ADMISSIONS POLICY FOR RECEPTION ADMISSIONS 2026
for
ST. THOMAS'S CE PRIMARY SCHOOL

- The Sycamore Church of England Trust Ltd is the Admissions Authority for St. Thomas's CE Primary School. Responsibility for admissions is delegated to the Local Academy Committee (LAC), in agreement with the trustees.
- The standard number agreed for admission to the Reception Class is 60. Up to the admission number, all applications will be accepted.
- If a child has an Education, Health and Care (EHC) Plan then that child will be offered a place.
- If applications exceed the admission number, the Admissions Panel will meet and children will be admitted (up to the admission number) according to the following criteria, applied in order:

1.	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. This criteria also includes looked after children and all previously looked after children who appear (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.	*Children who will have an older brother or sister attending the school at the time of their admission.*
3.	*Any other children.*

- Applications received after the published closing date will be treated as late applications. We will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications that are received on time.
- The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.

Notes
A. If there is over-subscription in any category places will be offered using a straight-line distance measurement from home to school. The distance will be measured using a computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.
B. The LAC will follow Bury LA policy when making decisions regarding a child's residence. For example, where shared parenting arrangements are in place, the home address will be decided by using the address to which the Child Benefit is paid.
C. 'Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins and the three triplets will be offered places.
D. A place in the school's nursery does not guarantee a place in the school's reception class.

- Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the

original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

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 LAC 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 LAC 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 LAC 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 Bury 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 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.

RIGHT OF APPEAL: If an application for admission has been turned down by the LAC, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on The Sycamore Church of England Trust.

Adopted upon transfer: September 2024
To be Reviewed: March 2026