



The St James and Emmanuel Academy Trust



Admissions Policy

Our Mission Statement is:

Our Christian school exists to provide a welcoming environment in which everybody is cherished and challenged to fulfil their potential.

Our three key values we embrace are:

Belonging, Believing and Becoming

ST WILFRID'S CHURCH OF ENGLAND PRIMARY SCHOOL
ADMISSIONS POLICY STATEMENT FOR SCHOOL AND NURSERY

Introduction

St Wilfrid's CE is part of the St James and Emmanuel Academy Trust. The Trust is responsible for determining the admissions to the school but works in conjunction with Manchester Local Authority as part of the Local Authority coordinated admissions arrangements and is required to act in accordance with the School Admissions Code.

The following arrangements for admissions have been agreed by the Board of Directors of the St James and Emmanuel Academy Trust, after consultation with the Manchester Diocesan Board of Education and Manchester Local Authority, in accordance with the current Education Act.

Parents/carers should note that attendance in the nursery does not automatically guarantee a place in the reception class.

A separate application must be made for admission to reception.

Trust Responsibilities

- Admissions to the School and Nursery are the responsibility of the Trust, in liaison with the Local Authority.
- The admissions policy is to be exercised by the Trust Admissions Committee. The policy will only be brought into operation when the school is over subscribed.
- As circumstances change, it will become necessary to review the admissions criteria. The Trust will review the policy statements and decisions taken under it at least once in each year, and at the time of doing so will consult with the Manchester Diocesan Board of Education and Manchester Local Authority. Where wider consultation is required, this will be carried out in accordance with the School Admissions Code.

Admission Number for the Reception Year

- The school's published admission number is 45 for the admission of pupils to the Reception Year. For September 2018, the Trust Admissions Authority agreed to extend this to 50 places.

Number of Places in the Nursery

- Under this Policy the Nursery has an admissions number based on 39 full time equivalent places.

1. PROCEDURE FOR SCHOOL ADMISSION

- A. The School operates one point of admission with one point of entry to the Reception Year. There is also one point of entry to the Nursery Class.

Attendance in the nursery does not automatically guarantee a place in the Reception Year. A separate application must be made for admission to Reception.

B. Children are normally admitted to the Reception Year in the September of the academic year in which they will reach their fifth birthday.

C. Parents will be offered the option of deferring their child's entry until later in the school year. The place will be held for that child, but not beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the admission is sought. (Please refer to the separate note on requests for admission of children outside their normal age group.)

D. The school will admit all children with statements of special educational need or Education, Health and Care plans (EHCPs) naming the school.

E. In the event of more applications for the school being received than there are places remaining available after the admission of any pupils with statements of special educational needs or EHCPs naming the school, the following criteria, in the order of priority shown, are used to determine the allocation of places:

1. ***Looked after children and previously looked after children.**
2. Children who have a brother or sister (***siblings**) attending the school at the time of admission.
3. Children whose parent(s)/carer(s) is in **regular attendance at public worship*** at St Wilfrid's Church.
4. Children whose parent(s)/carer(s) is in **regular attendance at public worship*** at an Anglican Church in the ***Deanery of Withington**.
5. Children whose parent(s)/carer(s) is in **regular attendance at public worship*** at any other churches of Christian denominations participating in **Churches Together in England and who are resident in the Parish of St Wilfrid's**.
6. Children whose parent(s)/carer(s) is in **regular attendance at public worship*** at places of worship of **other faiths*** and are **resident in the Parish of St Wilfrid's***.
7. Any other children.

****Please refer to Appendix 2 for definitions of:***

- ***Looked After Children and previously looked after children***
- ***Siblings***
- ***Regular attendance at public worship***
- ***Deanery of Withington***
- ***Churches Together in England***
- ***Residence in the Parish of St Wilfrid's***
- ***Other faiths***

Within each category, priority will be given to children living nearest to the school, measured in a straight line on a map from the place of residence stated on the admissions form, to the centre of the school building.

Tie-breaker – 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.

Infant Class Size Limit

Under the School Standards and Framework Act 1998 and the School Admissions Code, infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single schoolteacher. Additional children may be admitted under limited exceptional circumstances.

Waiting list

When the school receives more applications than there are places available, the above admissions 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. The waiting list will operate until 31 December at the end of the autumn term following admissions in September.

Late applications for admission

Where the Local Authority accepts that 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 over-subscription criteria.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as a result of a fraudulent or intentionally misleading application (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 under the School Admissions Code the governing body is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

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 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 LA 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 LA, 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. For children of UK Service personnel and other Crown Servants returning to the area proof of posting is all that is required.

Please note that 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.

2. Application Documents and Procedures

Applications for Reception class must be made on the Local Authority's common application form. In the September before a child is due to start school the LA will write to parents to inform them that the application period is open. Parents can then apply online or request an application form from the LA. Details of all applications will be forwarded to the school by the LA, as we are responsible for our own admissions.

Parents who wish to apply to the school and have their application considered under criteria 3 to 6 above, must also complete and return the school's supplementary application form, which must be supported by the Religious Leader's Reference Form. Parents are responsible for enclosing the completed reference forms with the application form. Applications not accompanied by a completed Reference Form cannot be considered within these criteria. All these forms can be obtained from the School Administrator. Places for that academic year will be allocated at a meeting of the School's Admissions Committee.

For the Reception Class intake, parents/carers will be notified whether or not their child has a place according to the Local Authority's timetable (on, or around 16 April) before the start of the school academic year in which their child is due to be admitted. A written acceptance of the place along with the child's original (not photocopy) birth certificate and proof of residence (e.g. utilities bill) must be delivered to the School within 14 days from the date of the offer of a place. If no response is received within this time it will be assumed that the place is no longer required. This place will be offered to another applicant.

Parents of children who have been refused admission can place their child's name on a waiting list, as set out above.

3. Admission Appeal

Where the school is oversubscribed and it is necessary for a child to be refused admission, parents/carers will be informed of the reason why admission was refused and advised of their right of appeal. An Independent Appeal Panel will be convened to hear such appeals.

Parents wishing to appeal must set out their grounds for appeal in writing and must send the appeal to:

Manchester City Council

Email: school.admissions@manchester.gov.uk

Web: www.manchester.gov.uk/schoolappeals

Note – Requests for 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.

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 over-subscription 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.

4. Procedure for Nursery Admission

The Nursery has one point of admission and one point of entry in each academic year. Access to full-time education will take account of the child's developmental stage and will be determined by the judgement of the school's professionals. Our Nursery admissions over-subscription criteria are identical to our school over-subscription criteria.

5. Application Documents and Procedures

Applications must be made on the official Nursery Application Form and if made under criteria 3 to 6, must be supported by the Religious Leader's Reference Form. Applications not accompanied by a completed Reference Form cannot be considered within these criteria. All these forms can be obtained from the School Administrator. Completed forms must be received by the school by the end of February prior to the academic year for which admission is sought. Places for that academic year will be allocated at a meeting of the School's Admissions Committee held immediately after this deadline, at which point the current validity of the Religious Leader's Reference Form will be checked.

Copies of the current Admissions Policy are available to parents/carers on request. Parents/carers will be notified whether or not their child has a place in the Nursery Class during the Summer term in the academic year preceding the child's year of entry. A written acceptance of the place along with the child's original (not photocopy) birth certificate and proof of residence (e.g. utilities bill or bank statement) must be delivered to the School within 14 days from the date of the offer of a place. If no response is received within this time it will be assumed that the place is no longer required. This place will be offered to another applicant.

Notification of refused admission will be given when all 26 full time equivalent places have been offered and accepted. No information about individual applications will be given before letters of offer or refusal have been sent. Children who have been refused admission will be placed on a waiting list in the priority of original selection. Once on the waiting list a child's position may move if a later applicant is within a higher category.

Attendance in the nursery does not automatically guarantee a place in the reception class. A separate application must be made for admission to the Reception Year at the school. Parents/carers will be asked to acknowledge they understand this by signing this statement as it appears on the Nursery Application Form.

6. Admission Appeal

There is no appeal procedure for refused Nursery applications.

APPENDIX 1

Coordinated Admission Arrangements

The 2002 Education Act introduced a statutory requirement for every Local Authority to draw up a scheme to coordinate admissions to schools within their area.

The overall aim of the co-ordinated schemes is to ensure that, in the normal admissions round for admission to a school's first year of entry each parent receives (as far as is reasonably practical) a single offer of a school place.

Local Authorities are required to process the applications for all schools in their area:

- a. using a common application form and timetable
- b. inviting parents to express their preferences (a minimum of three for secondary schools)
- c. notifying parents of a single offer based on the highest preference which can be met on the 'national offer day'

Under coordination, parents send in one application form to the Local Authority in which they are resident, naming all their preferred schools, and subsequently they will receive one offer of a place on a single day.

Academies, voluntary aided and foundation schools, together with community and voluntary controlled schools with delegated authority for admissions, will still be able to determine and apply their own admission arrangements, including over-subscription criteria; but will give their Local Authority lists of which children they can accept in which order, so that the Local Authority can eliminate multiple offers in accordance with the current statutory requirements.

APPENDIX 2

Definitions

Looked after child/previously looked after child

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.

Siblings

For the purposes of this document a sibling is defined as a sister or brother (including step/half/foster) who is resident at the address, which is the same as that of the older sibling who is already in the school at the time of the younger sibling starting at the nursery or reception class.

The address should be the same as that of the brother or sister who will be a registered pupil at the school at the time when the younger sibling would be admitted to the school. Sibling priority cannot be given to cousins or to brothers or sisters (including step/half/foster) who are resident at a different address.

- Twins, triplets etc. Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.

Regular attendance at Public Worship

- Regular attendance at a main act of worship by both, or either, parent(s)/carer(s) at least 26 times in the year prior to the submission of the application to the school.
- This evidence will be rechecked with the religious leader immediately prior to the deadline date for decisions on admissions.

Residence in the Parish

- The parish is the Parish of St Wilfrid's, Northenden. Residence in the Parish refers to an address within the parish boundary. (A map showing the parish boundary is available at the school).
- Where the boundary is drawn down the centre of a road, residents living on the inner side are in the Parish; those on the outer side are not.

Deanery of Withington

- The following Anglican Churches are in the Deanery of Withington:
Benchill, St Luke
Baguley, St John (Brooklands)
Burnage, St Nicholas
Didsbury, Christ Church
Withington, St Christopher
Didsbury, St James and Emmanuel
Ladybarn, St Chad
Lawton Moor, St Michael and All Angels
Withington, St Paul

Wythenshawe, St Martin
Wythenshawe, St Richard of Chichester (Peel Hall)
Wythenshawe, William Temple

Churches Together in England - A list of churches in membership of Churches Together in England can be viewed at www.cte.org.uk

Other faiths – The Trust recognises all faiths as detailed on the membership link for the Interfaith network of Britain. <http://www.interfaith.org.uk/members/national-faith-bodies>