



St Stephen's Kearsley Moor
CE Primary School
Believe and Achieve

Admissions Policy

**St Stephen's (Kearsley Moor)
C E Primary School**

ST STEPHEN'S (KEARSLEY MOOR) CE PRIMARY SCHOOL

ADMISSIONS POLICY

Admissions to an Aided school are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

The standard number agreed for admission to the Reception Class is 30.

Responsibility for admissions is delegated to the Head Teacher, acting in consultation with the Chair of Governors.

The school will admit all children having an Education, Health and Care Plan (EHCP) in whose EHCP the school is named.

When the number of applications received is greater than the number of remaining places available, the decision on which children will be admitted will be based on the following criteria:

1.	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those 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. A looked after child is a child who is in the care of a local authority (see the definition in Section 22 (1) of the Children Act 1989).
2.	Children having exceptional medical or social needs, together with documented evidence (e.g. a letter from a doctor or social worker). This needs to be submitted to the school upon application via the email address found on the school website.
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 any church.
5.	Children whose parent(s)/guardian(s) are in regular attendance at any church.
6.	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 the parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the admission form provided.

- b) Where there are more applicants for the available places within a category, then 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 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 exceptional 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.

Tiebreaker

If categories two to six are oversubscribed, distance from the school will be used as the 'tiebreaker' (category 6 above) to decide between the remaining cases. In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

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.

Waiting list

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 that 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 December 31st.

Appeals

If a child is refused a place at a preferred school, they will have the right to appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the Local Authority. Further information can be found about appeals on the Local Authority's website.

Parents wishing to appeal must set out their grounds for appeal in writing and must send the appeal to: School admission appeals - Bolton Council.

Deferred Admissions

Children will be admitted to the reception class at the beginning of the Autumn Term before their fifth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

NB. As part of our established nursery/home visits programme, appropriate discussions will be held with parents/carers to decide if deferred admission would be in the best interests of the child. The final decision however will lie with the parents/carers.

Applying for Places

Applications for places in Reception in the normal admissions round each year must be made online via Bolton Council's Citizen's Portal by 15th January. All the applications made will be forwarded to the school by the Local Authority.

Application for in-year admissions to other year groups will be considered according to the availability of places. St Stephen's CE Governing Body must adhere to infant class size legislation requirements and therefore Reception, Year 1 and Year 2 classes cannot contain more than 30 pupils with one teacher. This number cannot be exceeded except in limited permitted exceptions as listed in the School Admission Code (2021) section 2.16.

Looked after children, previously looked after children, children adopted from outside of England and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

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