



All Saints C of E Primary School, Newton Heath
Manchester

Admissions Arrangements 2023-2024



Through the Christian values of perseverance, respect and love,
we can all be **Healthy, Happy** and **Confident**.

“Promoting our growth; building ourselves up in love.” - Ephesians 4.16b

Contents

1. Introduction	3
2. Process for Admission into Reception	3
3. Oversubscription Criteria for Admission into Reception	4
4. Admissions of Children other than at the Recognised Admission Dates	6
5. Admission of children outside their normal age group	6
6. Waiting Lists	7
7. Process for Admission into Nursery	7
8. Oversubscription Criteria for Admission into Nursery	9
9. Starting in Nursery	10
10. Enquiries	10

1. Introduction

This document sets out the admission arrangements of All Saints C of E Primary School.

2. Process for Admission into Reception

In accordance with the School Admission Code of Practice 2014, the Governing Body has agreed with the Local Authority and Diocese of Manchester the following procedure for the admission of children to All Saints C of E Voluntary Aided Primary School.

Responsibility for admissions is delegated to the Head Teacher, in consultation with the Governing Body's Curriculum, Standards and Policy Committee.

Children are currently admitted to the Reception Class at the beginning of the academic year in which they reach the age of five.

Admissions to All Saints' C of E Voluntary Aided Primary School must be organised under the following procedure in case of over-subscription.

- (a) Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.
- (b) The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.
- (c) The names of all children who are due to enter the Reception Class must be arranged on a list.
- (d) All pupils' names should be arranged in the order listed in the oversubscription criteria below.
- (e) Children attending the Nursery Class do not have an automatic right of admission to the school and should also be included in this procedure.
- (f) All Saints C of E Primary School has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.
- (g) Parents offered a place for their child have a right to defer entry, or to take a place up part- time, until the start of the term beginning immediately after their child has reached compulsory school age of 5. However, places cannot be deferred until the next academic year.
- (h) If the school is oversubscribed after the admission of pupils with a statement/EHCP the school is named, the following oversubscription criteria will be applied in the order of priority shown.

3. Oversubscription Criteria for Admission into Reception

3.1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

A "Looked After Child" (LAC) 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) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

3.2. Siblings

Siblings of pupils attending the school at the time of application. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

3.3. Faith based

Children whose parents/guardians are in regular attendance at public worship at **All Saints, Newton Heath Church of England church**.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least sixteen times in the twenty- four months immediately prior to the closing date for application.

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.

3.4. Children of staff

Children of all staff will be considered where the parent has a permanent contract of employment. Their normal base of work must be at Culcheth Lane, Newton Heath, Manchester, M40 1LS and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.

3.5. Tie-breaker - Distance from school

Proximity to the school with those living closest to the school having priority calculated by a straight line. All straight line distances are calculated electronically using a geographical information system. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Please note the following:

- (a) The date on which a parent or guardian enters the child's name for admission has no bearing on the child's position on the list.
- (b) When all the children seeking a place have been arranged in accordance with the order given above, the Head Teacher should record the names of all the children who will be admitted throughout the year against the appropriate date for their admission.
- (c) If it is necessary to refuse any parent a place for their child, the Local Authority should:
 - (i) offer parents assistance in finding a place in a suitable alternative school;
 - (ii) 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 panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Appellants should contact the Head Teacher at All Saints C of E Primary School at Culcheth Lane, Newton Heath, Manchester, M40 1LS within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. They will normally receive 14 days notice of the place and time of the hearing.
- (d) Applications received after the closing date and before the Local Authority admission meeting will be placed last in the criteria in which they fall unless the Local Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the

absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

- (e) 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 size requirement if it is possible to do so.

4. Admissions of Children other than at the Recognised Admission Dates

(Including Transfers Between Primary Schools)

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria.

- (a) Where, at the date of application, there is a vacancy in the year group to which admission is sought, Head Teachers may not refuse admission. The number of pupils to be admitted to each year group is shown in the booklet 'Admissions to Primary Schools - A Guide for Parents'.
- (b) The current number of pupils admitted to Years 1 - 2 is a set limit of 30 and Years 3 - 6 is a set limit of 32. This number may, in exceptional circumstances, be exceeded following consultation between the Local Authority, Diocese and Governing Body.
- (c) Where, at the date of application, there are no vacancies, a waiting list will be drawn up using the priority criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.
- (d) Children may, if their parents wish and provided the other Local Authority agrees, attend a maintained primary school outside Manchester. Admissions to primary schools outside Manchester will be in accordance with arrangements made by the providing authority.
- (e) 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 panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the clerk to the governors at the school within 14 days of receiving the refusing of a place. 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.

5. Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 1 child for a Reception place will be considered alongside applications for Reception.

6. Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Local Authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

7. Process for Admission into Nursery

As statutory admission to a school isn't until the beginning of a term after a child turns 5 years of age. Admission to Nursery is non-statutory and the Governing Body is the admissions authority, and not the Local Authority.

In accordance with the School Admission Code of Practice 2014, the Governing Body has agreed with the Local Authority and Diocese of Manchester the following procedure for the admission of children to All Saints C of E Voluntary Aided Primary School (Nursery).

Responsibility for admissions is delegated to the Head Teacher, in consultation with the Governing Body's Curriculum, Standards and Policy Committee.

Children are currently admitted to the Nursery Class at the beginning of the academic year in which they reach the age of four.

Admissions to All Saints' C of E Voluntary Aided Primary School must be organised under the following procedure in case of over-subscription.

- (a) Applications for admission to the school should be made using the school admissions application form.
- (b) The school will inform parents of the offer of a place on behalf of the Governing Body on the offer date 16th April or the next working day.
- (c) The names of all children who are due to enter the Nursery Class must be arranged on a list.
- (d) All pupils' names should be arranged in the order listed in the oversubscription criteria below.
- (e) All Saints C of E Primary School has an admission number of 26 pupils for entry into Nursery. The school will accordingly admit at least 26 each year if sufficient applications are received. All applicants will be considered if 26 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.
- (f) If the school is oversubscribed after the admission of pupils with a statement/EHCP the school is named, the following oversubscription criteria will be applied in the order of priority shown.

8. Oversubscription Criteria for Admission into Nursery

8.1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

A "Looked After Child" (LAC) 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) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

8.2. Siblings

Siblings of pupils attending the school at the time of application. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

8.3. Faith based

Children whose parents/guardians are in regular attendance at public worship at **All Saints, Newton Heath Church of England church**.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the closing date for application.

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.

8.4. Children of staff

Children of all staff will be considered where the parent has a permanent contract of employment. Their normal base of work must be at Culcheth Lane, Newton Heath, Manchester, M40 1LS and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.

8.5. Tie-breaker - Distance from school

Proximity to the school with those living closest to the school having priority calculated by a straight line. All straight line distances are calculated electronically using a geographical information system. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

9. Starting in Nursery

- a) Each Nursery session is 4 hours 35 minutes (9.00am - 11.45pm / 1.05pm - 3.05pm).
- b) School are only provided with 15 hours of funding for all Nursery children. If parents are eligible for 30 hours funded childcare, they should provide a code so that school can claim the additional funding.
- c) Even without the additional funding, we aim to provide all children with a full-time place, funded by the school's budget. However, this must be in the best interests of the child, and whether the school can meet the child's needs.
- d) Children are introduced to the Nursery on a full-time basis after a short period of settling in. The period of settling in, and the amount of hours in Nursery, is determined by the needs of individual children, and reviewed regularly.
- e) A place in the Nursery Class **does not** guarantee a place in the Reception Class.

10. Enquiries

Information can be found on the school's website:

<https://www.allsaintsnh-pri.manchester.sch.uk>

General enquiries email:

enquiries@allsaintsnh-pri.manchester.sch.uk

SIGNED: _____ (Head Teacher)

Date: _____

SIGNED: _____ (Chair of Governors)

Date: _____