



**St Mary's C of E Primary School High Crompton**

**Admissions Policy**  
**For the Academic Year**  
**September 2024 - July 2025**

Updated and Reviewed: October 2022

Last consultation: November 2021

Effective: September 2024

Approved by Governors on: 10 October 2022

## Introduction

This document sets out the admission arrangements of St Mary's C of E Primary School High Crompton.  
For the purposes of this policy, the Governing Body is the admission authority.

## School Vision

'Love one another as Jesus loved us' (John 13 v 34-35) Jesus said, 'Love one another as I have loved you'.

Through God's love and our Christian Values, we encourage each individual to love, respect and value themselves and others. We encourage and nurture the growth of every individual and their uniqueness so that all flourish and become all that they can be and all that God made them to be.

## Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.
2. The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.
3. The St Mary's C of E Primary School High Crompton has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 pupils each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school.
4. Parents must also complete St Mary's Supplementary Information form which is available on our school website or from the school office. Parents must complete this form to enable the Governors to apply the over subscription criteria, should the number of applications exceed the number of places available. *Children whose parents do not complete and return this form by the deadline will not be considered for admission under oversubscription criteria number 2, 4, 5, and 7 of this admission policy.*

**The completed form must be returned to school and parents MUST ensure they obtain a receipt.**

5. If more than 30 applications are received the oversubscription criteria will be applied to determine which applicants will be offered places. Priority will then be given to those children who meet the criteria set out below.
6. In previous years the Admissions Committee applied the oversubscription criteria and admitted pupils at the start of the Academic Year under the following criteria: -

Over subscription criteria as defined in the table below:	Year of Admission					
	2017	2018	2019	2020	2021	2022
Criterion 1	0	0	1	0	2	1
Criterion 2	2	0	0	0	0	0
Criterion 3	11	11	11	7	14	15
Criterion 4	12	10	10	8	14	14
Criterion 5	4	3	3	3	0	0
Criterion 6	1	3	3	3	0	0
Criterion 7	0	1	0	0	0	0
Criterion 8	0	2	2	9	0	0
<b>Total</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>

We strongly recommend that you make an appointment to view the school prior to submitting an application by contacting the school office on 0161 770 8309. If you require any further information please telephone 0161 770 8309 or email [office@stmaryscecrompton.oldham.sch.uk](mailto:office@stmaryscecrompton.oldham.sch.uk)

### Oversubscription Criteria

1	Children in public care and previously looked after children. (see note a)
2	Children whose medical or social circumstances mean that their needs can only be met at this school. (see note b)
3	Children who will have a sibling attending the school at the time of their admission – (see note c)
4	Children whose parent(s)/legal guardian(s) <b>and the child</b> regularly attend St Mary's Church, High Crompton, Holy Trinity Shaw, Thornham St James – (see note d)
5	Children whose parent(s)/legal guardian(s) <b>and the child</b> regularly attend at any Anglican Church- (see note d)
6	The next 3 places allocated to any children based on geographical proximity to the school (see note e)
7	Children whose parent(s)/legal guardian(s) <b>and the child</b> regularly attend a Christian church of another denomination. (see note d)
8	Children who do not fulfil the above criteria, based on the proximity of their homes to school. (see note e)

See below for explanatory notes.

## **Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)**

- a. The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

### **Social and Medical need**

- b. Admission on social or medical grounds can be considered where the medical condition relates either to the child in question or a parent/legal guardian, or sibling (see note below.) Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required for consideration by the Admissions Authority.

### **Siblings**

- c. Siblings of pupils attending the school during the academic year to which the child would be admitted. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

### **Faith based**

- d. Regular attendance is defined as the child and one parent/legal guardian attending public worship at church during the year 1 December to 30 November in the year before admission to the school. (i.e. for admission in September 2024 attendance will be taken from the year 1 December 2022 to 30 November 2023.)

Applicants will be prioritised according to the number of weeks attended at public worship within the year.

- **Priority will be given to those who have attended services for 40 plus weeks during the full period of 12 months.**

This will be followed by attendance for :

- 25-39 weeks a year
- 10-24 weeks a year,

Attendance for a period of less than 10 weeks during the year will not qualify as regular

attendance.

The period of attendance may be for any 10 weeks or more within the specified 12 month period, it does not have to be for consecutive weeks.

Regular attendance will be established and confirmed by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer at the church(es) you have attended.

The Supplementary Information Form will be the basis for prioritising applicants within this category. Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity. The list of nationally Designated churches can be found at <https://www.churchofengland.org/sites/default/files/2019-12/Designated%20Churches.pdf>

In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**\*The church building is classed as closed for public worship unless it is open for unrestricted and fully public worship (ie restricted worship is not public worship).**

#### **Distance from school**

e. Proximity to the school with those living closest to the school having priority calculated by:

Where the number of applicants exceeds the number of available places within a category, then distance from the child's permanent residence to the school will be calculated using a straight line measure between the permanent residence postcode and the school postcode. This is calculated electronically by Oldham Council using GIS software within their admission database which uses Post Office data and Ordnance Survey data. If, after taking account of distance from home to school, it is necessary to distinguish between two or more applicants with equal priority for admission, the allocation will be determined by random allocation. This will be overseen by an independent person nominated by the Governing Body Admissions Committee.

The child's home address will be determined by:

When considering a request for admission to St. Mary's C of E Primary School, the only address the Governors can consider is the address of the adult(s) with whom the child is permanently resident. Where the parents have shared responsibility for the child and the child lives for part of the week with each parent, then the address for the purpose of measuring distance from home to school will be the address at which the child is resident for the majority of the school week. Moreover, the Governors can only consider the parents' address at the time of the allocation process. An intention to change address cannot be considered by the Governors until such a move has actually taken place and proof is available to substantiate the change of address. The place offered will be withdrawn, if a false address is given, or an address is provided where the child is not actually living. Please contact the Headteacher if you have any queries in this respect.

## **Tie-breaker**

1. Proximity to the school. We will measure the distance by a straight line. All straight line distances are calculated electronically using a geographical information system.

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).

## **Multiple births**

Where there are children of multiple births wishing to be admitted and the sibling is the 30<sup>th</sup> child, the Governors may admit over the infant class requirement if it is possible to do so. If this is not possible however the Governors will inform the Local Authority, which may consult with the parent, to consider whether all the siblings can be offered places at an alternative local school.

## **Late applications**

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is received 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 for applications will be considered after all the others, and placed on the waiting list in order according to the criteria.

## **In Year Admissions**

If a child needs to change school either at the start of a new academic year or during an existing academic year then such admissions are known as in - year admissions. Parents wishing for their child to attend this school as an in year admission should contact the school office for further information either by telephone 0161 770 8309 or email [office@stmaryscecrompton.oldham.sch.uk](mailto:office@stmaryscecrompton.oldham.sch.uk)

The oversubscription criteria for admissions apply to in-year applications should the number of applications exceed the number of places available

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

1. Parents may request that their child is admitted to a year group outside their normal age range, for instance where a child has suffered from particular social or medical issues impacting on their schooling. 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. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information 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 school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

## Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it. 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 at a later date may have a higher priority than one who has been on the waiting list for some time

## Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the local authority within 14 days of the date of the letter refusing your child a place at the school for information on how to appeal. (See details below).

If your child was refused a place in Reception or Key Stage 1 (Year 1 and Year 2) because of Government limits on infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or a procedural error has been made by the Admissions Authority in the original application process.

**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.**

The appeal application form can be downloaded from the Oldham Council website:

<http://www.oldham.gov.uk/info/200327/admissions/1139/appeals>

Alternatively, a paper copy can be requested from school. The completed form should be sent to:

**Oldham Council School Admission Appeals**

**Level 4, Civic Centre**

**West Street**

**Oldham, OL1 1UL**

Email: [schoolappeals@oldham.gov.uk](mailto:schoolappeals@oldham.gov.uk)

Tel: 0161 770 4213

### **School age**

A full-time school place in the Reception class is available for children from the September following their 4<sup>th</sup> birthday, etc.

### **Deferred entry for infants**

Parents offered a place for their child have a right to defer entry, or to take a place up part time, until the start of the term beginning immediately after their child has reached compulsory school age of 4. However, places cannot be deferred until the next academic year.

### **Address definition**

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week).

Parents should not assume that a place will automatically be allocated to their child.

The place offered will be withdrawn, if a false address is given, or an address is provided where the child is not actually living.

### **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 of residence at a particular address or involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Body is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Once a child has started school the Governing Body is able to withdraw the place if it is discovered that the place was fraudulently obtained.

### **Enquiries**

Should be to Headteacher at:

St. Mary's CE Primary School,

Rushcroft Road,

High Crompton,

Oldham

OL2 7PP.

### **Data Protection (GDPR) - Managing and Storing Information**

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All documents stored are in accordance with legal requirements where appropriate, and guidance from the Records Management Toolkit for Schools.

a) Supplementary Information forms are held confidentially and securely in the School Office. If the child is admitted to the school these are added to the pupil record and retained whilst the child is at the school. If the child is not admitted, then they are retained for a period of one year from the closing date of applications then securely destroyed (shredded).



b) Application information is received electronically from Oldham Council and is confidentially and securely stored on the school computer system. Such records are retained for a period of one year from the closing date of application then deleted.

C) The information is not shared with any third party except in the event of an appeal.

This policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
	✓	