criterion is to be considered.
6. Other children.

## Notes:

1. When a waiting list is found to be necessary the criteria listed above will be applied to children on the waiting list. Waiting lists in rank order will be maintained until the end of the first term in the academic year of admission.
2. 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 rank order according to the criteria.
3. 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.
4. 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 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.
5. **Twins/Triplets etc** - Where there are twins 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 triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.
6. **Shared responsibility** - 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 used.
7. **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 addressees receive the offers.

**Church of England Primary School  
Clergy Reference Form**

**Name of child** Date of birth.....  
Surname..... Christian name/s.....  
Name of parent/guardian.....  
Address..... Post code.....  
Telephone..... mobile..... email.....

**Place/s of worship (references may be obtained from more than one place of worship if appropriate)**

Name of place of worship.....  
Address..... Post code.....  
Name of vicar/priest/minister/faith leader or other (please specify)  
.....  
Address ..... Post Code.....  
Telephone..... mobile..... email.....

**Worship attendance**

How frequently do you attend worship?

Weekly ..... 3 times a month ..... Fortnightly ..... Monthly ..... Other .....

How long have you attended?

3 years + ..... 2 years ..... 1 year ..... 6 months ..... Other .....

When completed please return this form to school and telephone the clergy member who is providing the reference to make an appointment to speak to them.

Comments

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Signed..... position held.....