



## St Anne's Church of England Primary School Determined Admissions Arrangements

2025-2026

### Introduction

This document sets out the admission arrangements of St Anne's Church of England Primary School. For the purposes of this policy, the Governing Body is the admission authority.

Thank you for choosing St Anne's Church of England Primary School, where we strive to ensure that children are happy learners who make good progress across a broad and balanced, creative curriculum. OFSTED judged the school as 'Good' in May 2023.

As a church school, we believe in the importance of giving our pupils an education underpinned by Christian values such as respect and thankfulness. You can't help to notice the 'family' feel at St Anne's, where children learn in a safe, secure and happy environment. SIAMS awarded the school as a 'Good' Church of England school in July 2016.

St Anne's is an inclusive school, welcoming children from all faith, and non-faith, backgrounds. We are committed to delivering a curriculum that meets the needs of every child including those with barriers to learning such as special educational needs and/or disabilities.

Choosing the right school for your child is a big decision, and we appreciate that the decision is an act of trust. Our aim is to ensure that your child is extremely well-cared for, and that the time they spend at St Anne's is happy and successful.

### Background information

St Anne's Church of England Primary School is a Voluntary Aided school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Lancashire County Council (the Local Authority) and the school liaises with the Local Authority and Manchester Diocesan Board of Education on admissions issues. The following arrangements for admissions include the criteria used to determine the allocation of places when the school is oversubscribed.

The school's published admission number (PAN) agreed for admission to the Reception Class is 30. ***If no more than 30 applications are received for admission to the Reception Class, all applicants will be offered places.***

St Anne's school also has a Nursery class. Please see the separate Nursery admissions policy for full details. Attendance at the school's Nursery class ***does not*** guarantee a place in Reception. A separate application must be made for any transfer from the Nursery class to the Reception Class in the Primary School.

## Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.
2. The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.
3. The St Anne's Church of England Primary School has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply.

## Selection Criteria

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with an **EHCP** naming the school) the decision on which children will be allocated places will be based on the following oversubscription criteria which will be applied in the order of priority set out below:

### 1. LAC and PLAC

Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC). The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria. A "Looked After Child" (LAC) is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. **Faith based regular attendance.** A child, with an appropriate adult, attending public worship in St Anne's Church or another Anglican church in The Rossendale Team attending at least 10 sessions of public worship within a ten-month period between 1<sup>st</sup> January and 21<sup>st</sup> October prior to the admission date.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least ten times at one of the named churches set out in the notes below.

3. **Attendance at public worship in any other Christian church.** For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity.

The list of nationally Designated churches can be found at:

<https://cte.org.uk/about/whos-who/member-churches/>

A parent or parents wishing to apply against this criterion must complete a Supplementary Information Form. Attendance at public worship will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least ten times at one of the named churches set out in the notes below. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

4. **Siblings.** Siblings of pupils attending the school during the academic year to which the child would be admitted.

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

5. **Children of staff.** Children of all staff will be considered where the parent has a permanent contract of employment.

Their normal base of work must be at St Anne's Primary School, Ashworth Road, Waterfoot, Rossendale, Lancashire, BB4 9JE and their employment contract must have been in place for two or more years at the time of the closing date for application for admission. The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

## **6. Other children**

### **Tie Breaker - Proximity to the school.**

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).

### **Notes**

- Regular involvement in the devotional life of St Anne's CE Church or any other Anglican church in 'The Rossendale Team' means a minimum of attending ten sessions of public worship between 1<sup>st</sup> January and 21<sup>st</sup> October prior to the admission date. Attendance at public worship may be on Sundays or other days of the week, including Wiggle Worship and monthly Messy Church. Evidence of regular attendance must be provided by the parish priest or designated church officer.
- Churches named in The Rossendale Team include: St Bartholomew, Whitworth, St John the Evangelist, Facit, Christ Church with St John, Bacup, Holy Trinity with Bacup St Saviour, Tunstead, St Anne, Edgeside, St Nicholas with St John & St Michael, Newchurch, St Mary, Rawtenstall, St Paul, Constable Lee, St Mary & All Saints with Crawshawbooth St John, Goodshaw

### **Late applications**

Applications received after the closing date and before the admission meeting will be placed last in the criteria in which they fall unless the Admissions authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required

Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

### **In-Year admissions**

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's appeal form on Lancashire County Council's website.

### **Admission of children outside their normal age group.**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include: 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. The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

## **Waiting Lists.**

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until 31<sup>ST</sup> December after the beginning of the school year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

## **Appeals Procedure**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Headteacher at St Anne's Church of England Primary School at Ashworth Road, Waterfoot, Rossendale, Lancashire, BB4 9JE within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://stannesceprimary.school/>.

## **School age**

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

## **Deferred entry for infants**

A child is entitled to a full time place in the September following their 4th birthday. Parents have the right to defer their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be deferred to the next academic year.

## **Address definition**

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including

where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

### **Children from multiple births**

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number if it is possible to do so.

### **Enquiries**

All enquires should be to Headteacher at Ashworth Road, Waterfoot, Rossendale, Lancashire, BB4 9JE.

01706 214081.



**Admissions - Supplementary Information Form (A) - (Parent(s)/Guardian(s))**

Name of child:

Surname \_\_\_\_\_ Christian or first names \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Name of parent(s)/guardian(s) \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_

Post code \_\_\_\_\_

Telephone number (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Has the child, with an appropriate adult, attended public worship in St Anne's Church or another Anglican church in The Rossendale Team attending at least 10 sessions of public worship within a ten-month period between 1<sup>st</sup> January and 21<sup>st</sup> October prior to the admission date.

Yes / No

If Yes, please give the name of the appropriate adult and details (name and address of church) of the church they have attended:

\_\_\_\_\_

Name of parish priest/vicar/minister \_\_\_\_\_



Do you already have a child/children attending St Anne's CE Primary School who will still be attending the school at the date of admission of the younger child? \_\_\_\_\_ (Yes/No)

If Yes, please give their name(s) and age(s) \_\_\_\_\_

Your Church or Faith leader will be contacted in order to confirm this information.

SIGNED \_\_\_\_\_ Parent/Guardian

DATE \_\_\_\_\_