



# Admissions Policy

**St Anne's Fulshaw C of E Primary School**  
**Admissions Policy**

**Rationale**

Our policy is based on our ethos and process is in line with the Local Authority:-

**The school aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all its pupils.**

**Criteria which will be used given the oversubscription of places**

Children whose parents wish them to attend St. Anne's Fulshaw C of E Primary will be admitted according to the following priority order should demand for places exceed availability:-

**i) 'Cared for Children'**

A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) at the time of application and who the local authority has confirmed will still be looked after at the time of admission to the school.

**(ii) Children for whom there are particular medical or social reasons which, in the Council's view, justifies admission to a particular school.** Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of officers will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Council, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.

**(iii) Siblings** – pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school (in years *Reception* through to *Year 10*) and expected to continue at the school in the following school year. (i.e. at the time of admission)

**(iv) Children resident within the designated catchment zone of the school.** Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.

**(v) Children** not resident within a school's designated catchment area but **attending a school nominated as a feeder/partner primary school for admissions purposes**, as out-of-zone pupils.

**(vi) Pupils living nearest to the school** measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if a school cannot accommodate all *siblings* for whom an application has been received, all sibling applicants will be prioritised in the order of:

- Siblings (criterion iii) who live within the school's designated catchment area (criterion iv)
- Siblings (criterion iii) who do not live within the school's designated catchment area (criterion iv)

All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school, as stated in criterion v above.

Where it is identified that there are a limited number of places available and the Local Authority cannot differentiate between the applications using the nearest school criterion (criterion v) a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.

### **Current admission limit**

The school currently has an admission limit of 19 pupils per year group. All classes containing infant pupils are kept below the maximum class size of 30 unless there are permitted exceptions within the year groups.

### **Admission Arrangements into Reception for September Entry**

- Forms are available to apply for places from the Local Authority from September of the year prior to entry.
- Forms must be submitted to the Admissions Team at the Local Authority by January of the year of entry.
- Letters will be sent to parents confirming their allocated places in April of the year of entry.
- Parents must decline or accept the places by the local authority deadline.
- Should parents choose to appeal their allocated place, their deadline for doing so is May of the year of entry.

**The exact dates for this time frame should be obtained from the Cheshire East Borough Council web page for Admissions.**

- A waiting list for places will be passed to schools which is effective until 30<sup>th</sup> September of the year of entry.

### **Induction**

- The school operates a system for staggered admissions to the reception class – parents are informed of individual starting dates in the June preceding the September start.
- The school operates an induction process for children and parents:-
  1. Parent and children meet with the Headteacher and have a tour of the school.
  2. A prospectus and application form are provided.
  3. Applications for places are received.
  4. Admission place is confirmed.
  5. The school hosts a Parent Induction meeting during the second half of the Summer Term preceding entry.
  6. Child Induction sessions – new starters have the opportunity to visit their new school for two half day sessions during the July preceding entry.
- With regard to children joining the school for other classes than the reception class – points 1-4 above apply. An induction session for the child will be arranged prior to their admission to the school where possible.

Reviewed 24.01.17