


West Didsbury CE Primary School



West Didsbury Church of England Primary School – Admissions Policy for 2018 – agreed 2/3/17

Introduction

West Didsbury CE Primary School is a two form entry primary school for pupils aged 4-11 years. As a Church of England Free School, the school may admit up to 50% of the pupils to Reception each year on the basis of faith and at least 50% without reference to faith.

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 Manchester City Council (the Local Authority) and the school liaises with the Local Authority on admissions issues. The following arrangements for admissions, which include the criteria used to determine the allocation of places when the school is oversubscribed, have been agreed following consultation with Manchester Diocesan Board of Education and Manchester Local Authority.

Admissions Arrangements

- i) The schools published admission number (PAN) for the admission of pupils to Year R (Reception) is 60.
- ii) The school operates one point of admission, with one point of entry to Year R (Reception) in September each year.
- iii) If no more than 60 applications for admission to year R are received, all applicants will be offered places.
- iv) The school will admit all children with an educational healthcare plan or a statement of special educational needs naming the school. (These admissions are made without reference to faith.)
- v) In the event of more applications for admission to the school being received than there are places available (after the admission of any pupils with an education health care plan or a statement of special educational needs naming the school) the following oversubscription criteria, in the order of priority shown, will be used to determine the allocation of places.

Oversubscription Criteria:

1. Looked after children and previously looked after children.
2. A maximum of 30 places (50% of the admission number) by reference to faith, in the following order of priority
 - a. Children who, together with at least one parent/legal guardian, are in regular attendance at Sunday worship at St James and Emmanuel, Didsbury, Christchurch, West Didsbury, St Christopher's, Withington or St. Nicholas, Burnage.

- b. Other children who, together with at least one parent/legal guardian are in regular attendance at public worship at a Church which is a member of Churches Together in England (see website for current list www.cte.org.uk)
3. Children who have a brother or sister (sibling) at the school at the time of admission.
4. Any other children, with those living closest to the school having priority for admission.

Note 1

Tie-breaks

Criterion 4 ('distance') will be used as a tie-break within criterion 2 if more than 30 children meet the faith criteria.

Those faith applicants not offered a place under criterion 2 will then be considered equally alongside 'non-faith' applicants, under criteria 3 and 4.

Random allocation will be used if applicants live exactly the same distance away from the school and cannot be separated by a distance tie-break.

Note 2

Faith (criteria 2a and 2b)

'Faith applicants' will be determined by regular attendance at public worship.

Applicants for a place under criterion 2(a) or 2(b) should complete the school's Supplementary Information Form. The information on this form will be confirmed by a Church/religious leader's reference.

The following definitions and evidence will be used:

Criterion 2(a) – Regular attendance means a minimum of fortnightly attendance by the child with at least one parent/legal guardian at Sunday worship at St James and Emmanuel, Christchurch, West Didsbury with St Christopher's or St Nicholas, Burnage for at least the year prior to the admission deadline in the year before admission to the school.

Criterion 2 (b) – For other churches that are members of Churches Together in England, regular attendance means a minimum of fortnightly attendance by the child with at least one parent/guardian/carer/grandparent or neighbour at church at public worship for at least the year prior to 1 September in the year before admission to the school. This is verified by the Church/religious leader's reference.

The evidence for criterion 2 will be rechecked with the Church/religious leader immediately prior to the admission deadline date.

Please refer to Appendix A for definitions of terms including “Looked after Children” and “Siblings”.

Right of Appeal

Where it is necessary for a child to be refused admission, parents/carers will be advised of the reason why admission was refused, their right to appeal, the deadline for lodging an appeal, and the contact details for making an appeal.

Independent School Appeals Service,
PO Box 532,
Town Hall
Manchester
M60 2LA
[Tel: 01612343038](tel:01612343038)

If parents wish to appeal, they must set out their grounds for appeal in writing. An Independent Appeal Panel will be convened to hear such appeals.

Waiting List

When the school receives more applications than there are places available, the above admissions criteria will be used and children who are not admitted will have their names placed on a waiting list. The order of priority on the waiting list will be determined using the above admissions criteria. The date of application is not an admissions criterion, and any late applicants will be added to the waiting list using the above admissions criteria. This means for example that a child who moves into the area could have a higher priority on the waiting list than one who has been on the list for some time. Each time a child is added to the waiting list the priority order will be ranked again in line with the above admissions criteria. If a place becomes available, the place will be offered to the child who is top of the list at that time.

The waiting list will be kept until at least the end of the Autumn Term of each admissions year.

Application documents and procedures

All applications for admission to Reception each year must be made on the Local Authorities common application form (CAF). In the September before a child is due to start school the Local Authority will inform parents that the application period is open. Parents can then apply online or request an application form from the Local Authority.

Applications from parents seeking a place for their child within Criterion 2 (a) or 2(b) should be supported by the schools Supplementary Application Form and Religious Leaders Reference Form. Parents are responsible for enclosing the completed Religious Leaders Reference Form with the schools Supplementary Information Form and returning these to the school. They must also complete the official Local Authority CAF and return this to the Local Authority.

Applications not accompanied by the completed Religious Leaders Reference Form cannot be

considered under Criterion 2(a) or 2(b), and this may reduce the chances of a child securing a place at the school if the school is oversubscribed.

Copies of the current admissions policy and arrangements are available to parents/carers on request.

Notification of decisions on admission applications and acceptance of places.

For admissions to year R (Reception), parents will be notified whether or not their child has been allocated a place at the school according to the Local Authority's timetable (currently 16th April) before the start of the school year in which their child is due to be admitted.

A written acceptance of the place along with the child's date of birth must be delivered to the school within 14 days 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 then be offered to another applicant.

Deferred admission

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.

In-year admissions

All in-year applications for admission (i.e. applications other than for admission to Reception in September each year) should be through enquiries at the school or via the Local Authority In Year Admissions Form which is available online at: www.manchester.gov.uk

Infant class size limit

Infant classes must not contain more than 30 pupils except under the limited exceptional circumstances set out in the School Admissions Code and regulations.

Objections to the determined admissions arrangements can be made to the Schools Adjudicator.

Appendix A

Definitions

Looked after child

A looked after child or a child that was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order. 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 (see the definition in section 22(1) of the Children Act 1989.)

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 is not 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 twin, triplet etc of the child with priority for the 60th place have applied for a place at the same time, the governors will admit the siblings as exceptions to the infant class size requirements under the School Admissions Code.