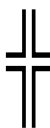





Inspire  Believe  Achieve

A Learning Community Built on Trust, Friendship, Respect  Kindness

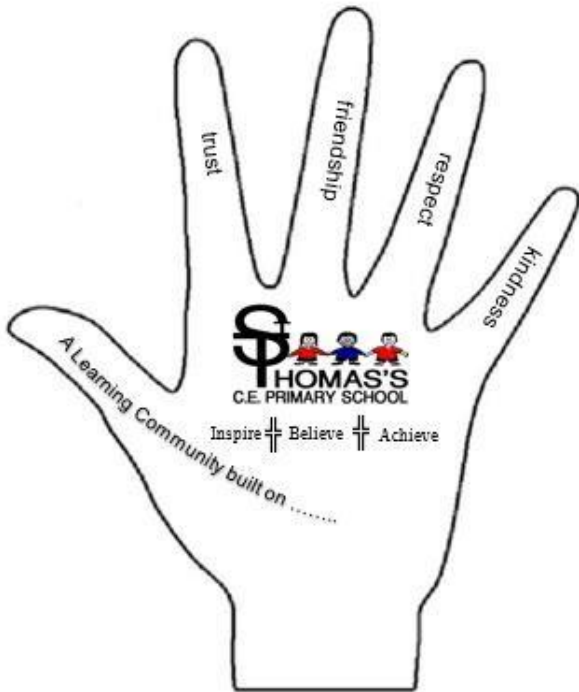
St Thomas's Church Of England Primary School

Admissions Policy

“We are a church school that offers a happy, harmonious community where good relationships are underpinned by mutual respect and kindness, built on Christian values. Within our Christian ethos, we nurture children’s self-esteem and confidence and promote social, spiritual, emotional, physical moral and cultural development. We offer a welcoming, friendly, lively and happy place to learn, where children feel secure, are respected and show respect; a school where good behaviour is expected and where they enjoy growing up. We value the worth of everyone in our multicultural, multiethnic community.”

Our Aims

- To be an inclusive school and to put into place practice in all aspects of our work that ensures that all pupils are given equality of opportunity regardless of gender, special needs, disability or race.
- To promote high expectations and provide teaching and learning of the highest quality.
- To ensure an inspiring and challenging curriculum for all where all pupils benefit from a rich, broad, balanced curriculum presented in an interesting, exciting and imaginative manner with many opportunities for firsthand experience, practical work, investigation and learning through play.
- To promote and achieve high standards □ To treat all fairly.
- To contribute to the life and work of the school with energy and enthusiasm.
- To make parents and the wider community partners with the school.



Ratified by governors September 2018
Review date September 2023

St Thomas’s Church of England Primary School is an academy and part of the Roch Valley Church Of England Multi Academy Trust. The Trust 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 Bury 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 information on how to apply for a place, and the criteria used to determine the allocation of places when the school is oversubscribed.

Responsibility for admissions is delegated to the Local Governing Body Admissions Committee.

Admission arrangements

The school's published admission number (PAN) agreed for admission to the Reception Year is 60. If no more than 60 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement/ EHCP the school is named.

Oversubscription criteria

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

1. Looked after children and previously looked after children. (A "looked after child" 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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.)
2. Children who have older brothers and sisters (this includes full brother and sister and step-brother/sister living at the same address) who will still be on the school roll at St Thomas's at the time of admission.
3. All other children.

Home address

Where a child has parents with shared responsibility and lives with each for part of the week, the home address that is accepted will be the one that is used for the purposes of claiming Child Benefit.

Tie-breakers

If there are more applicants falling within any of the above criteria than there are places remaining available, priority for admission will be given to applicants living closest to the school, determined using a straight line distance measurement from home to school using the Local Authority's electronic mapping system. Those living closer to the school will receive the higher priority. If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Children from multiple births (twins, triplets etc)

Where there are children of multiple births wishing to be admitted and the sibling is the 60th child, the governors may admit over the admission number and exceed the infant class size requirement if it is possible to do so, as such children are permitted exceptions to the infant class size limit. A list of permitted exceptions is set out in the School Admissions Code.

Waiting list

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places. 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 is not one of the admissions criteria, it cannot be a criterion for 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. Thus it is possible for 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 until 31 December at the end of the autumn term following admissions in September.

Appeals

Where the governors are unable to offer a place because the school is over-subscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent admission appeal panel. Parents wishing to appeal must set out their grounds for appeal in writing and must send the appeal to:

The Admissions Team, 3 Knowsley Place Bury, Lancashire, BL9 0EJ

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available **which could not have been made available** at the original appeal hearing.

Deferred Admissions to the Reception Year

Children are entitled to a full time place in school in September following the child's 4th (fourth) birthday

Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Requests for admission outside the child's 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.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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 governing body will 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 governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Applying for places

Applications must be made on the local authority's common application form, which should be returned to the local authority by the closing date for applications. Details of all the applications made will be forwarded to the school by the local authority.

Parents considering sending their child to St Thomas's are welcome to visit school and look round the classes. Please contact the school and arrange a mutually convenient time.

Non-routine/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 may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The Local Authority will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the Local Authority, and information about how to appeal against the refusal will be provided.

Nursery Class

The school has a Nursery class. Attendance at our Nursery does not guarantee a place in our Reception Year.

A separate application must be made for any child wishing to transfer from the Nursery class to the Reception Year at St Thomas's CE Primary School.

Roch Valley Church of England Multi Academy Trust

Registered Address: St Thomas's CE Primary School, Pimhole Road, Bury, Lancashire, BL9 7EY

Registered Company Number: 11462246