

Admissions Policy 2018 /2019

Admissions Number

From September 2018 the school will provide places for a maximum of 30 children in the reception class, a number that has been agreed upon after consultation between the governing body and the Local Authority. All children who reach the age of five during the school year are eligible for admission to Reception at the start of the Autumn Term.

The governors will not place any restriction on admission unless the number of applications exceeds 30. If this is the case, places will be allocated using the following criteria. The governing body has adopted a non complicated points system which allocates a number of points for each criterion.

Making an Application

Applications should be made online. The online admissions system can be accessed via www.lancashire.gov.uk then search on the A-Z for 'school admissions. The closing date for primary admissions will be in January 2018 with offers issued in April 2018.

Statement of SEN/Individual Healthcare Plan/Looked After Children

Children with a statement of SEN/EHC Plan that names the school will be given priority.

Children who are 'looked after' will also be given priority.

Under normal circumstances, the responsibility for admissions lies with the Governing Body who will follow the criteria exactly as set out below. In cases where the school is oversubscribed, an admissions panel will be convened.

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).

Late Applications

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

Waiting list

A waiting list will be maintained for the full autumn term in the academic year of admission.

Where we have more applications than places, the admissions criteria will be used for children who are not admitted and their name placed on a waiting list. The names on this waiting list will be in order resulting from applying the admissions criteria. The date of application has no bearing on the order of names on the waiting list and late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. This means that it is possible that a child, who moves into the area, may then 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 Pupils of Shared Parental Responsibility

Where a child lives with parents with shared responsibility, the address used on the admissions form must be the current one at the time of application. If the address then changes, parents should notify the school. Where parents live at different addresses, the address 'current at the time of application', i.e. the 'normal' address of the child, should be used. This is taken to mean the address where the child sleeps overnight for the majority of the week between Sunday evening to Friday morning parents may be asked to show evidence of the claim being made for the address being used. If an address is in dispute, the governors reserve the right to make enquiries of any relevant third party such as family GP. For children of UK service personnel and other Crown servants returning to the area, proof of the posting is all that's required.

Multiple Birth

Where there are children of multiple births wishing to be admitted 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.

Deferred admission and part time provision

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.

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. In order to obtain a school place mid-year, it is advisable to contact the school first to see if a place is available and to complete the school supplementary information form. It may be that we can admit a child straight away or in some cases an appeal may have to be made. However, in either case the local authority will be informed as a matter of course and if necessary the LA will arrange and appeal panel to convene on behalf of the school. If you wish to apply to St Anne's Edgeside on the grounds of your faith commitment then it will be helpful to clearly state this on our Supplementary Application Form. **If you wish to visit the school at any time, please contact school directly.**

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 to follow.** 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.

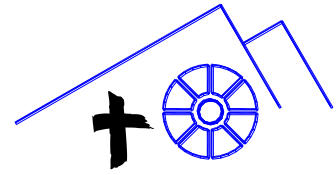
Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability 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.

Policy for those wishing to start school in later year groups.

Where parents make an application to St Anne’s in a higher year group than Reception and there are no places available in the requested class / year group, children who are not admitted may have their name placed on the waiting list. This will require our Supplementary Information Form to be returned to the school. Should a place become available, parents will be informed and advised by the school. Admission will be decided by how closely the criteria below match those on the admissions form and not on a ‘first come first served’ basis.

Criteria	Points Allocated
<p>1. Children in Public Care i.e. - looked after children and previously looked after children who were looked after; but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) who are Looked After Children at the time when preferences are expressed and are still expected to be in Public Care when admitted to the school.</p>	Take Priority
<p>2. All children with medical or social need, for whom professional support of the required character is available at the school.</p>	Take Priority
<p>3. Children whose parents / guardians are regularly involved in the devotional life of St Anne’s CE Church – at least for a period of one year and generally meaning attendance at Sunday services / mid week bible study.</p>	5
<p>4. Sibling of a pupil already attending the school at the time the application is made and who will still be in school at admission (‘siblings’ include full, half or step brothers and sisters; adopted or foster children who <u>live in the same house</u>)</p>	5
<p>5. Families who live within three concentric circles in order of distance from school in all directions. ½ Mile / ¾ Mile / 1 mile</p>	½ mile = 4 ¾ mile = 3 1 mile = 2
<p>6. Children who attend the school nursery (eligible for Early Years Pupil Premium; the Pupil Premium or the Service Premium). This is normally taken to mean regular attendance on a half-day basis for at least 1 term immediately prior to starting reception. <i>(If a place is in dispute between children who have attended another nursery / care option and St Anne’s Nursery, and points are equal (a tie-break), priority will be given according to distance from school). NB- attendance at the Nursery does not legally guarantee a place.</i></p>	3
<p>7. Children whose parents are regularly involved in the life and worship (meaning attendance at Sunday services / mid week bible study etc.) of another Christian Church (A member of Churches Together) other than the Parish Church. Supporting evidence of involvement will be needed from the appropriate parish priest or minister</p>	3
<p>8. Children who do not fit into any of the above criteria but whose parents request a Church of England School Education.</p>	1



St. Anne's, Edgeside, C.E. (A) Primary School and Nursery. Ashworth Rd. Waterfoot, Rossendale, Lancs. BB4 9JE

Admissions: Supplementary Information Form

Name of Pupil:

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Pupil's Date of Birth:

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Name/s or parent/s or guardian/s:

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Address:

.....

..... **Post code:**

Tel no (Home) **(Mobile).....**

1. Do you attend a church?(Yes/No)

Please give details of which church:

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How frequently do you attend?.....

2. Do you already have a child attending St Anne's (Yes/No)

Please give his/her/their names / ages

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3. Are there any special medical or social circumstances which you would like considered in offering your child a place. Please provide supporting evidence (such as a letter) from a doctor / psychologist / social worker or health visitor.

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Signed:

Date: