



St John's Stonefold Primary School Determined Admissions Policy 2020/2021



Making an application

Applications for admission to St John's Stonefold for September 2020 should be made on-line at www.lancashire.gov.uk, search for "school admissions". Applications can be submitted between 1st September 2019 until 15th January 2020 and it is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the online form stating **3** preferences. Parents who wish their application to this Church school to be considered against faith criteria then the supplementary form must also be completed. 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.

The Supplementary Information Form is available from the school

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16th April 2020. 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 admission authorities in the area.

The number of places available for admission to the Reception Class in the year 2020 will be a maximum of 20.

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.**
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 in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (c) Children who live within the ecclesiastical parish of Haslingden St. James with Grane St. Stephens and St. John's Stonefold**
A map showing the boundaries is available from the school.

(d) Children who have a sibling attending school on the date of application and the date of admission.

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

(e) Other children

* **Note** – 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 is 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 2018, there were 17 applications for 20 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 admission criteria will be used. Children who are not admitted will have their name added to our 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, ie 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 or 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 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 St John’s Stonefold 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 isn’t a place available, 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.

* **Note** –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

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 no later than 28th April 2020.** 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’ admission arrangements had been properly implemented.

* **Note** – 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, 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.

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 a child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may not choose to send that child to school until the September following their fifth birthday and may request they are admitted out of their normal age group – to Reception rather than Year 1. Admission authorities **must** make decisions on the basis of circumstances in each case and in the best interests of the child concerned. This will include taking into account of the parents’ 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 headteacher. 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.*

Twins, etc

Where there are twins etc, wanting admission and there is only one 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. If places for both, twins or triplets, cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.