

**St Silas' Church of England Primary School**  
**ADMISSION ARRANGEMENTS**  
**September 2020 - 2021**

**Making an application**

Applications for admission to the school for September 2020 should be made online or on the common application form enclosed with the Local Authority's brochure between September 2019 and, 15<sup>th</sup> January 2020. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority application form, stating three preferences.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 16th April 2020. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

**Admission procedures**

Arrangements for admission have been agreed following consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

**The number of places available for admission to the Reception class in the year 2020 will be a maximum of 60**

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 their admission number. By law, no infant class may contain more than thirty children. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with either education, health and care plan, a statement of educational need or an Individual Pupil Resource Agreement (IPRA) naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

**1. (a) Children in Care**

This includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

(b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school.

Professional supporting evidence from a professional, 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 is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

2. Children who have a sibling attending the school on the date of application and on the date of admission.

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

3. Children whose parents/carers live within the ecclesiastical parish of St. Silas'.

A map showing the boundaries is available from school.

4. Children with a parent/carers worshipping in a church in full membership of Churches Together in England.

*Together in England, The Evangelical Alliance, The Irish Council of Churches, Action of Churches Together in Scotland or Churches Together in Wales.*

"Parental worshipping" is normally taken to mean a minimum of monthly attendance at church at public worship for over at least the six months leading up to the 1<sup>st</sup> September 2019. **The governors will request confirmation of this from the relevant member of the clergy or church officer.**

The list of Churches can be found on the *Churches Together in England* website at [www.cte.uk](http://www.cte.uk), [www.irishchurches.org](http://www.irishchurches.org), [www.act-scotland.org](http://www.act-scotland.org), [www.cytun.org.uk](http://www.cytun.org.uk); list are taken as on 1<sup>st</sup> September 2019.

5. Other children

### **Tie break**

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

### **Admissions information:**

In 2019, there were (to be completed when the information is available) applications for 60 places.

### **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.

### **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 for the full autumn term.

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application, ie the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. 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, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

## **Non-routine or in-year admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school to discuss this and then submit an "In Year Application Form" to the Admissions Team. If there is a place in the appropriate class, then your child will be admitted. If there is no place, then the governing body will have to refuse the application but information will be provided about how to appeal against this refusal.

If your family is moving house, your application and appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

More information about changing schools is listed in the Council's "In Year Admission Form". The form is available from schools and the admissions manager, Children's Services and Education Department, Blackburn with Darwen Borough Council, 10 Duke Street, Blackburn, BB2 1DH. Telephone (01254) 666605 or 666698 or 666602.

## **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 clerk to the governors at the school by 22<sup>nd</sup> May 2020.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

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

## **Admission of children outside of their normal age group**

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a 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.

### Children who are already of school age

Parent(s)/Carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the request year group, the child will be admitted.

### Children seeking admission to Reception in the September after their fifth birthday

Parent(s)/Carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admissions into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

**Please note:** This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group.

Admission Authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group. Parent(s)/Carer(s), therefore should consider whether to request admission out of the normal year group at all their preference schools, rather than just their preference school.

The Governing Body will make a decision before the Primary national offer date if at all possible.

If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make an in-year application to the Governing Body for the admission to year 1 for the September following their child's fifth birthday.

### Making the decision

Parent(s)/Carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and the views of a medical professional (where relevant); whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and whether they have previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Body will then inform the parent/carer of their decision on the year group the child should be admitted to and will provide the reason for their decision.

Parent(s)/Carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

### **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 your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, 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 your child's interest to start no later than January.

### **Twins, etc**

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

**Diocesan Supplementary Information Form  
Admission to primary school, September 2020  
St Silas Church of England Primary School**

**Name of Child:**

**Surname..... Christian names.....**

**Date of birth.....**

**Name of parent/guardian .....**

**Address .....**

.....

.....**Post code .....**

**Contact telephone number.....**

**If you are applying to this school on faith grounds, please complete the following sections:**

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

**Name of place of worship.....**

**Address.....**

.....

**Name of Vicar / priest / minister / faith leader / church officer:**

.....

**Address.....**

.....

.....**Postcode.....**

**Telephone.....**

**Your faith leader will be contacted in order to provide the information.**

**Please return this form to the school before 15<sup>th</sup> January 2020.**

**This parent has given your name as a reference for his/her commitment to the church.**

**Clergy Reference Form  
Admission to primary school, 2020**

**St Silas Church of England Primary School**

**Name of child:**

**Surname**.....**Christian names**.....

Date of birth.....

**Name of parent/guardian** .....

**Address** .....

.....

.....**Post code** .....

**Contact Telephone**.....

This parent has given your name as a reference for his/her commitment to the church/place of worship.

Our criteria require the parent to have attended their place of worship once a month for 6 months prior to 1<sup>st</sup> September 2019.

Has this been the pattern for this parent?      YES / NO

Signed .....

Name .....Date.....

Position .....

Church .....

Please return this form to .....

by .....