

Newburgh C.E. Primary School
PROPOSED ADMISSIONS POLICY 2027/28



‘Let Your Light Shine’ Matthew 5:14-16

MISSION STATEMENT

Our aim is to provide a rich and engaging educational experience in a caring, Christian environment in which each individual is valued and respected so that all are enabled to reach their full potential.

Introduction

This document sets out the determined admission arrangements of Newburgh Church of England Primary School. For the purposes of this policy, the Governing Body is the admission authority.

Process

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.

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.

The Newburgh Church of England Primary School has an admission number of 15 pupils for entry into Reception. The school will accordingly admit at least 15 each year if sufficient applications are received. All applicants will be admitted if 15 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school.

Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

1. 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.

Social and Medical need

2. Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other. Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

Siblings

3. Siblings of pupils attending the school at the time of application. '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.

Faith based

4. Regular attendance at public worship at Christ Church Newburgh Church of England church. 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 eight times in the twelve months immediately prior to the date of application.

5. Regular attendance at public worship in any Church of England church.

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 eight times in the twelve months immediately prior to the date of application. 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.

6. Other Children

Tie-breaker

Proximity to the school. We will measure the distance by a straight line. All straight line distances are calculated electronically using a geographical information system. School will measure the distance using a straight-line radial measure. The address point is within the body of the property and usually located at its centre. In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

Twins etc.

Where there are twins or multiple births wanting admissions and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible with the requirements of infant class sizes.

Late applications

Applications received after the closing date and before the [Admissions Authority] 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 admissions 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 the Lancashire County Council website.

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 the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. Admission authorities must make clear in their admission arrangements the process for requesting admission out of 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. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

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 the end of the first term 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 Chrissy Quirk at Newburgh Church of England Primary School at Back Lane, Newburgh, Wigan, Lancashire, WN8 7XB 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://www.newburgh.lancs.sch.uk/>.

School age

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

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.

Enquiries

Should be to Chrissy Quirk at Back Lane, Newburgh, Wigan, Lancashire, WN8 7XB.

SUPPLEMENTARY FORM FOR NEWBURGH C.E. PRIMARY SCHOOL



Name of child:

Surname	Christian names
Date of birth	Boy ☐ Girl ☐

Name of parent/guardian

Address

Post code

Telephone

Mobile

Place of worship one of parents / guardians regularly attends:

Name of place of worship

Address

Name of vicar / priest / minister / faith leader / church officer

Address

Postcode

Telephone

To be completed by your Faith Leader:

Please indicate which statement reflects the attendance of the parent(s) of the above child:

1. Attendance at Newburgh Christ Church ('regular' attendance means attendance **at least 8 times in the 12 months** immediately prior to the date of application). ☐
2. Regular attendance at public worship in any Church of England church ('regular' attendance means attendance **at least 8 times in the 12 months** immediately prior to the date of application). ☐

Signed

Position Held