

**Clayton le Moors All Saints' Church of England Primary School**  
**ADMISSION ARRANGEMENTS**  
**For September 2018**

**Making an application**

Applications for admission to the school for September 2018 should be made on-line at [www.lancashire.gov.uk](http://www.lancashire.gov.uk) (search for School Admissions) between 1<sup>st</sup> September 2017 and 15<sup>th</sup> January 2018. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority electronic 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. A hard copy of this can be obtained from our school office or electronically from our website. This form **MUST** be returned, upon completion, to the school directly and **NOT** to the local authority. Supplementary information forms will be returned directly by your minister, pastor or priest by the 15<sup>th</sup> January 2018. School will issue a receipt by post, confirming we have received the supplementary information form, during the following week.

If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

**Applications should be made on-line on the common application form; the Diocesan Supplementary Form should be printed off and handed in to the appropriate school or schools.**

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16<sup>th</sup> 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 40.**

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 or 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 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 only be met at this school.**

Professional supporting evidence from a professional, e.g. 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 is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

2. **Children with a parent/guardian who worships in a church which is in membership of Churches Together in England or the Evangelical Alliance.**

The list of Churches can be found on the Churches Together in England website at [cte.org.uk](http://cte.org.uk), and for the Evangelical Alliance at [eauk.org](http://eauk.org); lists are taken as on 1st September 2017.

Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are equally accepted.

**(a) Children who have a sibling attending the school on the date of application and on the date of admission will be admitted ahead of those without a sibling.** Siblings include step, half, foster, adopted brothers and sisters living at the same address.

**(b) Other children whose parents live within the ecclesiastical boundary of the United Benefice of Clayton-le-Moors and Altham.** A map showing the boundaries is available in school and also as a link from our school website (A church near you for both Altham St James' and Clayton-le-Moors All Saints').

**(c) Other children whose parents live outside the ecclesiastical boundary of the United Benefice of Clayton-le-Moors and Altham.**

"Parental worship" means a minimum of attendance by the better attender at Church at public worship of four times a month over at least a 12 month period prior to the 1st September 2017.

If places are left after the application of this measure, then those children with parents who meet the same criterion at the level of three times a month over at least a 12 month period prior to the 1st September 2017 will be considered, and again, those with siblings will be admitted ahead of those without.

If places are left after the application of this second measure, then those children with parents who meet the same criterion at the level of twice a month over at least a 12 month period prior to the 1st September 2017 will be considered, and again, those with siblings will be admitted ahead of those without.

If places are left after the application of this third measure, then those children with parents who meet the same criterion at the level of once a month over at least a 12 month period prior to the 1st September 2017 will be considered, and again, those with siblings will be admitted ahead of those without.

**The governors will not consider an application under this criteria unless there is confirmation from the relevant member of the clergy or church officer.**

3. **Children who have a sibling attending the school on the date of application and on the date of admission** Siblings include step, half, foster, adopted brothers and sisters living at the same address.

**(a) Whose parents live within the ecclesiastical boundary of the United Benefice of Clayton-le-Moors and Altham.** A map showing the boundaries is available in school.

**(b) Whose parents live outside the ecclesiastical boundary of the United Benefice of Clayton-le-Moors and Altham**

4. **Children of staff who have been employed in the school for the whole of the two years prior to the closing date for applications.**  
This applies to all staff, full and part time, who are employed by the governing body.

5. **Other children.**

#### **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 two addresses have the same distance, or the cut-off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

#### **Admissions information:**

In 2017, there were 92 applications for 40 places under the equal preference system.

#### **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.

### **Appeals for routine admissions**

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 28<sup>th</sup> 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.**

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 a 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 cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

**Appendix 1**

**ALL SAINTS'  
CHURCH OF ENGLAND  
PRIMARY SCHOOL  
CLAYTON-LE-MOORS**



**SUPPLEMENTARY  
INFORMATION  
FORM**

In order that we may admit those pupils who will benefit most from this Church of England School, we ask you to assist us by answering the questions on the form.

All information will be treated with discretion and it is in your own interests that all sections be completed.

All Saints' is a Voluntary Aided Academy Trust 4-11 Primary School and admits girls and boys of all abilities.

When completed, this form should be handed to your vicar/minister. If this is our own Vicar here at All Saints', a date will be arranged for them to meet with all those wishing to have this supplementary form completed. (previous practice has been before/after a Friday Praise/Sunday family service)

Please ask him/her to complete the back page and then for them to send this form in its entirety back directly to the school **by Monday 15th January 2018.**

**APPLICATION FOR ADMISSION.**

**WOULD YOU PLEASE ENSURE THAT YOU COMPLETE ALL SECTIONS.**

**To be completed by the Parent/Guardian of the applicant.**

**Please note that the Governors are required by Law to take the religious practice of the Parents into account.**

Name of child:.....

Date of birth:.....

Parent(s) name(s).....

.....

Address:.....

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

Day time contact number(s).....

Name & date of entry of any other child at present at All Saints' CE Primary

.....

**CHURCH ATTENDANCE**

Name of Vicar/Minister.....

Name of Church:.....

Address of Church:.....

.....

**Church Attendance - Please ensure you complete all relevant sections.**

<b>Name of better attending Parent (.....)</b>
a) Four Times per month
b) Three Times per month
c) Twice a month
d) Once a month
e) Occasionally
f) Never

If you attend All Saints' Church please state which service(s) you attend.....

For how long has this been your pattern of attendance?

State number of years.....

Signed:.....Parent/Guardian

Date:.....

**PLEASE PASS THIS FORM TO YOUR VICAR/MINISTER SO THAT HE/SHE CAN COMPLETE THE BACK PAGE. HE/SHE WILL KINDLY THEN SEND IT DIRECT TO SCHOOL BY MONDAY 15<sup>TH</sup> JANUARY 2018**



**FOR COMPLETION BY VICAR/MINISTER**

Please return direct to the Headteacher, All Saints' Primary School, Church Street, Clayton-Le-Moors. BB5 5HT - **by MONDAY 15TH JANUARY 2018.**

Please note that all information considered by Governors may be requested by any Appeal Panel.

<b>Church Attendance - Please could you indicate below parental attendance at your Church.</b>
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<b>Name of better attending Parent(.....)</b>
a) Four Times per month
b) Three Times per month
c) Twice a month
d) Once a month
e) Occasionally
f) Never

1. Do you confirm that the information supplied by the parent/guardian is correct?  
YES/NO

2. Do you support this application? YES/NO

3. Is your Church a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance?  
YES/NO

Signed:.....Vicar/Minister

Please print name:.....

Name of Parish:.....

Address of Vicar/Minister:.....

.....  
Post Code:..... Telephone No:.....

Date.....