



# **WALMSLEY C.E. SCHOOL**

BLACKBURN ROAD, EGERTON, BOLTON BL7 9SA  
TELEPHONE: 01204 332650 FAX: 01204 332651

## **Proposed Admissions Policy 2018 For Consultation December 2016**

### **Consultation**

**The Governing Body of Walmsley CE School is consulting on their proposed admission arrangements for admission into the school in September 2018. The proposed arrangements are set out below.**

**If you have any comments to make then these should be made to**

**Debra Carr  
Headteacher  
Walmsley CE School  
Blackburn Rd  
Egerton  
Bolton  
BL7 9SA**

**All comments must be with the school by 31<sup>st</sup> January 2017.**

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**HEADTEACHER: MRS. DEBRA CARR**



**Admissions Policy 2018/19**

## **1. Introduction**

Walmsley Church of England Primary School is a Voluntary Aided school. The Governing Board 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 Bolton Council (the Local Authority) and the school liaises with the Local Authority and Manchester Diocesan Board of Education on admissions issues. Responsibility for admissions is delegated to the Governing Board's Admissions Committee.

As required by the School Admissions Code, the admissions arrangements, including the criteria used to determine the allocation of places when the school is oversubscribed, are agreed by the Governing Board following consultation.

## **2. Admission arrangements**

### **Published Admission Number**

The school's published admission number (PAN) agreed for admission to the Reception Year in September 2018 is 45. If no more than 45 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named.

### **Oversubscription criteria**

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 admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

1. Looked after children and previously looked after children. (Note (a))
2. Children who regularly attend Christ Church Walmsley or St Andrew's Bromley Cross (Note (b))
3. Children who regularly attend any Christian church and live within the Egerton, Bromley Cross or Sharples areas (Notes (b) and (c))
4. Children who already have an older brother or sister attending the school at the time of application (Note (d))
5. All other children

## Notes:

- a) 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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- b) Regular attendance means monthly attendance of the child at a Sunday service (deemed to include Saturday evening Eucharist) during the 12 month reference period ending on 30 September in the year prior to admission to the school (e.g. for admission to the Reception Year in September 2018, the reference period is 1 October 2016 to 30 September 2017). Evidence of this regular attendance must be provided by a member of the clergy or other designated church officer/faith leader on the Supplementary Information Form provided. (A copy of this Supplementary Form can be found at the end of this document).
- c) A map of the Egerton, Bromley Cross and Sharples areas is available to view at the school. ‘Christian church’ is defined as a church which is a member of Churches Together in Britain and Ireland. A list of member churches can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)
- d) Brother or sister includes full brother or sister, half brother or sister, and adopted or fostered children living at the same address.
- e) To prioritise between otherwise equal cases after application of criteria 2-5 (or within those criteria as necessary), places will be allocated on the basis of geographical proximity to the school, defined as “The distance from the child’s normal home front door to the main entrance of the school by the shortest walking route as calculated using the LA computerised measuring system” - 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

## **Tie-breakers**

As indicated at Note (e) above, where there are more applicants for the available places within a category, the distance (as defined) from the child’s normal home front door to the main entrance of the school will be used as the determining factor, nearer addresses having priority.

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.

## **Children from multiple births**

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number if it is possible to do so.

## **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. Additional children may be admitted under limited exceptional circumstances. These children will remain 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. A list of "excepted pupils" is set out in the School Admissions Code.

## **Applying for places**

Applications must be made on the local authority's 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 2 and 3).

## **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 admissions criteria. Since the date of application is not one of the admissions 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 over-subscribed, 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 within 14 days of receiving the letter refusing a place and must send the appeal to: The Clerk

to the Governing Board c/o the School (please mark the envelope 'Admissions Appeal')

### **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.

### **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 Governing Board 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 Governing Board 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 Governing Board will set out clearly the reasons for their decision.

Where the Governing Board agrees 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 Governing Board 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 Governing Board 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.

**SUPPLEMENTARY FORM FOR PARENTS APPLYING FOR ADMISSION INTO CHURCH  
OF ENGLAND PRIMARY SCHOOLS IN SEPTEMBER 2018**

You should only complete this form if you wish to apply for admission to one of the Church of England primary schools under their published church criteria. Only forms countersigned by the Church Leader can be considered. The completed form should be returned by post to **Pupil and Student Services Town Hall Bolton BL1 1UA** or alternatively hand deliver to the **One Stop Shop, Ground Floor, Town hall** .

**You may still show one of these schools as your preference even if you do not attend Church and your application will be considered on the basis of any sibling link and/ or where you live. In such cases this form need not be completed.**

The admission criteria for each of these schools are published in the booklet "Admission to Primary Schools Information for Parents 2017/18. If you need further help you should contact the school if the school is a voluntary-aided school or Pupil & Student Services for Voluntary-Controlled schools.

Child's name \_\_\_\_\_

Child's address \_\_\_\_\_  
\_\_\_\_\_

Is the child baptised?  Roman Catholic  
 Church of England  
 Other (please state) \_\_\_\_\_

In which Parish is the family resident? \_\_\_\_\_

Which church do parent(s) and child attend? \_\_\_\_\_

How frequently do the parent(s) and child attend Church on Sunday?  
Weekly \_\_\_\_\_  
3 times a month \_\_\_\_\_  
Fortnightly \_\_\_\_\_  
Monthly \_\_\_\_\_  
Less frequently \_\_\_\_\_

For how many years has this attendance been sustained?  
0 to 11 months \_\_\_\_\_  
12 to 23 months \_\_\_\_\_  
24 to 35 months \_\_\_\_\_  
36 to 48 months \_\_\_\_\_  
Over 4 years \_\_\_\_\_

Does the child attend Sunday school/Junior Church? Yes/No  
If yes how frequently \_\_\_\_\_

I declare that the above information is correct and complete.

Parent's signature \_\_\_\_\_

I confirm that the above information is correct and complete. I can verify that the child named and their Parents are members of

Name of Church \_\_\_\_\_ Denomination \_\_\_\_\_

Vicar/Minister's signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel. No \_\_\_\_\_

**Forms which have not been countersigned by a church official will not be taken into consideration.**