



# LEIGH ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL ADMISSIONS POLICY 2024-2025

## Mission Statement

At Leigh St Mary's Church of England Primary School, we promote a life-long love of learning. Through enriching, exciting learning opportunities and a creative curriculum, children are given the foundations to flourish. Our Christian values are at the heart of our school and provide us with a culture of happiness, respect and trust.

We aim to promote a sense of belonging within a warm, nurturing environment where children feel safe and valued. We celebrate cultural diversity and believe that every child should have the opportunity to be the best that they can be.

Through our encouragement of good manners, kindness and friendship we aim to ensure our children display the values of good citizenship. We hope to instil in our children an 'I can' attitude and to provide our children with the tools to succeed in an ever-changing world.

## Our Inspiration Colossians 2 verse 6-7 International Children's Bible

<sup>6</sup> As you received Christ Jesus the Lord, so continue to live in him. <sup>7</sup> Keep your roots deep in him and have your lives built on him. Be strong in the faith, just as you were taught. And always be thankful.

Children are admitted to Leigh St Mary's Church of England Primary School at the beginning of the school year in which the child will reach his/her fifth birthday. The number of pupils to be admitted to school at the beginning of the year is 30.

People who are considering sending a child to the school may call in at any time to make arrangements to see the staff and school. If parents/guardians wish their child to attend the school, they will be asked to complete an Interest in Admissions Form.

In the December before their child is due to begin school parents will receive an LA Admissions Form, a Supplementary Information Form, and a School Brochure. Parents will have until the closing date for applications to return the form and an offer of a place will be made in April.

Parents/guardians who have been offered a place for their child will be invited to attend a New Parents' Evening. Arrangements will also be made for their child to spend time in school prior to them starting.

Initially the children may be asked to attend part-time but full time attendance is organised as soon as possible, when the children have fully settled into the Reception classes.

If the school is over-subscribed, children will be selected using stated criteria in order of priority. Those who are unsuccessful have the right to appeal against this decision. Parents/Guardians who wish to do this should do so in writing to the Chair of Governors within 15 days of the date of the letter informing them that their application was unsuccessful.

An appeal will be heard by a panel which is independent of the Admissions Authority, i.e. the Governors. If the appeal which you make is for a place in an Infant Class, (i.e. Reception, Year 1 or Year 2) the grounds on which an appeal can succeed are severely limited.

*Please Note:*

#### **Appeals by Pupils Seeking Admission to a Class Where a Limit of 30 Applies:**

School Admission Appeal Code 2022 section 4.1:

Regulations<sup>19</sup> made under section 1 of the School Standards and Framework Act

1998 limit the size of an infant class (a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils per school teacher<sup>20</sup>. Only in very limited circumstances can admission over the limit be permitted<sup>21</sup>

#### **Occasional Admissions:**

Parents can apply to school or the Local Authority for in-year admissions.

#### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their 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.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

### Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date for applications) in order to give sufficient time for the case to be considered prior to the offer of school places.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

### Stage 2 – decision

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

### Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

#### Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** 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.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

#### Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.

### References:

Wigan Council Primary Schools Admissions:

<https://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Primary-schools.aspx>

School Admissions Code:

[https://assets.publishing.service.gov.uk/media/6335a0c88fa8f506931f6d44/School\\_Admission\\_App\\_eals\\_Code\\_2022.pdf](https://assets.publishing.service.gov.uk/media/6335a0c88fa8f506931f6d44/School_Admission_App_eals_Code_2022.pdf)

DfE advice on the admission of summer born children:

<https://www.gov.uk/government/publications/summer-born-children-advice-for-admission-authorities/guidance-on-handling-admission-requests-for-summer-born-children>

DfE advice on making a request for admission out of the normal age group:

<https://www.gov.uk/government/publications/summer-born-children-school-admission/making-a-request-for-admission-out-of-the-normal-age-group>

## LEIGH ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL ADMISSIONS CRITERIA 2024-2025

Leigh St Mary's Church of England Primary School is a Voluntary Aided School in the Diocese of Manchester. The Governing Body is the admission authority for the school. The annual admissions process is co-ordinated by Wigan Council (the Local Authority).

The number of places available for admission to the Reception Year in September 2024 is 30. If no more than 30 applications are received, all applicants will be offered places.

The Governors will admit all children having an Education Health and Care Plan or Statement of special education needs in which school is named. In the event of oversubscription for the remaining places the following criteria will be applied in order:

- 1 Looked after children or previously looked after children or an Internationally Adopted Previously Looked after Child.  
A looked after child is a child who is (a) in the care of the 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). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, child arrangements order or special guardianship order.  
  
Internationally Adopted Previously Looked After Children are children who have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications for IAPLAC children must be supported by appropriate evidence i.e. a copy of the adoption order.
- 2 Children with brothers/sisters attending Leigh St Mary's Church of England Primary School at the time of admission.
- 3 Children whose parent(s)/legal guardian(s) regularly attend the Parish Church of St Mary the Virgin, Leigh at least once a month for a minimum of six months up to the time of application. (The confirmation statement on the supplementary information form must be signed by the appropriate clergy or a confirmation letter attached).
- 4 Children whose parent(s)/legal guardian(s) regularly attend, at least once a month and for a minimum of six months up to the time of application, a Christian church which is a member of the Churches Together in Britain and Ireland (see CTBI website for details [www.ctbi.org.uk](http://www.ctbi.org.uk)) . (The confirmation statement on the supplementary information form must be signed by the appropriate clergy or a confirmation letter attached)

- 5 Children who have been baptised at the Parish Church of St Mary the Virgin, Leigh. (A copy of the baptismal Certificate will be required).
- 6 Children who have been baptised or dedicated into Christian Church which is a member of the Churches Together in Britain and Ireland. (Supporting evidence from the relevant clergy will be required).
- 7 All other children.

**Tie-breaker:**

If more children fall into a particular category than the number of places left, the Governors will allocate places to the children who live nearest to the school measured in a straight line from the child's home address to the centre of the school using the Local Authority's measuring service based on ordnance survey.

In cases where there are two or more children with the same distance measurement (for example if more than one child lives in a block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. This process will be supervised by someone independent of the school. Please contact the school if you would like more information about this.

**Twins**

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

**LEIGH ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL**  
**ADMISSIONS CRITERIA 2024-2025 cont**

**Evidence:**

Applications falling within the criteria 3 and 4 will be required to have the Confirmation Statement on the Supplementary Information Form completed and signed by their minister to support the criterion. Applications falling within the criteria 5 and 6 will be required to supply supporting documents.

**Brothers and sisters**

Reference to brother/sister includes birth, step, foster, half and adopted siblings who live at the same address as part of the same family unit.

**Residence**

You must give the correct permanent home address. This is where the child and parent, or the person who has care of the child or parental responsibility, normally live. When considering a child's application we will use the permanent home address at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

**Waiting Lists**

Places may become available in school after the offer date. To decide which children have these places we will:

- Put all children who were refused a place on the waiting list for school
- Keep the list in priority order, decided by school's oversubscription criteria
- Offer places that become available to the next child on the waiting list
- Keep the waiting list until 31 December 2023.

Important information about the waiting list:

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that a child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

**Appeals**

If a child is refused a place then an appeal may be lodged with the Clerk to the Governors. The appeal should be lodged within 15 days of the date of the letter informing the parents/guardians that their application was unsuccessful.

**Deferred entry**

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents 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.

**Part-time attendance**

Parents can request that their child attends part-time until the child reaches compulsory school age.

