

# ADMISSIONS POLICY



## ST JAMES C OF E PRIMARY SCHOOL

Date approved: February 2023

\*Date for revision: February 2024

Responsibility: Directors

Approved by the Directors

Signature of Chair \_\_\_\_\_

\*subject to any relevant changes in legislation or other appropriate guidelines

# ADMISSION ARRANGEMENT

To view our admission arrangements, including our selection and over subscription criteria please read the following information or see our school website.

## INTRODUCTION

As the Admissions Authority for the community and voluntary controlled schools in Manchester, the LA is required to draft, consult on and determine their admission arrangements. Where there are more applicants than places available the LA will apply the admission arrangements in order to decide which applicants will be offered places.

Admission arrangements for voluntary aided schools, foundation schools, free schools and academies are set by their Governing Body, who are, the Admission Authority for their establishment. They are responsible for drafting, consulting on and determining their admission arrangements. Copies of admissions arrangements for these types of schools/academies in Manchester can be found on the school/academy website and the LA's website. They are also available on request from the relevant school/academy and the LA.

Whilst St James C of E Primary School is an Academy, we follow the Manchester Admissions arrangements.

## PROCEDURE FOR ADMISSIONS

All parent/carers are required to apply to their home LA regardless of where the school/academy they are applying is situated. Manchester residents will apply to Manchester LA. The LA will liaise with other Admissions Authorities in Manchester and other LAs where required. Manchester LA will inform parent/carers in writing of the outcome of their application.

Application forms are available from [www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions) and can be requested by phone on 0161 245 7166. They should be returned to:

The Admissions Service Manchester City Council,  
P.O. Box 532, Town Hall, Manchester, M60 2LA  
Or [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

In accordance with the 1980 Education Act, Manchester LA have agreed the following procedure for the admission of children to primary (community and controlled) schools.

The admission of pupils to primary school, other than in the special circumstances outlined in paragraphs 3(iii) and 5a(i) below, is the responsibility of the Principal and the Governing Body.

The Education Committee's general policy for admissions to community and controlled primary schools is that:

- (i) pupils should be admitted in accordance with the planned intake for the year group.

- (ii) the planned intake for each year group and the school taken as a whole is based on an assessment of the reasonable capacity of the school and assumes a notional form of entry (FE) of 30 pupils.
- (iii) in very exceptional circumstances, where the facilities and resources of the school permit and following consultation between the Chief Education Officer and the Governing Body, the planned intake may be exceeded by up to five pupils per form of entry.
- (iv) the Education Committee must agree any changes to a school's planned intake.

#### DATE OF ADMISSION

Children are currently admitted to the reception class at the beginning of the academic year in which they turn five.

#### CATEGORIES

Admissions to community and controlled primary schools must be organised under the following procedure:

- the names of all children who are due to enter the reception class must be arranged on a waiting list during the preceding Summer term, regardless of whether they are September, January or Easter admissions. All pupils' names should be arranged in the order listed in Categories 1-3 below. Children attending the nursery class do not have an automatic right of admission to the school and should also be included in this procedure.

**Category 1** - children who are looked after by a local authority;

**Category 2** - children with exceptional medical/social needs;

**Category 3** - children who have an older brother or sister attending the preferred school when they take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children;

In the event that category 3 admissions will cause a school to exceed its planned admission number (PAN), admissions will be prioritised according to the distance between the child's permanent address and the school, measured in a straight line. Those children living nearest to the school will be admitted until all the places have been taken up; and

**Category 4** - children prioritised according to the distance between their permanent home address and the school measured in a straight line. Those children living nearest the school will be admitted until all the places have been taken up.

**Notes:**

- The Director of Children's Services will determine each category 2 admission on its merit, as presented at the time.
- If you have chosen a particular school because your child has social or medical circumstances or you are disabled, please indicate the reasons for choosing your preferred school. You must also provide a letter from your doctor or social worker to support your evidence. We will then send you a category 2 application form allowing you to state in full the exceptional social/medical reasons why your child should attend your preferred school.
- Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by the Ordnance Survey, the national mapping agency, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

The date on which a parent or guardian enters the child's for admission has no bearing on the child's position on the waiting list.

Children living outside the City of Manchester must be treated on an equitable basis, following the priority criteria above, when allocating places.

Within each category, if there are not enough places available to admit all the children the waiting list should be organised according to the distance from the school, measured as a straight line on the map.

When all children seeking a place have been arranged in accordance with the order given above, the Principal should record the names of all the children who will be admitted throughout the year against the appropriate date for their admission (sec- paragraph 4 above).

If it is necessary to refuse any parent a place for their child, the Principal should:

- offer parent assistance in finding a place in a suitable alternative school;
- inform parents of their right to appeal against the decision to refuse their child a place.

(g) If parents approach the school for a place after the dates laid down above and there is no vacancy, they should be placed on the waiting list according to the above priorities. If a place becomes available it should be offered to the child at the top of the waiting list at that time. Children living outside the City of Manchester are to be treated on an equitable basis when determining position on the waiting list following the above priority criteria.

ADMISSIONS OF CHILDREN OTHER THAN AT THE RECOGNISED ADMISSION DATES  
(INCLUDING TRANSFERS BETWEEN PRIMARY SCHOOLS)

Where, at the date of application, there is a vacancy in the year group to which admission is sought, Principals 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'. This number may, in exceptional circumstances, be exceeded following consultation between the Chief Education Officer and Governors.

Where, at the date of application, there are no vacancies, a waiting list will be drawn up using the priority order indicated in paragraph (b) above. When places become available they should be given in order to pupils on the waiting list at the time.

Children may, if their parents wish and provided the other Local Education 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.

Where the Chief Education Officer or the Principal has refused admission, parents have a right of appeal to an Appeal Committee established under Section 7 of the Education Act 1980. Parents who wish to appeal should complete the form provided by the Chief Education Officer or the Principal.

These admission arrangements apply to applicants seeking a place in Reception for the schools listed in appendix 1. Applications for admission to the nursery of a Manchester school/academy will be dealt with by the school/academy, not by the LA. Applicants should apply direct to the school for a nursery place.

The LA is obliged to include in these arrangements the following provisions that apply to parent/carers making applications for a place in Reception only:

- a) The arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;
- b) Parent/carers of children who are admitted for nursery provision must apply for a place at the school/academy if they want their child to transfer to the reception class;
- c) Attendance at the nursery or co-located children's centre does not guarantee admission to the school/academy;
- d) Parent/carers can request that the date their child is admitted to the school/academy is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday;
- e) Parents of a summer born child may request that they are admitted out of their normal age group – to reception rather than year 1.
- f) Parents can request that their child attends part-time until the child reaches compulsory school age.

Further details of the application procedures can be found in the Co-ordinated Admissions Scheme 2016/17.

#### PUBLISHED ADMISSION NUMBERS (PAN)

A Published Admission Number (PAN) is the number of places a school/academy has in the year of entry. Places will normally only be offered up to the published admission number. A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the published admission number has been reached.

Outside of the year of entry it is expected that the PAN will continue to be applied. However, if circumstances at the school/academy have changed since the year of entry, a place may be refused even if the admission number has not been reached.

#### OVERSUBSCRIPTION CRITERIA

The oversubscription criteria will be applied to all applicants where there are more applicants than places available. All applicants will be placed in a priority order determined by the oversubscription criteria. Places will be offered to the applicants with the highest priority until all places at the school have been offered. There are different oversubscription criteria for entry into:

- reception in September (Primary Admissions Round)
- reception up to year 6 during the academic year (In Year Admissions)

#### PRIMARY ADMISSIONS ROUND – OVERSUBSCRIPTION CRITERIA

**Category 1** - children who are looked after by a local authority and children who were previously looked after by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);

**Category 2** - children with exceptional medical/social needs;

**Category 3** - children with a sibling at the school;

**Category 4** – all other children

Within each category applicants, will be prioritised according to the distance between the child's permanent address and the school. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

### Category 3 - Sibling

- A sibling is defined as a brother or sister attending the applied for school when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children;
- Siblings who are in a nursery class of the primary school will not give the applicant a sibling priority.

## IN YEAR ADMISSIONS – OVERSUBSCRIPTION CRITERIA

All children whose statement of special educational needs or Education, Health and Care plan names the school must be admitted.

**Category 1** - children who are looked after by a local authority and children who were previously looked after by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);

**Category 2** - children with exceptional medical/social needs;

**Category 3** - children with a sibling at the school

**Category 4** – children who have moved into Manchester and are without an offer of a school place;

**Category 5** – all other children

Within each category, applicants will be prioritised according to the distance between the child's permanent address and the school. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

## WAITING LISTS

Waiting lists will be held in criteria order according to the oversubscription criteria. Waiting lists will not be operated on a "first come, first served" basis. The amount of time an applicant is on a waiting list will not affect their position on it.

For the Primary Admissions Round a waiting list will be held up to the end of the autumn term. At this point applicants will be required to re-apply for the school should they wish to stay on the waiting list.

For In Year applications, waiting lists will be held for the term in which the application was made. At the end of the term all applicants will be removed from

all waiting lists. The only exception to this will be if the applicant has not been offered a place. In this circumstance the applicant will be kept on the waiting list for the next term. Details of the waiting list process will be on the application forms and on the offer letters sent to applicant.



