

DIOCESE OF CHESTER
RUNCORN ALL SAINTS CHURCH OF ENGLAND AIDED PRIMARY SCHOOL
ADMISSION POLICY 2018

Parents should be aware before applying that in this school religious education, collective worship and the school ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form enclosed with the Halton Borough Council Local Authority's brochure or on-line, between the beginning of **September 2017 and 15th January 2018**. Parents seeking admission to Runcorn All Saints will also need to complete a supplementary form – available from the school, the Local Authority or the Halton Borough Council website. **SUPPLEMENTARY FORMS MUST BE RETURNED TO THE SCHOOL** not the Local Authority.

Applications may also be made on-line by using the common application form. It is not normally possible to change the order of preferences for schools after the closing date. Whether application is made on paper or electronically, both forms must be completed. by those applying under criteria 4 and 7.

Letters informing parents whether or not their child has been allocated a place will be sent out by the Local Authority on **18th April 2018**. Parents of children not admitted will be informed of the reason and offered an alternative place by the Local Authority.

The number of places available for admission to the reception class will be a maximum of 20. 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 20. By law, no infant class may contain more than thirty children

The Governing Body operates a system of equal preference and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and children who were looked after, but ceased to be so due to adoption.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
3. Children who have a sibling in school who will still be attending school the following year
4. Children whose parents are faithful and regular worshippers in the churches of All Saints Runcorn or Holy Trinity Runcorn.

5. Children resident in the parish(es) of All Saints and Holy Trinity Runcorn
6. Children whose parents are regular worshippers at a Christian church recognised by Churches Together in Britain and Ireland.
7. Children living nearest to the school defined as a straight-line distance measurement from the child's permanent residence to the school. Distance will be measured by the Local Authority using an Ordnance Survey address point system which measures straight line distances from the address point of the school to the address point of the child's permanent home address.

Please note that attending Runcorn All Saints Nursery does not automatically guarantee admission to, nor enable automatic enrolment with the school. Children attending Runcorn All Saints School must complete the Local Authority application form and will be allocated a place according to the above criteria.

If there are not enough places to admit all applicants meeting any one criterion, the governors will apply the subsequent criteria, in order of priority, to all these applicants.

Additional children may be admitted under very 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 with special educational needs who have an Education, Health and Care plan admitted outside the normal admission round;
- b) Looked after children and previously looked after children admitted outside the normal admission 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 admission round for whom there is no other available school within a reasonable distance;
- f) Children of UK service personnel admitted outside the normal admission round;
- g) Twins and children from multiple births when one of the siblings is the 20th child admitted;
- h) Children with SEN who are normally taught in an SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Notes

- (a) Professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (b) “Faithful and regular worship” means attendance at a minimum of two Sunday church services per month for at least six months prior to the closing date for applications. Your church minister will be contacted to confirm this information.
- (c) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to parent’s attendance at church it is sufficient for just one parent to attend.
- (d) A map showing the parish boundaries is available from the school.
- (e) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brothers or sisters living apart.
- (f) All children with dates of birth between 1st September 2013 and 31st August 2014 are admitted in September 2018. For children with dates of birth after Christmas or after Easter parents may defer entry until later in the year and the headteacher should be consulted if this option is being considered.

Children with Statements

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care plan that names their school.

Admissions information:

Last year all children requesting a place were admitted.

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.

In Year Applications

Parents of children aged between 4 and 5 years , who wish their child to join Runcorn All Saints mid year are required to apply for admission through the Local Authority by completing the common application form. A place will then be allocated via the Local Authority. Application forms for older children wishing to gain a place with in the school can be obtained from the school office. The decision to award a place is at the discretion of the Governing Body who will apply the above admissions criteria when there are multiple applications for limited places.

Waiting list

Where there are 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 placed in 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 the end of the autumn term.

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. utility bills 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 parent's posting is required.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the Local Authority by 15th May 2018 if they wish to make an appeal.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents will normally receive 14 days' notice of the place and time of the hearing.

If a child is refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which an appeal could be successful are limited. It would have to be shown that the decision was one which in the circumstances no reasonable governing body would have made, or that the child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent an appeal in respect of any other school.

Fraudulent applications

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.

Deferred admission

If a child is due to start school during the next academic year, it is important that an application is made by September. If a child's fifth birthday is between the months of September and December, then admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in the child's interest to start no later than January.

Supplementary Form

Name of child:

Surname	Christian names		
Date of birth	Boy <input type="checkbox"/>	Girl	<input type="checkbox"/>

Name of parent/guardian

Address	
Post code	
Telephone	Mobile

Place of worship one of parents / guardians regularly attends:

Name of place of worship	
Address	
Name of vicar or church minister	
Address	
Post code	Telephone

Worship attendance:

Please tick if you have attended a minimum of two Sunday services per month for last six months prior to the closing date for applications.	
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Church Vicar or Minister confirmation of worship attendance

Name of Vicar or Minister.....

Signature.....