

## Introduction

### DIDSBURY CHURCH OF ENGLAND PRIMARY SCHOOL

#### ADMISSION POLICY 2022/23

Didsbury Church of England Primary School is an Academy. The Academy Trust is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Manchester City Council (the Local Authority) and the school liaises with the Local Authority and with Manchester Diocese on admissions issues. The following arrangements for admissions include the criteria used to determine the allocation of places when the school is oversubscribed.

#### Admission arrangements

- i. The school's published admission number (PAN) agreed for admission to the Reception Year in September 2022 is 30. If no more than 30 applications are received for admission to the Reception Year, all applicants will be offered places.
- ii. 26 (full time equivalent) children may be admitted to the Nursery Class. A separate application must be made for any transfer from the Nursery Class to the Reception Year in the Primary School.
- iii. The school operates one point of admission, with one point of entry to the Reception Year in September each year.
- iv. Responsibility for admissions is delegated to the Admissions Committee.
- v. The school will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement/EHCP the school is named.
- vi. When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with a statement of special educational needs or an EHCP naming the school), the decision on which children will be allocated places will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

### **Oversubscription criteria**

1. Looked after children and previously looked after children. (See Appendix A **(a)**)
2. Children who have a sibling (brother or sister) attending the school at the time of admission. (See Appendix A **(b)**)
3. Children who, together with at least one parent/legal guardian, are in regular attendance at public worship at St James and Emmanuel church. (See Appendix A **(c)**)
4. Children who, together with at least one parent/legal guardian, are in regular attendance at public worship at Christ Church, West Didsbury or St Christopher's, Withington. (See Appendix A **(c)**)
5. Children who, together with at least one parent/legal guardian, are in regular attendance at public worship at a church of Christian denomination that is a member of "Churches Together in England" and who are resident in the Parish. (Appendix A **(c)** and **(d)** and **(e)**)
6. Children who, together with at least one parent/legal guardian, are in regular attendance at a recognised place of worship of one of the other major world faiths (Buddhism, Hinduism, Judaism, Sikhism, Islam) and are resident in the Parish. (Appendix A **(d)** and **(f)**)
7. Any other children; with those living closest to the school having priority for admission.

### **Applying for places**

Applications for places in Reception in the normal admissions round each year must be made on the local authority's common application form. Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, please complete and return the school's Supplementary Information Form (SIF) if you wish your child to be considered for entry under the faith-based criteria (criteria 3, 4, 5, and 6 above.)

### **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 governors have established their list of pupils to be allocated places, 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 placed on the waiting list in order according to the oversubscription criteria.

### **Fraudulent applications**

Where the governors discover that a child has been awarded a place as a result of a fraudulent or intentionally misleading application (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 under the School Admissions Code the admission authority is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Waiting list**

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places. 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 oversubscription criteria. Since the date of application is not one of the oversubscription criteria, it cannot be a criterion for the order of names on the waiting list, and 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 for 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 31 December at the end of the autumn term following admissions in September.

### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent admission appeal panel.

Parents wishing to appeal must set out their grounds for appeal in writing and must send the appeal to:

Independent School Appeals Service,  
PO Box 532,  
Town Hall  
Manchester  
M60 2LA  
[Tel: 01612343038](tel:01612343038)

## **Deferred Admissions**

Children are entitled to a full-time place in school in the September following their fourth birthday. Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## **Admission outside the child's normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governors will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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 governors will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governors must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The admission authority must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **Non-routine/in-year admissions**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as in-year or non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The LA will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the LA, and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. For children of UK Service personnel and other Crown Servants returning to the area proof of posting is all that is required.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

## **Appendix A**

### **Definitions**

#### **a. Looked after child**

A looked after child or a child that was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, 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.)

#### **b. 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 already in the school at the time of the younger sibling starting at the nursery or reception class. 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 is not 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 twin, triplet etc of the child with priority for the 30<sup>th</sup> place have applied for a place at the same time, the governors will admit the siblings as exceptions to the infant class size requirements under the School Admissions Code.

**c. Regular attendance**

Regular attendance means a minimum of fortnightly attendance at church at public worship for at least the year immediately prior to application for admission to the school where church is open for public worship. Verification of regular attendance of the child at public worship must be provided by a member of the clergy or other designated church officer. Applicants seeking admission under criteria 3, 4, 5, or 6 will need to complete and return the Supplementary Information Form available from the school.

**d. The Parish of St James and Emmanuel, Didsbury**

The parish is the Parish of St James and Emmanuel, Didsbury. A map of the parish can be viewed at the school. Alternatively, you can put your postcode into <https://www.achurchnearyou.com/> to determine your parish of residence. 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.

**e. Churches Together in England**

A list of churches in membership of Churches Together in England can be viewed at [www.cte.org.uk](http://www.cte.org.uk)

**f. Other major faiths**

The other major world faiths are defined as Buddhism, Hinduism, Sikhism, Judaism and Islam. The applicant's faith leader will need to verify that the child's family are active and practising members of their faith. Applicants seeking admission under criterion 6 will need to complete and return the Supplementary Information Form available from the school.

**Tie-breaker**

Where there are more applicants for the available places within a category, the distance to the child's normal home front door from the main gate of the school in a straight line measured on a map will be used as the determining factor, nearer addresses having priority. The 'normal' home address of the child will be taken to be the home in which the child sleeps for the majority of the school week. Parents may be asked to show proof of address. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Final 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.

## **Appendix B**

### **Infant class size**

Under the School Standards and Framework Act 1998 and the School Admissions Code, infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. 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 infant class size limit.

Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plan specifying a school
- b) Looked after children and previously looked after children admitted outside the normal admissions round
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
- d) Children admitted after an independent appeals panel upholds an appeal
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance
- f) Children of UK service personnel admitted outside the normal admissions round
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.