



MIDDLETON PARISH CHURCH SCHOOL ADMISSION ARRANGEMENTS

'Excellence, Truth & Grace'

Thank you for enquiring about a place in our school. This document should explain the process to you.

Please do come in and speak with us if you have any questions or need support.

Making an application

Applications may be made on-line by using the common application form:

<https://www.rochdale.gov.uk/school-admissions-appeals/apply-primary-school-place> **If you wish Church Attendance to be taken into consideration, you will also need to complete the Supplementary Form below. It is not normally possible to change the order of your preferences for schools after the closing date. The common application form must be returned to the local authority directly via the website and the supplementary form returned to school. All applications must be received by the date shown on the website.**

Parents applying via the parental portal, will receive an email response on offer day. If parents select postal response, the letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on the 16th April 2027 by second class post. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Admissions Policy

Middleton Parish Primary School is an Academy. The Forward as One Church of England Multi Academy Trust is the admissions authority for the school.

The school will admit all children who have an Education Health Care Plan in which the school is named.

The published admission number to the Reception Class is 60.

In the event of oversubscription for the remaining places, the decision on which children will be admitted will be based on the following criteria in numerical order:

1.	Looked after children and previously looked after children , which includes <i>any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.</i> Previously looked after children also includes those children who appear (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.
2.	Children whose medical or social circumstances mean that their needs can only be met at this school.
3.	Children who will have an older brother or sister attending the school at the time of their admission.
4.	Baptised children whose parent(s)/guardian(s) are in regular attendance at St Leonard's Middleton or St. John's Thornham.
5.	3 places will be allocated to children who do not meet the above criteria but live in the closest proximity to the school.
6.	Baptised or dedicated children whose parent(s)/guardian(s) are in regular attendance at a church within Middleton which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.



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7.	Any other children from the parishes of St Leonard's Middleton and St. John's Thornham.
8.	Any other children.

Notes:

- a) Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of infant baptism or dedication of the child and of regular attendance of parent(s)/guardian(s) **must be provided by a member of the clergy or other designated church officer on the form provided.**
- b) Where there are more applicants for the available places within a category, then the shortest, suitable walking distance is measured using a computerised mapping system which uses the Ordnance Survey integrated network. The distance is measured from the main gate of the school to the child's normal home front door. This is the final determining factor, nearer addresses having priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.
- c) Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- d) Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- e) Where we have more applications than places, the admissions criteria will be used. 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 admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, 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. The waiting list will be held until 31 December.

If you wish your child's/your church attendance to be considered please complete this supplementary form and return it to the school.

Admission procedures

The number of places available for admission to the Reception Year group in 2027 will be a maximum of 60.

This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

In the event that there are more applicants than places, the governing body will allocate places using the admissions criteria.



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Late applications for admission

Where 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 admitted, 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 criteria.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal year group. School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist.

A parent who chooses not to send their summer born child to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1 (and starting in the September following their fifth birthday).

Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

In Year Admissions

Parents wishing to apply for an in-year transfer should apply using

<https://www.rochdale.gov.uk/school-admissions-appeals/school-transfers>

If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions. If not, the child will go on the waiting list in line with the oversubscription criteria.



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All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. Full details of the In Year Fair Access Protocol can be found [here](#)

Appeals

Parents have the right to appeal to an independent appeals panel if their application is not successful in the first instance. Further details can be found here

<https://www.rochdale.gov.uk/school-admissions-appeals/primary-school-admission-appeals>

Parents, who wish to appeal against the decision of the academy to refuse admission should do so via <https://www.rochdale.gov.uk/school-admissions-appeals/primary-school-admission-appeals>

The Appeals Panel will be independent of the Academy and the Academy Trust and allow the parent (who may be accompanied by a friend or be represented) the opportunity to make oral representation. The parent will have at least 14 calendar days' notice of the time and place of the hearing, and the clerk will send the appeal papers to all parties at least 7 calendar days before the hearing.

The appeal shall be decided by a simple majority of the votes cast, the chairman of the panel having a casting vote. The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the parent. That decision shall be binding on all parties.

Fraudulent applications

Before the child starts at the school, where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (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 the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Twins

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 requirement if it is possible to do so'

Deferred admission

Parents can defer the date their child is admitted in the September following their fourth birthday 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). Children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.



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Supplementary form (Section A) - (Parent(s)/Guardian(s) Statement

Name of child:

Surname Christian names

Date of birth Boy - Girl

Date of Baptism/Infant Dedication

Name of parent(s)/guardian(s)

Address

.....

.....

Post code

Telephone Mobile

Place of worship one of the parents / guardians regularly attends:

Name of place of worship

Address

.....

Name of vicar / priest / minister / faith leader

Address

.....

.....

Post code

Telephone

In the event of over-subscription Governors may also consider the following:

Worship attendance:

Do you regularly attend worship? Yes/No (please delete as applicable)

Your faith leader will be contacted in order to confirm this information.

SIGNED.....Parent/Guardian

PLEASE NOW COMPLETE THE OTHER SIDE OF THIS FORM section B

Supplementary Form (Section B) – Reference from Church Leader

Name of child:



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Surname Christian names
Name of parent(s)/guardian(s)
Address
.....
.....
Post code
Telephone Mobile

Place of worship one of parents / guardians regularly attends:

Name of place of worship
Address
.....
Name of vicar / priest / minister / church officer
Address
.....
.....
Post code Telephone

I confirm that one (or both) of the parent(s)/guardian(s) named above have attended church at least fortnightly for the past year.

SIGNED..... Vicar/priest/minister/ church officer

DATE.....