

Admission Arrangements 2018 - 2019

Admission No: 235

Where the school receives more applications than places available, the following admission criteria will be applied once places have been first allocated to pupils who have a statement of special educational needs or education health and care plan which names the school:

1. Looked After Children and previously looked after children. (Previously looked after children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence, i.e. a copy of the adoption order, residence order or special guardianship order.
2. Children with brothers or sisters who will be attending the school in the 2018-2019 school year.
3. Other children living in the Makerfield area including Ashton-in-Makerfield, Abram, Bryn Gates, Downall Green, Garswood, Golborne, Haydock, Hindley, Ince-in-Makerfield, Newton-le-Willows, North Ashton, Platt Bridge, Wargrave and Winstanley.
4. Other children living nearest to the school.

Tie Breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school.

The distance will be measured in a straight line from the child's home address to a central point at the school using a Geographical Information System (GIS) which is based on ordnance survey.

Occasionally, the distance from home to school is the same for more than one child. For example, if more than one child lives in the same block of flats. In these cases, a system to randomly pick who will be offered a place will be used. The governing body will use the system used by the local authority for community and controlled schools. A copy of the policy is available on request from the local authority.

Brothers and Sisters

Children with brothers or sisters who will be attending the school in the school year.

We will include:

- Half-brothers and Half-sisters;
- Stepbrothers and Stepsisters; and
- Foster brothers and Foster sisters,

who live at the same address as part of the same family unit.

Home Address

When considering an application, we will use the permanent home address at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to schools is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

Waiting List Policy

Places may become available at a school after the offer date of 1st March 2018. To decide which children have these places, we will:

- Put all children who we refused a place on the waiting list for the school;
- Keep the list in priority order, decided by the oversubscription criteria for the school only;
- Offer places that become available to the next child on the waiting list; and
- Keep the waiting list until the end of the Autumn term 2018.

We cannot take into account the length of time a child's name has been on the waiting, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.

A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

Stage 2 – decision

Requests will be referred to the school to be considered and a decision made.

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** 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.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.

References:

School Admissions Code, December 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

DfE Advice on the admission of summer born children, December 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf