

St Matthew's CE Primary School – Little Lever

Admission Policy for admission to Reception in September 2021

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, and also take account of guidance from the Manchester Diocesan Board of Education.

This policy should be read alongside the Bolton Council Admission to Primary School Booklet which can be found at www.bolton.gov.uk/admissions

The published admission number (PAN) agreed for admission to the Reception Class is 30 (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 children with an Education, Health and Care Plan (EHCP) in whose EHCP the school is named.

Oversubscription criteria

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 (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 whose medical or social circumstances mean that their needs can only be met at this school. (See Note 5)
5. Children resident in the Parish of Little Lever and designated Bradley Fold Area. (See Note 4)
6. 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 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).

Note 2: Brother or sister includes full, 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 at public worship must be provided by the Vicar/Minister/ Designated Church Officer/Faith Leader. If you are seeking a place under category 3 of the oversubscription criteria you should complete the "SUPPLEMENTARY FORM FOR PARENTS/CARERS APPLYING FOR ADMISSION TO ST MATHEWS'S CHURCH OF ENGLAND PRIMARY SCHOOL LITTLE LEVER IN SEPTEMBER 2021" which can be found on the school's website, www.saintmatthewslschool.org.uk . This form should be returned to the school together with a copy of the child's baptismal or dedication certificate before the closing date for applications.

Details of churches belonging to "Churches Together in Britain and Ireland" can be found at www.ctbi.org.uk

*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.

Note 4: A map of the Parish of Little Lever and designated Bradley Fold area is available for inspection at the school and the 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 6) 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 using a computerised mapping system which measures from the home address point to the designated main entrance to the school.

Tie breaker: In the event of a tie random allocation will be used as a final tie-breaker. This will be carried out by the Chair of the Admissions Committee or his/her nominee 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. The random allocation process will be supervised by someone independent of the school.

Appeals

Parents have 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 their preferred age group. Further information on the process can be found in the Bolton Council Admission to Primary School Booklet.

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 by the governors 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 .

SUPPLEMENTARY FORM FOR PARENTS APPLYING FOR ADMISSION TO ST MATTHEW'S CHURCH OF ENGLAND PRIMARY SCHOOL LITTLE LEVER IN SEPTEMBER 2021

Part A – To be completed by one of the child's Parent(s)/Guardian(s)

You only need to complete this form if you wish to apply for admission to St Matthew's Church of England Primary School under the church criteria (oversubscription criterion number 3 in the admission policy). Only forms countersigned by the Vicar/Minister/ Designated Church Officer/Faith Leader can be considered. Forms which have not been countersigned by a church official will not be taken into consideration. The completed form together with evidence of baptism or dedication, should be returned to the school by the closing date for applications.

Child's name _____ -

Child's address _____

Has the child been baptised/dedicated in a Christian ceremony of baptism or dedication (evidence e.g. certificate of baptism/dedication required)? YES/NO

Is the child resident in the Parish of St Matthew's Little Lever and the designated Bradley Fold area? YES/NO

Name, address and denomination of the Christian Church one of the child's parent(s)/guardian(s) and the child regularly attend*:

Name _____

Address _____

Denomination _____

Does one of the child's parent(s)/guardian(s) and the child attend public worship at Church at least once each month*? YES/NO

Has this attendance by the parent/guardian and child been sustained for at least the year immediately prior to 1st September 2020*? YES/NO

I declare that the above information is correct and complete.

Parent/Guardian's signature: _____ Date: _____

You will need to arrange for this form to be passed to your vicar/minister/designated church officer/faith leader for verification and return the completed form to the school by the closing date.

SUPPLEMENTARY FORM FOR PARENTS APPLYING FOR ADMISSION TO ST MATTHEW'S CHURCH OF ENGLAND PRIMARY SCHOOL LITTLE LEVER IN SEPTEMBER 2021

Part B Verification from Church or Faith Leader

Child's name _____

Child's address _____

I confirm that the information in Part A in connection with the above named child is correct and complete. I confirm that the child named has been baptised/dedicated and that the child and one of their parent(s)/guardian(s) has attended public worship at the Church named at least once each month for at least the year immediately prior to 1st September 2020*.

***In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.**

Name of Church _____

Denomination _____

Vicar/Minister/designated church officer/faith leader's signature

Date: _____

Address _____

Post Code _____

Tel. No _____