Altrincham C.E Primary School

Determined Admissions Policy

2022-2023

MISSION STATEMENT

"Loving, learning and growing together in the footsteps of Jesus"

Date of Policy	**October 2021**
Ratified by Governors	
Signature of Chair of Governors	
Reviewed	
Date of next review	**October 2022**

ALTRINCHAM CHURCH OF ENGLAND AIDED SCHOOL
2022 DETERMINED ADMISSION ARRANGEMENTS

DIOCESE OF CHESTER
TRAFFORD EDUCATION AUTHORITY
ADMISSION POLICY

Introduction

Our school is a church aided school. This means we are part of a church community that informs much of what we do. The teachings of the Church of England are an integral and valued, yet not exhaustive and exclusive, part of our worship, curriculum, and life together. Our local clergy visit often, taking weekly assemblies and helping classes with the Religious Education aspects of our curriculum. We are one big family for those with faith, and those without.

Making An Application

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure. Applications may also be made electronically. The school's Supplementary Information Form for criteria numbers 2 and 3 will also need to be completed.

The Common Application Form and Supplementary Information Form should be completed and returned by **15th January**. Applications may also be made on-line by using both the common application form and the supplementary information form (available from the LA/school website). It is not normally possible to change the order of your preferences for schools after the closing date. Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on **16th April** or the next working day. Parents of children not admitted will be informed of the reason, offered an alternative place by the Authority and be made aware of their right to appeal. The Governing Body publishes a brochure to give important information about our school. Please look at this carefully before applying for your child's admission.

Number to be admitted

The school's admission number is 40

Criteria

Where there are more applications for admission than the 40 places the following priority order will be applied.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.

2. Children who have an older sibling who will be attending the school at the time of the child's admission, whose parents regularly **worship** (having attended at least 2 Public Worship Services a month for at least 6 months prior to the closing date for applications) at one of the Altrincham parish churches of St. George, or St. Margaret. Parents fulfilling this criterion must have the School Supplementary Application Form certified with a signature by the Parish Priest. Applications not certified with a clergy signature cannot be considered as falling into category 2. A sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3. Children whose parents **regularly worship** (having attended at least 2 Public Worship Services a month for at least 6 months prior to the closing date for application) at one of the Altrincham parish churches of St. George, or St. Margaret. Parents fulfilling this criterion must have the School Supplementary Application Form certified with a signature by the Parish Priest. Applications not certified with a clergy signature cannot be considered as falling into category 3.

4. Children who have an older sibling in the school who will still be attending the school at the time of the child's admission. A sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

5. Children who live within the parish boundaries of the Altrincham churches of St. George, or St. Margaret. A map showing the boundaries of the two parishes is available on the school website and is included within this policy.

6. Other children not coming under categories 1 – 5

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above. Where more than one application for admission fulfils the same criterion, the priority for admission will be determined by the shortest distance between the front door of the child's residence (including flats) to the main entrance of the nearest Altrincham parish church of St George, or St Margaret, measured as a direct straight line using distance provided by Trafford Council.

Waiting List

Where we have more applications than places, the admissions criteria will be used. 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 cannot be a criterion for the order of names on the waiting list, 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 that 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. This waiting list will operate until the **31st December** of the year of admission.

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 list of pupils to be admitted has been established 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 where applicable, placed on the waiting list in order according to the criteria.

Address of Pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

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 or in-year admissions. Information about In-year admissions can be found on the LA/School website with the relevant procedure and application forms.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel. Parents should fill in an appeals form and return it to the School Business Manager 20 school days from the receipt of the letter informing them of the outcome.

Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing. Please note that this right of appeal against does not prevent you from making an appeal in respect of any other school.

Closure of Places of Worship

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 public worship.

Fraudulent Applications

Where the Governing/Trust Board discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (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 the Governing Board is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

When will I know if my child has been offered a place?

A list of all applications for reception intake in September 2022 received by Trafford will be sent to the school to rank in accordance with the published over-subscription criteria. This list will be returned to the School Admissions Team and all potential offers compared. The School Admissions Team will determine, in accordance with the order of preferences expressed by the parent, what offer will be made. Decisions regarding the allocation of reception places for September 2022 will be made and posted to parents by the Trafford School Admissions Team on 16th April.

Deferred Admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents may defer the school place until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the summer term. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Children Educated Outside of Their Normal Age Group

Parents who wish to delay entry until the following year due to specific circumstances, such as ill health or summer born children (those between 1st April and 31st August), must speak to the school and Local Authority as soon as possible as this this would involve either an in-year application for year 1 or a new application for reception in the following year. The decision as to which year group the child will enter will be made taking into account information from the parents and Head Teacher and should be in the best interests of the child. Parents should be

aware that agreement by the school to allow a child to enter reception in the following year does not guarantee a place in the class. Parents must apply to the school in the normal co-ordinated round and the application will be considered in the normal manner following the oversubscription criteria. Parents may also choose to apply in-year for admittance to year 1 and the child's normal age group. Parents whose children have been educated outside of their normal age group because of being a summer born child will need to apply once again for an outside normal year group place alongside an application for a school place and should do so when their child's 'correct' cohort are making applications for a school place. This means that for a summer born child who started in reception a year later than is usual, parents will need to apply for a secondary school place and for an out of year group place when the child is in year 5 rather than year 6. These requests will be considered based on the best interests of the child and will take into account the fact the child has been educated in a different year group up until this point. For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group. All decisions will be made taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs. Unless there are sound educational reasons to do otherwise, the assumption would be that children remain outside their normal year group (that is, in the year which they have been educated so far).

Special Educational Needs

Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

Admissions September 2021

For admission in September 2021 **16** children were admitted under the following criteria

1. Looked after children / Children in Public Care	**0**
2. Children who have an older sibling who will be attending the school at the time of the child's admission, whose parents **regularly worship** (attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George, St. John the Evangelist or St. Margaret. Parents fulfilling this criteria must have the School Supplementary Application Form certified with a signature by the Parish Priest. Applications not certified with a clergy signature cannot be considered as falling into category 2	**4**
3.Children whose parents **regularly worship** (attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George, St. John the Evangelist or St. Margaret. Parents fulfilling this criteria must have the School Supplementary Application Form certified with a signature by the Parish Priest. Applications not certified with a clergy signature cannot be considered as falling into category 3.	**3**
4. Children who have an older sibling in the school who will still be attending the school at the time of the child's admission.	**8**
5. Children who live within the parish boundaries of the Altrincham churches of St. George, St. John the Evangelist or St. Margaret. A map showing the boundaries of the three parishes is available from the school.	**0**
6. Other children not coming under categories 1 – 5	**1**

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Supplementary Information Form for Altrincham CE Primary School

Name of Child:

Surname:		Date of Birth:	
First Names:			

Name of Parent/Guardian:	
Address:	

Place of Worship one of Parents/Guardians regularly attends:

Name of Place of Worship:	
Address:	
Name of Vicar or Church Minister/Officer:	
Telephone:	

Worship Attendance:

Please tick if you have attended a minimum of 2 Public Worship Services for at least 6 months prior to the closing date for applications:	

Church Vicar or Minister confirmation of worship attendance
Name of Vicar or Minister…….. Signature……

Please Note: 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 public worship.