

St Matthew's CE Primary School – Little Lever

Admission Policy

As this is a Voluntary Aided School, the Governing Body is responsible for the school's admission policy, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bolton Council(the Local Authority) and the school liaises with the Local Authority on admission issues. The following arrangements for admissions include the criteria used to determine the allocation of places when the school is oversubscribed, also take account of guidance from the Manchester Diocesan Board of Education.

The pupil admission number agreed for admission to the Reception Class is thirty. If no more than 30 applications are received for admission to the Reception Class, all applicants will be offered places.

The responsibility for admissions is delegated to the Governing Body Admissions Committee.

The school will admit all statemented children in whose statement the school is named.

When the number of applications received is greater than the number of remaining places available, the decision on which children will be admitted will be based on the following criteria which will be applied in the order of priority shown:

1. Looked After Children and previously looked after children who were looked after, but ceased to be so because they were adopted became subject to a residence order or special guardianship order.(See Note 1)
2. Children who will have an older brother or sister attending the school at the time of their admission. (See Note 2)
3. Children who have been Baptised or dedicated and are in regular attendance (See Note 3) with a parent/guardian at a church which is a member of Churches Together in Britain and Ireland, and who are resident in the Parish of Little Lever and designated Bradley Fold Area (See Note 4)
4. Children who have been baptised or dedicated, and are resident in the Parish of Little Lever and designated Bradley Fold Area. (See Note 4)
5. Children whose medical or social circumstances mean that their needs can only be met at this school. (See Note 5)
6. Children resident in the Parish of Little Lever and designated Bradley Fold Area. (See Note 4)

7. Any other children, with priority for admission given to children who live nearest to the school (See Note 6)

Note 1 : 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. A previously looked after child is a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

Note 2 : Brother or sister includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.

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.

Note 3 : Regular attendance means a minimum of monthly attendance at Church at public worship for at least the year prior to 1 September in the year before admission to the school. Evidence of infant baptism or dedication at a church which is a member of Churches Together in Britain and Ireland, and evidence of regular attendance must be provided by a member of the clergy or other designated church officer. If you are seeking a place under category 3 oversubscription criteria you should complete the “Supplementary form for parents applying for Admission into Church of England Primary Schools” which can be found on the school’s website, www.saintmatthewsllschool.org.uk or obtained from and returned to Pupil and Student Services at Bolton Council. Details of churches belonging to “Churches Together in Britain and Ireland” can be found at www.ctbi.org.uk

Note 4 : A map of the Parish of Little Lever and designated Bradley Fold area is available for inspection at the school and Little Lever Library

Note 5 : When admission is sought under special medical or social circumstances criteria, professional supporting evidence, eg from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.

Note 6 : Priority in each of the above categories (1 to 7) will be determined on the basis of proximity to the school, those living nearest being accorded the greatest priority. Distance will be measured in a straight line from the school to the child’s normal home address. Where the child has shared parenting arrangements the address will be the one in which the child sleeps for the majority of the school week. Evidence, such as Child Benefit paperwork, may be required to establish this address. Measurement of distance between home and school is carried out by Bolton Council on behalf of the school.

Tie breaker : In the event of a tie random allocation will be used (this will be carried out by the Chairman of the Admissions Committee or his nominee and in the presence of an

independent scrutineer) to decide who has the highest priority for admission if the distance between two (or more) children's homes and the school is the same.

Deferred Admissions

Children are entitled to a full time place in school in the September following their 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 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 the child reaches compulsory school age."

Appeals

Where the Governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal. Parents should contact the Local Authority as soon as possible after notification that their application has not been successful.

In- Year Admissions

Where a child requires admission other than at the "normal" time; such admissions are known as In-Year Admissions. Applications for In-Year Admissions are decided in the same way as those made during the normal admissions round. Applications should be made on the In-year Admissions Form, available from Bolton Council (Tel 01204 332143/332137 or admissions @bolton.gov.uk)

It is expected that most children will be allocated a school place through the in-year admission arrangements however Bolton Council have a Fair Access Policy which ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Details of this policy are available from Bolton Council