



St James & Emmanuel  
Academy Trust

Didsbury CE  
Primary School 

West Didsbury CE  
Primary School 

St Wilfrid's CE  
Primary School 

Didsbury CE   
Primary School

# Admissions Policy

# **DIDSBURY CHURCH OF ENGLAND PRIMARY SCHOOL ADMISSIONS POLICY STATEMENT FOR SCHOOL and NURSERY**

## **Introduction**

The school is a one-form entry, Church of England Primary School in the Parish of St James and Emmanuel, Didsbury and a member of St James and Emmanuel Academy Trust, along with West Didsbury CE and St Wilfrid's CE.

Although high priority is given to children with Church connections, other local children are welcome and attend the school and nursery in significant numbers. However, parents/carers should note that attendance in the nursery does not automatically guarantee a place in the reception class.

The following arrangements for admissions have been agreed by the Board of Directors of the St James and Emmanuel Academy Trust, after consultation with the Manchester Diocesan Board of Education and Manchester Local Authority, in accordance with the current Education Act.

## **1. Governors' Responsibility**

- 1.1 Admissions to the School and Nursery are the responsibility of the Board of Directors.
- 1.2 The admissions policy is to be exercised by the Board of Directors Admissions Committee. The policy will only be brought into operation when the school is over subscribed.
- 1.3 As circumstances change, it will become necessary to review the admissions criteria. The Board of Directors will review the policy statements and decisions taken under it at least once in each year, and at the time of doing so will consult with the Manchester Diocesan Board of Education and Manchester Local Authority.

## **2.1 Number of Places in the School**

In accordance with the current statutory requirements, the school's planned admission number is 30.

## **2.2. Number of Places in the Nursery**

Under this Policy the Nursery has an admissions number based on 26 full time equivalent places.

## **3. PROCEDURE FOR SCHOOL ADMISSION**

The School operates one point of admission with one point of entry to the Reception Class and one point of entry to the Nursery Class.

- 3.1 Children are normally admitted to the Reception Class in the September of the academic year in which they will reach their fifth birthday. Parents will be offered the option of deferring their child's entry until later in the school year. The place will be held for that child, but not beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the admission is sought. Attendance in the nursery does not automatically guarantee a place in the reception class.

## **3.2. Priority will be given to children with statements of special educational need naming the school.**

- 3.3 In the event of more applications for the school being received than there are places available the following criteria, in the order of priority shown, are used when places are allocated:

1. **\*Looked after children** and previously looked after children.
2. Children who have a brother or sister (**\*siblings**) attending the school at the time of admission.
3. Children whose parents/carers have a **\*proven commitment** to St James and Emmanuel church.
4. Children whose parents/carers have a proven commitment to Christ Church, West Didsbury and St Christopher's, Withington.
5. Children whose parents/carers have a proven commitment to churches of Christian denominations participating in "Churches Together in England" and who are resident in the Parish.
6. Children whose parents/carers have a proven commitment to places of worship of other faiths and are resident in the Parish.
7. Any other children.

**\* Please refer to the Appendix for definitions of:**

- **Looked After Children**
- **Siblings**
- **Commitment to place of worship**
- **Residence in the Parish.**

***The Christian denominations participating in "Churches Together in England" are also listed in Appendix 2.***

**3.3 Within each category, priority will be given to children living nearest to the school, measured in a straight line on a map from the place of residence stated on the admissions form, to the centre of the school building.**

***Tie Breaker – If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.***

3.4 Vacancies, which arise during the school year, will be filled from the waiting list in accordance with the above criteria.

#### **4. Application Documents and Procedures**

Applications for Reception class must be made on the Local Authority's standard application form (SAF). In the September before a child is due to start school the LA will write to parents to inform them that the application period is open. Parents can then apply online or request an application form from the LA. Details of all applications made on a SAF will be forwarded to the school by the LA. However, as we are responsible for our own admissions, all other applications must be made direct to the school on the official School Application Form. We would strongly recommend that all Reception applications also fill in an official school form, alongside the SAF application.

Parents who wish to apply to the school under criteria 3 to 6 above, must be supported by the Religious Leader's Reference Form. Parents are responsible for enclosing the completed reference forms with the application form. Applications not accompanied by a completed Reference Form cannot be considered within these criteria. All these forms can

be obtained from the School Administrator. Places for that academic year will be allocated at a meeting of the School's Admissions Committee.

Copies of the current Admissions Policy are available to parents/carers on request.

For the Reception Class intake, parents/carers will be notified whether or not their child has a place according to the Local Authority's timetable (on, or around 1st April) before the start of the school academic year in which their child is due to be admitted. A written acceptance of the place along with the child's original (not photocopy) birth certificate and proof of residence (e.g. utilities bill or bank statement) must be delivered to the School within 14 days from the date of the offer of a place. If no response is received within this time it will be assumed that the place is no longer required. This place will be offered to another applicant.

Parents of children who have been refused admission can place their child's name on a waiting list in the priority of original selection. Once on the waiting list a child's position may move if a later applicant is within a higher category.

## **5. Other Admissions**

If places in any classes become available during the year, the School's Admissions Committee will allocate places from the waiting list held at that time, in accordance with the published admissions criteria.

## **6. Admission Appeal**

The net capacity of the school determines the planned admissions number for each class, which is 30. This limits the circumstances in which appeal committees may uphold an appeal where the child concerned has been refused a place because their admission would breach the planned admissions number.

Where it is necessary for a child to be refused admission, parents/carers will be advised of their right of appeal as stated in the most recent Code of Practice on School Admissions Appeals. An Independent Appeal Panel will be convened to hear such appeals.

## **7. PROCEDURE FOR NURSERY ADMISSION**

The Nursery has one point of admission and one point of entry in each academic year. Access to full-time education will take account of the child's developmental stage and will be determined by the judgement of the school's professionals. Our Nursery admissions oversubscription criteria are identical to our school oversubscription criteria.

**PLEASE NOTE THAT ATTENDANCE IN THE NURSERY DOES NOT AUTOMATICALLY GUARANTEE A PLACE IN THE RECEPTION CLASS.**

## **8. Application Documents and Procedures**

Applications must be made on the official Nursery Application Form and if made under criteria 3 to 6, must be supported by the Religious Leader's Reference Form. Applications not accompanied by a completed Reference Form cannot be considered within these criteria. All these forms can be obtained from the School Administrator. Completed forms must be received by the school by the 31<sup>st</sup> January prior to the academic year for which admission is sought. Places for that academic year will be allocated at a meeting of the School's Admissions Committee held immediately after this deadline, at which point the current validity of the Religious Leader's Reference Form will be checked.

Copies of the current Admissions Policy are available to parents/carers on request.

Parents/carers will be notified whether or not their child has a place in the Nursery Class during the Summer term in the academic year preceding the child's year of entry. A written acceptance of the place along with the child's original (not photocopy) birth certificate and proof of residence (e.g. utilities bill or bank statement) must be delivered to the School within 14 days from the date of the offer of a place. If no response is received within this time it will be assumed that the place is no longer required. This place will be offered to another applicant.

Notification of refused admission will be given when all 26 places have been offered and accepted. No information about individual applications will be given before letters of offer or refusal have been sent. Children who have been refused admission will be placed on a waiting list in the priority of original selection. Once on the waiting list a child's position may move if a later applicant is within a higher category.

**Attendance in the nursery does not automatically guarantee a place in the reception class. Parents/carers will be asked to acknowledge they understand this by signing this statement as it appears on the Nursery Application Form.**

### **9. Admission Appeal**

There is no appeal procedure for refused Nursery applications.

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## APPENDIX

### Definitions

#### Looked after child

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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)

#### Siblings

For the purposes of this document a sibling is defined as a sister or brother (including step/half/foster) who is resident at the address, which is the same as that of the older sibling who is in attendance at the school at the time of the younger sibling starting at the nursery or reception class. This criteria is applied separately for Nursery and Reception admission intakes.

The address should be the same as that of the brother or sister who will be a registered pupil at the school at the time when the younger sibling would be admitted to the school. Sibling priority cannot be given to cousins or to brothers or sisters (including step/half/foster) who are resident at a different address.

- Twins, triplets etc. 'Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the Board of Directors may admit over the infant class requirement if it is possible to do so'

#### Proven Commitment to a Place of Worship

Evidence of this will be based on regular attendance by which we mean at least fortnightly attendance for the year preceding entry. This will include the following:

- Regular attendance at Sunday worship at St James and Emmanuel is determined by means of a card system.
- Regular attendance at a main act of worship by both, or either, parents/carers or grandparents.
- Children attending with neighbours or friends.

This evidence will be rechecked with the religious leader immediately prior to the admission deadline date.

#### Residence in the Parish (*Please refer to map*)

The parish is the Parish of St James and Emmanuel, Didsbury.

Residence in the Parish refers to an address within the parish boundary.

Where the boundary is drawn down the centre of a road, residents living on the inner side are in the Parish; those on the outer side are not.

#### Churches Together in England see the current list on the website:

[http://www.cte.org.uk/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.a.spx](http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.a.spx)